



CONSTITUTION OF BIG BUDDIES TUTORING CLUB

Ratified by Club's Membership on 01 April 2017

Ratified by SSMU Council on: 06 April 2017

1 Article I: Name

1.1 Big Buddies Tutoring Club, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

- Match members with appropriate subject-area experience with schools in the Montréal area which have expressed a need for tutoring for their students;
- Provide members with an opportunity to receive volunteer teaching experience at no cost by fully reimbursing transportation costs for members who use public transit and who provide adequate receipts;
- Promote a sense of community among the Club members;
- Support and encourage other initiatives which further the needs of school-aged children in the Montréal community.

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 Student Life 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 to 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.
- 3.4 To become a member a SSMU or PGSS member must submit an application in order to be placed according to their tutoring experience, to be reviewed by the Co-Presidents who shall abide by the equity requirements above.
- 3.5 No one shall be denied a placement due to a lack of previous tutoring experience, but shall be placed according to their self-reported academic strengths and wishes.
- 3.6 A member shall be considered 'active' for a given year if they have been assigned to a tutoring placement and have completed two (2) tutoring sessions at that placement in either the Fall or Winter Term.
- 3.7 Tutors continuing a previous placement through multiple terms or years must contact the Vice President Communications to ensure their active status is recorded.

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 four portfolios:
1. Two (2) Co-Presidents
 2. Vice President Communications
 3. Vice President Social Events
 4. Treasurer
- 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 The EC shall serve from one week following the announcement of election results until one week following the election of the new EC.
- 4.6 Each member of the EC shall be responsible for: meeting personally with the corresponding newly-elected member of the EC during the abovementioned week; remaining available to answer questions by email until September 30th of that year; submitting a detailed exit report and handing over access to all electronic accounts.
- 4.6.1 In the event of an emergency, the members of the previous EC who retain signing officer status shall assist the new EC in all appropriate actions.

5 Article V: Portfolios

- 5.1 The Co-Presidents shall, individually or together:
- 5.1.1 Be the chief executive officers, chief representatives, and chief spokespersons of the Club.



- 5.1.2 Oversee all aspects of the club.
 - 5.1.3 Be the main points of contact between the SSMU VP Student Life 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 One Co-President shall co-sign all financial transactions with the Treasurer.
 - 5.1.8 Co-sign all minutes with the VP Communications.
 - 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 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.1.11 Be responsible for moving and defending any motion to expel another member of the EC for failure to carry out their duties; such a motion shall require the unanimity of the four (4) remaining EC members.
- 5.2 The Vice President Communications shall:
- 5.2.1 Act as representative of the Club to the community within and outside of the University through the Club email account (bigbuddies@gmail.com) and Facebook page.
 - 5.2.2 Be responsible for communication with the Students' Society of McGill University.
 - 5.2.3 Be responsible for dealing with communications according to their general knowledge of the Club's operations, such as adding interested students' names to the listserv, informing tutors of their placements, and keeping the email inbox in general good order.
 - 5.2.4 Be responsible for tracking active members' contact information and placement times on a spreadsheet.
 - 5.2.5 Be responsible for an occasional listserv mailing informing members of their responsibilities for reimbursements, general meetings, Club events, etc.
- 5.3 The Vice President Social Events shall:
- 5.3.1 Coordinate events to fundraise for Club activities, promote community building among tutors, and an annual thank-you brunch and election.
 - 5.3.2 Oversee and coordinate the programming, activities, and events of the Club.
 - 5.3.3 Work with the Treasurer to determine the required extent of fundraising and facilitate events of appropriate costs according to the extent of funding the Club has available.
 - 5.3.4 Be responsible for booking all rooms/tables and catering for events.
- 5.4 The Treasurer 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 receipts from members and the EC, and be responsible for the distribution of reimbursements.
 - 5.4.3 Co-sign all financial transactions with one Co-President.



- 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 biannual audits for the SSMU.

6 Article VI: Fees

- 6.1 The Club shall have no membership fee.

7 Article VII: Finances

- 7.1 The Executive Committee 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.

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 Debate and vote on motions presented at a General Meeting shall proceed according to Robert's Rules of Order. Any member of SSMU or PGSS may attend the General Meeting and propose a motion for debate and vote by the active members.
- 8.4 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 their 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 in March 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) shall be notified immediately in the event of contested electoral results.
- 9.8 Only active members may stand for election or cast a ballot.

10 Article X: Affiliations

- 10.1 The Club shall have no affiliations.

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 a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 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 bylaws 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 Internal Regulations, the SSMU Constitution, Internal Regulations, and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, Internal Regulations and Policies shall take effect.