

CONSTITUTION OF MCGILL STUDENTS FOR AMNESTY INTERNATIONAL

Ratified by Club's Membership on: _____

Ratified by SSMU Council on: November 3, 2016

1 Article I: Name

1.1 McGill Students for Amnesty International also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

Work under the mandate of Amnesty International to mobilize public pressure within the McGill community to expose and oppose human rights violations. The Club helps raise awareness of human right abuses in Canada and around the world through various events, including documentary screenings, speaker panels, demonstrations, and letter writing campaigns.

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options,

purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following six portfolios:
 - 1. Director
 - 2. Vice President External
 - 3. Vice President Internal
 - 4. Vice President Finance
 - 5. Vice President Communications
 - 6. Vice President Social
 - 7. First Year Representative
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least three of the five EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.
- 4.5 Executive positions may be held for one semester.

5 Article V: Portfolios

Annually, the group shall elect a Director, a VP External, a VP Internal, a VP Finance, a VP Communications, a VP Social, and a First year representative.

- 5.1 The Director 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 Be the main point of contact between the SSMU VP Clubs and Services and the club
 - 5.1.4 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
 - 5.1.5 Chair all EC meetings.
 - 5.1.6 May cast the deciding vote in the event of a EC deadlock
 - 5.1.7 Co-sign all financial transactions with the VP Finance.
 - 5.1.8 Co-sign all minutes with the VP Communications if necessary.
 - 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

- 5.1.10 The Director shall moderate executive meetings, organize the work of the executive, and take final responsibility for the orderly running of the group.
- 5.2. The Vice President External shall:
 - 5.2.1 Act as representative of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.2.4 Liason with the head Amnesty International office.
 - 5.2.5 Liaison with external groups.
- 5.3 The Vice President Internal shall:
 - 5.3.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.3.2 Maintain the membership list of the club and administer the listservs.
 - 5.3.3 Oversee and coordinate the programming activities and events of the club.
 - 5.3.4 Be responsible for contact with other clubs on campus.
- 5.4 Vice President Finance shall:
 - 5.4.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.4.2 Be responsible for the collection of membership fees.
 - 5.4.3 Co-sign all financial transactions with the Director.
 - 5.4.4 Ensure the funding and financial stability of the club.
 - 5.4.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
 - 5.4.6 Coordinate the preparation of the annual budget, maintain a ledger of all financial transactions of the club, oversee fundraising, and act as the financial liaison with SSMU.
- 5.5 Vice President Communications shall:
 - 5.5.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
 - 5.5.2 Co-sign all minutes with the President if necessary.
 - 5.5.3 Be responsible for booking and arranging meeting rooms, and drafting agendas for general meetings.
 - 5.5.4 Monitor and update social media networks.
 - 5.5.5 Be responsible for outreach and event promotion.
- 5.6 Vice President Social shall:
 - 5.6.1 Create opportunities for club participation and bonding.
 - 5.6.2 Assist in coordinating events: club related, or social events.
- 5.7 First Year Representative shall:
 - 5.7.1 Reach out to the U0 and U1 classes to expand our club participation
 - 5.7.2 Assist EC with roles as necessary.

6 Article VI: Fees

6.1 The Club shall not collect a membership fee.

7 Article VII: Finances

7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.

7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account

7.2.1 Each account must have a minimum of two and maximum of three signing officers

7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

8 Article VIII: Meetings

8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.

8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.

8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

9 Article IX: Electoral Procedures

9.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.

9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.

9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.

9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.

9.5 Elections are to be conducted by secret ballot in person.

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

9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results

9.8 Should there be a contested election, or a tie for a Executive Committee position, a Co-"position" may be created. (For example: Co-Director, Co-VP Finance, Co-VP Communications, Co- VP Internal, etc.)

9.9 Should the winner of an election be present for only one semester of the school year, a Co-"position" may be created in which the candidate with the second-most votes would be elected as well.

9.10 Votes are to be counted by a club member who is not currently running for election.

10 Article X: Affiliations

10.1 The Club shall be affiliated with: Amnesty International.

McGill Students for Amnesty International is accredited as Group No. 100 of the Canadian Section (English speaking).

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting.
- 11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

12 Article XII: Bylaws 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.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.