

## SOS CONSTITUTION

Ratified by Membership on: \_\_\_\_\_

Ratified by SSMU Council On: \_\_\_\_\_

### **ARTICLE I: Name**

1.1 SOS (short for Students Offering Support) also referred to hereinafter as the Club.

### **ARTICLE II: Mandate**

2.1 The Club's mandate shall be to:

- Provide support to the student body at McGill through 'Exam Reviews' for select courses at McGill.
- Raise funds through these 'Exam Review' initiatives that will be put towards a development project selected by the SOS community for the year.
- Propose, select, organize and promote a development initiative for underprivileged children in a developing country that will be executed by SOS volunteers at the end of the year.

The Club shall carry out its mandate from an anti-oppressive standpoint.

### **ARTICLE III: Membership**

3.1 Membership to SOS as a SSMU club will be open to all who are interested by signing on to a membership list.

3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students Society (pGSS) members are eligible to be elected as officers and hold voting privileges.

3.3 Associated non-voting membership is open to all others.

### **ARTICLE IV: Executive Committee**

4.1 The Executive Committee shall administer the club and plan, organize and oversee its initiatives.

4.2 The Executive is composed of the following portfolios:

1. The President
2. Finance/ Business Development Coordinator
3. Marketing Coordinators (2)

4. Charity Development Coordinator
5. Course Coordinators (2)
6. Human Resources Coordinator

4.3 The President shall call meeting as often as he deems fit.

4.4 The quorum for meeting will be 2/3 of the total members of the executive.

4.5 The authority on procedure at meetings of the executive shall be Robert's Rules of Order.

#### **ARTICLE V: Portfolios**

5.1 The *President* Shall:

5.1.1 Be the Chief Executive Officer, Chief Representative and Chief Spokesperson of the Club.

5.1.2 Oversee all aspects of the Club.

5.1.3 Ensure the smooth running of the Club as a whole through facilitation of the various EC portfolios with a vision that is consistent with the club mandate.

5.1.4 Perform annual goal setting and high level planning for the direction of the chapter.

5.1.5 Be responsible for updating Canada SOS on chapter progress and activities.

5.1.6 Co-sign all financial transactions with the Finance/ Business Development Coordinator.

5.2 The *Finance/ Business Development Coordinator* shall:

5.2.1 Manage the bank account, expenses and reporting of the chapter in compliance with both SSMU and Canada SOS requirements.

5.2.2 Co-sign all financial transactions with the President.

5.2.3 Compile all necessary details for donors and co-ordinate the process of issuing tax receipts in conjunction with Canada SOS.

5.2.4 Solicit sponsorship from the local community to help cover costs and to generate additional support for the target community! project of the volunteer outreach trip.

5.2.5 Provide financial updates to the rest of the executive.

5.3 The *Marketing Coordinators* shall:

5.3.1 Be responsible for planning, developing and deploying campaigns promoting the club.

5.3.2 Manage and Update the Chapter Website, and other marketing material. 5.3.3 Track and analyze campaign success and participating drivers for Review attendees.

5.4 The *Charity Development Coordinator* shall:

5.4.1 Organize and coordinate the annual volunteer trip with regard to students and external organizations.

5.4.2 Deploy awareness campaigns on child poverty in the community.

5.5.1 Run Course specific marketing and promotions in conjunctions with the Marketing coordinator.

5.5 The *Course Coordinators* shall:

5.5.2 Coordinate exam review sessions, event logistics, feedback and finances reporting.

5.5.3 Recruit and support tutors in Review session execution.

5.5.1 Run Course specific marketing and promotions under the Sr. Course Coordinator.

5.5.2 Coordinate exam review sessions, event logistics, feedback and finances reporting.

5.5.3 Recruit and support tutors in Review session execution.

5.6 The *Human Resources Coordinator* shall:

5.4.1 Coordinate and book rooms for meetings

5.4.2 Record attendance and keep track of club affairs during meetings

In addition, SOS will be composed of course specific *Tutors*, and *General Volunteers* to assist in the workings of the club, as well as scout for new initiatives.

## **ARTICLE VI: Fees**

6.1 There will no fees to become a tutor / volunteer/ member with SOS.

6.2 The Exam Review initiative will warrant a fee of \$20 from attendees/ exam session, or \$60 for 4 exam review sessions.

### **ARTICLE VII: Finances**

7.1 McGill SOS revenues (including but not limited to student levies, student organizations funding, departmental funding, institutional funding and "Exam Review" donations) will be amassed during the fiscal year and distributed as follows:

- 10% will be donated to the national charity Canada SOS, to invest in other student chapters to develop and to strengthen the support provided to all chapters by Canada SOS
- 90% will be used to fund a sustainable development project which is to be implemented on the year end McGill SOS volunteer outreach trip, in a destination to be agreed upon by the executive team

7.2 Financial reports will ~~be~~ made available to all executives, volunteers, and donors. The current financial standing will be provided prior to major financial decisions being voted upon

7.3 The Finance Coordinator and President shall co-sign all contracts and banking transactions.

7.4 Temporary departure from the above mentioned clauses is allowed - without amendment to the constitution - if the treasurer and president jointly recommend specific actions to be taken, and the executive approves these actions with a 2/3 majority

### **ARTICLE VIII: Meetings**

8.1 A general meeting shall be held each semester of the academic year.

8.2 Election of the new executive by secret ballot shall be carried out during the Winter semester general meeting.

8.3 Special meetings may be called whenever deemed necessary by the executive.

### **ARTICLE IX: Electoral Procedures**

9.1 Elections will be conducted by secret ballot at the General Meeting in winter.

9.2 Ballots must be kept in a secure place for 5 weeks after date of voting.

9.3 The Vice President (Clubs and Services) of SSMU or his/ her representative shall be the Chief Returning officer with final authority over electoral procedures and validity of results.

9.4 The executive committee shall designate Deputy Returning officers to assist

the running of the elections in consultation with the CRO.

**ARTICLE X: Affiliations**

The club shall be affiliated with the nation-wide organization CANADA SOS and its chapters.

**ARTICLE XI: Constitutional Amendment Procedure**

11.1 Any member of the club may propose an amendment to the constitution.

11.2 Adoption by a 2/3 vote of the SOS Executive

11.3 Ratification by the SSMU council prior to taking effect.

**ARTICLE XII: By laws and Policies**

12.1 The Club shall create and maintain bylaws that cover the operations of the club which are not specified in the constitution.

12.2 The Club's bylaws shall not contravene the constitution.

**ARTICLE XIII: SSMU Constitution**

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.

13.2 If there are any areas not covered in this constitution, the SSMU Constitution and By-laws shall take effect.

Date originally adopted by the membership: \_\_\_\_\_

Date last amended: \_\_\_\_\_