



# CONSTITUTION OF COMPARATIVE HEALTHCARE SYSTEMS PROGRAM

**Ratified by Club's Membership on (DD/MM/YYYY):**

**Ratified by SSMU Council on: 06/04/2017**

## **1 Article I: Name**

- 1.1 "Comparative Healthcare Systems Program (CHSP)" also referred to hereinafter as the Club.

## **2 Article II: Mandate**

- 2.1 The Club's mandate shall be to
- 2.1.1 Provide opportunities for students interested in public health to compare and contrast healthcare systems.
  - 2.1.2 From their experience with the club, draw ideas for possible implementation in the Canadian healthcare system.
  - 2.1.3 Give members information concerning non-Canadian healthcare systems and healthcare in general.
  - 2.1.4 Promote exchange of information and experience pertaining to public healthcare between students of McGill, departments of McGill University and other institutions.
  - 2.1.5 Organization of an annual exchange to a foreign country aimed at providing students interested in public health information and contacts on a non-Canadian healthcare system.
  - 2.1.6 Provide a hands-on opportunity for students to investigate the similarities and differences between the Canadian healthcare system and other Healthcare systems.
  - 2.1.7 Investigate the pros and cons of non-Canadian healthcare systems and draw conclusions for the improvement of the Canadian healthcare system.
  - 2.1.8 Hold events relating to the study of comparative healthcare systems.

## **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.

## **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 twelve portfolios:
1. Program Directors (2)
  2. Consultant Program Directors (2)
  3. Vice-President Finance (1)
  4. Vice-President Communications (1)
  5. Vice-President Internal (1)
  6. Vice-President Conference (1)
  7. Vice-President Lecture Series (1)
  8. General Program Coordinator (2-3)
  9. Vice-President External (1)
  10. Vice-President Information Technologies (1-2)
  11. Research Coordinator (1-2)
  12. U0/U1 Representatives (2)
  13. Exchange Coordinator Taiwan (1)
  14. Exchange Coordinator Europe (1)
- 4.3 The EC shall meet as frequently as it deems fit.



4.4 At least 50% of the total EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

## **5 Article V: Portfolios**

5.1 The Program 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 and ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various executives with a vision that is consistent with the Club mandate.
- 5.1.3 Plan and coordinate the Club's exchange programs in cooperation with other executive members and the Club's partners in Taiwan.
- 5.1.4 Chair all EC meetings and set the agenda for said meetings.
- 5.1.5 Co-sign all financial transactions with VP Finance.
- 5.1.6 Be the main point of contact between the SSMU VP Student Life and the club.
- 5.1.7 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.1.8 Preferably be a past member of the executive committee and have participated in both a CHSP exchange organized and in the organization of such an exchange.
- 5.1.9 Manage the recruitment and selection of new executives for the club
- 5.1.10 Gather exit reports from the past executives and ensure the incoming executives access them

5.2 The Consultant Program Director shall:

- 5.2.1 Assure the smooth replacement of executives between academic years.
- 5.2.2 Ease in the new Program Directors into their roles.
- 5.2.3 Provide guidance and/or a helping hand to the EC when necessary.
- 5.2.4 Take on the role of Acting Program Director in the event that a current Program Director is no longer able to fulfill their duties.
- 5.2.5 Be a past Program Director.

5.3 The Vice-President Finance shall:

- 5.3.1 Oversee and coordinate funding for the programming activities and events of the Club.
- 5.3.2 Apply for funding from organisms such as SSMU, MSS, McGill Alumni Association, etc.
- 5.3.3 Develop the annual budget and operating the finances of the program with the consent of EC.
- 5.3.4 Co-sign all financial transactions with one of the Program Directors.
- 5.3.5 Ensure the funding and financial stability of the club.
- 5.3.6 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 5.3.7 Fundraise and acquire sponsorships

5.4 The Vice-President Communications shall:

- 5.4.1 Act as representative of the Club to the community within and outside of the University.



- 5.4.2 Be responsible for communication within the EC and with the Students' Society of McGill University.
- 5.4.3 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
- 5.4.4 Ensure that the Club's events and activities are promoted on campus through social media, in-class announcements, by sending out frequent listserv and email announcements, and so on.
- 5.4.5 Design posters, brochures, and other promotional material for such events.
- 5.5 The Vice-President Internal shall:
  - 5.5.1 Maintain the membership list of the club.
  - 5.5.2 Manage the CHSP Taiwan Program Alumni Community.
  - 5.5.3 Oversee and coordinate the programming activities and events of the club
  - 5.5.4 Take minutes at meeting, and ensure proper distribution of all minutes.
  - 5.5.5 Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and, in collaboration with the Program Director, drafting agendas for the meetings.
- 5.6 The Vice-President Conference shall:
  - 5.6.1 Organize the Club's annual conference held in March by seeking sponsors, finding a venue, contacting speakers, and planning a conference theme.
  - 5.6.2 Preferably be knowledgeable about current public and global health issues.
- 5.7 The Vice-President Lecture Series shall:
  - 5.7.1 Plan a bi-weekly or monthly guest lecture with a healthcare professional or professor whose field is related to healthcare, public health, or global health.
  - 5.7.2 Preferably be knowledgeable about current public and global health issues.
- 5.8 The General Program Coordinator shall:
  - 5.8.1 Be responsible for working in collaboration with another executive on a project of their choice.
  - 5.8.2 Be assigned a specific task by the Program Director if there is such a need for the Club.
  - 5.8.3 Preferably be knowledgeable about current public and global health issues.
- 5.9 The Vice-President External shall:
  - 5.9.1 Organize the Montreal pre-departure program held in May.
  - 5.9.2 Seek out new contacts in order to expand the program.
  - 5.9.3 Preferably have experience working or volunteering at Montreal health institutes.
  - 5.9.4 Collaborate with other health groups on campus and in Montreal
  - 5.9.5 Expand the visibility and build external connections for CHSP
  - 5.9.6 Advertise the Club at conferences and other health events
- 5.10 The Vice-President Information Technologies shall:
  - 5.10.1 Be responsible for the design, development and maintenance of the Club's website.



- 5.10.2 Look for creative ways that the Club can expand its online presence such as streaming our annual conference and guest lectures.
- 5.10.3 Work closely with the Vice-President Communications to ensure that the Club's events and activities are promoted on the website.
- 5.10.4 Be a position that may be assigned to the Vice-President Communications.
- 5.11 The U0/U1 Representative shall:
  - 5.11.1 Promote the Club's visibility, events, and activities to the U0 and U1 students at McGill through in-class announcements and other advertising strategies.
  - 5.11.2 Work closely with the Vice-President Communications.
  - 5.11.3 Be responsible to assist other executives of the Club with their events.
  - 5.11.4 Be a U0 or U1 student.
- 5.12 The Research Coordinator shall:
  - 5.12.1 Direct the research aspect of the Club, including the design of studies and their submission for publication, in collaboration of the EC.
- 5.13 The Exchange Coordinator Taiwan shall:
  - 5.13.1 Recruit and select participants to the Taiwan program to study the healthcare system
  - 5.13.2 Manage the logistics of the trip
  - 5.13.3 Coordinate with the Vice-President External in the pre-departure program
- 5.14 The Exchange Coordinator Europe shall:
  - 5.14.1 Recruit and select participants to the Europe program to study the healthcare system
  - 5.14.2 Manage the logistics of the trip
  - 5.14.3 Coordinate with the Vice-President External in the pre-departure program
- 6 Article VI: Fees**
  - 6.1 Membership to The Club shall be free of charge.
- 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 before May 31st of each year.
  - 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 after all comparative healthcare system exchanges have taken place (most likely during the summer) purpose of electing and planning the recruitment of 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.

## **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 Elections are to be held during the previously mentioned General Meeting.
- 9.3 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.4 The new EC members will be elected from existing members of the Club through the consensus of the 2 Program Directors and 2 Consultant Program Directors. Other members of the EC are excluded from this decision due to potential conflicts of interest.
- 9.5 Vacant positions at the end of the previously mentioned General Meeting will be open for applications in the beginning of the following fall semester. The election of these new EC members shall be done through the consensus of all existing EC members.
- 9.6 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.
- 9.7 In the event that a member of the EC has failed their duties, a motion for their impeachment can be passed with the approval of at least 2/3 of the EC.
- 9.8 Should a position in the EC become vacant over the course of the academic year, a Program Director shall become the Acting executive member, until a replacement can be recruited with the consensus of the EC.

## **10 Article X: Affiliations**

- 10.1 The Club shall be affiliated with: Shu-Zen College of Medicine and Management, Kao Hsiung Medical University, Kao Hsiung Medical University Chung-Ho Memorial Hospital, National Cheng Kung Medical University Hospital, Taiwan Department of Health, Center for Disease Control (CDC) Taiwan, McGill University Master of Public Health Program, and any institutions, clubs or individuals related to public health.

## **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 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.