



# CONSTITUTION

## **Constitution of Journalists for Human Rights McGill University Student Chapter**

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

**Ratified by SSMU Council on:**

**1 Article I:** Journalists for Human Rights McGill University Student Chapter also referred to hereinafter as the Club, or JHR.

**2 Article II: Mandate**

**2.1 The Club's mandate shall be to**

The club mandate should be

- to give McGill students the opportunity to plan domestic and international projects that build capacity for human rights reporting.
- To provide a platform for students to address a multi-perspective take on human rights issues using media (newspaper, TV, radio and advocacy)
- To hold educational events relating/advocating for human rights issues
- Network with other clubs related to human rights and advocacy, which could be through social events.

**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 five portfolios:
  - 1. President
  - 2. Vice President Internal
  - 3. Vice President of Advocacy
  - 4. Vice President of Events
  - 5. Vice Presidents of Newspaper (2)
  - 6. Vice President of Design
  - 7. Vice President of Communications
  - 8. Vice President of Radio
  - 9. Vice Presidents of Television (2)
- 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.

### **5 Article V: Portfolios**

- 5.1 *The President shall:*
  - 5.1.1 Coordinate the overall activities of the club
  - 5.1.2 Represent JHR and act as a liaison between the Chapter and the Head Office
  - 5.1.3 Be the main point 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 Act as chairperson for all general meetings and executive meeting
  - 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 Treasurer.
  - 5.1.8 Shall be responsible for arranging and booking meeting rooms, and event rooms organizing and obtaining refreshments, and drafting agendas for executive and general meetings- to be coordinated with VP Events
  - 5.1.9 Maintain the accessibility of the club to all members
  - 5.1.10 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. *The Vice President Internal shall:*
- 5.2.1 Ensure financial transparency of the club
  - 5.2.2 Be responsible for promoting the image of the Club to the community within and outside McGill University
  - 5.2.3 Research potential grants, sponsorships and donors
  - 5.2.4 Prepare financial statements to be submitted to JHR and to SSMU
  - 5.2.5 Prepare and maintain a budget for the year
  - 5.2.6 Collect receipts for out-of-pocket expenditures and issue reimbursement
  - 5.2.7 Keep all receipts/statements for the incoming VP Internal
  - 5.2.8 Co-sign all financial/legal transactions with the President
  - 5.2.9 Prepare applications for grants and subsidies internally and externally
  - 5.2.10 Collect any member fees approved by the Executive Committee
  - 5.2.11 Conduct all activities and responsibilities concerning the SSMU (e.g. room bookings, audits, office request forms, etc.)
- 5.3 *The Vice President of Advocacy shall:*
- 5.3.1 Act as a representative to the JHR McGill Chapter outside of the university, as well as to other clubs and services related to the mandate
  - 5.3.2 Coordinate educational events with the VP Events
  - 5.3.3 Coordinate advocacy campaigns either solely or in conjunction with other human rights groups
  - 5.3.4 Support reporting on current human rights issues by the Newspaper, Radio, and TV teams
- 5.4 *The Vice President of Events shall:*
- 5.4.1 Coordinate educational events (e.g. speaker panels and film screenings) with the VP Advocacy
  - 5.4.2 Organize fundraisers (e.g. samosa sales, parties, and pub nights)
  - 5.4.3 Shall be responsible for arranging and booking meeting rooms, and event rooms organizing and obtaining refreshments, and drafting agendas for executive and general meetings- to be coordinated with President
- 5.5 *The Vice Presidents of Newspaper (2) shall:*
- 5.5.1 Organize the publication of the chapter newspaper at the end of the year



- 5.5.2 Coordinate article submission and editing (for online articles on website and chapter newspaper at the end of the year)

*5.6 The Vice President of Design shall:*

- 5.6.1 Coordinate the layout and photo selection of the chapter publication (knowledge of InDesign is extremely helpful!)
- 5.6.2 Remodel website when necessary to be accessible to members and public. Ensure other portfolios to know how to put content here. Put up general content regarding our club. Maintaining website with current information will be aided by VP Communication.
- 5.6.3 Design any logos or other promotional materials. Keep all club graphics, artwork, and documents on file

*5.7 The Vice President of Communications shall:*

- 5.7.1 Maintain a detailed list of chapter members
- 5.7.2 Provide notice of chapter and executive meetings
- 5.7.3 Keep minutes and distribute agendas at executive and general meetings
- 5.7.4 Maintain the JHR McGill Chapter website, listserv with current information to ensure accessibility of the club to all members. Maintaining website with current information will be aided by VP Design.
- 5.7.5 Coordinate publicity for JHR events and opportunities to promote JHR throughout the McGill community

*5.8 The Vice President of Radio shall:*

- 5.8.1 Coordinate the creation of radio shows
- 5.8.2 Ensure that radio team members receive the necessary CKUT training

*5.9 The Vice Presidents of Television (2) shall:*

- 5.9.1 Coordinate the creation and editing of human rights documentaries
- 5.9.2 Ensure that TV team members receive the necessary training

**6 Article VI: Fees**

- 6.1 The club's membership fees will be \$0

**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 April 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 general membership must be notified of the date of the general meeting 1-2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.2 Elections are to be held before March 31 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 Elections are to be conducted by secret ballot in person.
- 9.5 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.6 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results

**10 Article X: Affiliations**

- 10.1 *The Club shall be affiliated with:* Journalists for Human Rights

**11 Article XI: Constitutional Amendment Procedure**

- 11.1 Any member of the club may propose an amendment to the Constitution
- 11.1.1 In order to amend the constitution, consensus on the proposed amendment must be reached at a General Meeting
- 11.2 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.