

CONSTITUTION OF THE STUDENT NUTRITION ACCESSIBILITY CLUB

Constitution of Student Nutrition Accessibility Club -SSMU

1. Article I: Name

1. Student Nutrition Accessibility Club **also referred to hereinafter as the Club.**

2 Article II: Mandate

2.1 The Club's mandate shall be to

The Club's mandate shall be to:

- *Provide local nonprofit groups and underserved populations with access to education in nutrition and basic financial literacy;*
- *Empower members of underserved populations in the local community with the opportunity to achieve a healthier lifestyle;*
- *Enable individuals to better lead changes in their own communities*
- *Provide the McGill Community with access to affordable, fresh produce via the Good Food Box Program, which in turn also supports the other goals of Student Nutrition Accessibility Club.*

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.
- 2.2.2 No member shall make personal profit from the club
- 2.2.3 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 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
 - 2.4.1.2 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 Members are those who contribute to at least 3 Student Nutrition Accessibility Club held events per semester, including but not limited to volunteer work at the Club's Workshops, Conferences, and Good Food Box events.

4 Article IV: Executive Committee

- 4.1 *The Executive Committee (EC), selected by the Co-Presidents after an application process, shall administer the Club and oversee its events.*
- 4.2 *The EC is composed of the following seven portfolios:*
 - i) *Co-Presidents (2)*
 - ii) *Vice President of External Affairs*
 - iii) *Vice President of Internal Affairs*
 - iv) *Vice President Finance*
 - v) *Vice Presidents of Workshops (2)*
 - vi) *Vice President of Good Food Box*
 - vii) *Vice President of Promotion*
- 4.3 *The EC shall meet once a week whenever possible.*
- 4.4 *At least 6/9 EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.*
- 4.5 *Should the Club expand to involve Members at Large, the EC shall call meetings as frequently as deemed fit.*

5 Article V: Portfolios

- 5.1 *The 2 Co-Presidents shall:*
 - 5.1.1. *Be the chief executive officers, chief representatives, and chief spokespersons of the Club.*
 - 5.1.2. *Appoint all other executives in the EC.*
 - 5.1.3. *Oversee all aspects of the club.*
 - 5.1.4. *Assess holistic progress of the team.*
 - 5.1.5. *Conduct monthly team evaluations.*
 - 5.1.6. *Solve conflicts between Club members.*
 - 5.1.7. *Lead activities to adjust the team dynamics.*
 - 5.1.8. *Be the main point of contact between the SSMU VP Student Life and the club*
 - 5.1.9. *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.*
 - 5.1.10. *Chair all meetings.*
 - 5.1.11. *Produce all EC and General meeting agendas one (1) day prior to meetings.*
 - 5.1.12. *May cast the deciding vote in the event of an EC deadlock*
 - 5.1.13. *Co-sign all financial transactions with the Vice President of Finance.*

- 5.1.14. *Co-sign all minutes with the Vice President of Internal Affairs.*
- 5.1.15. *Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University*
- 5.1.16. *Produce a complete succession plan prior to leaving the post.*
- 5.2. *The Vice President of External Affairs shall:*
 - 5.2.1. *Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.*
 - 5.2.2. *Be responsible for promoting the image of the Club to the community within and outside McGill University.*
 - 5.2.3. *Research new opportunities for expansion.*
 - 5.2.4. *Discover possible grants and apply for them.*
 - 5.2.5. *Produce progress reports, which are sent out to our community contacts.*
 - 5.2.6. *Design, create, and maintain all multimedia promotional/ presentational materials, including but not limited to, the Club website.*
- 5.3. *The Vice President Internal Affairs shall:*
 - 5.3.1. *Maintain the membership list of the club and take the attendance.*
 - 5.3.2. *Take minutes at EC and general meetings, and ensure proper distribution of all minutes.*
 - 5.3.3. *Co-sign all minutes with the President(s).*
 - 5.3.4. *Shall be responsible for booking and arranging meeting rooms, as well as polling meeting times.*
 - 5.3.5. *Push deadlines and ensure that every member has tasks completed for the next meeting.*
 - 5.3.6. *Organize team build events.*
- 5.4. *The Vice President Finance shall:*
 - 5.4.1. *Oversee and coordinate funding for the programming activities and events of the club.*
 - 5.4.2. *Co-sign all financial transactions with the President(s).*
 - 5.4.3. *Ensure the funding and financial stability of the club.*
 - 5.4.4. *Keep track of all financial transactions, receipts and bank statements in order to prepare the biyearly audits for the SSMU.*
 - 5.4.5. *Create one financial report per semester, including balance summaries and calculations for projections.*
 - 5.4.6. *Establish and maintain a PayPal account for Good Food Box electronic transactions.*
- 5.5. *The 2 Co-Vice Presidents of Workshops shall:*
 - 5.5.1. *Actively contact community organizations through telephone, email and face-to-face meetings to determine which organizations require our resources.*
 - 5.5.2. *Identify specific needs of partner organizations.*
 - 5.5.3. *Coordinate with workshop speakers to design interactive workshops (minimum 4 per year) and ensure that workshops address the requested needs of each particular organization.*
 - 5.5.4. *Constantly improve the format of the workshop as the needs of the target audience evolve.*
 - 5.5.5. *Represent the Club in the greater community.*

- 5.6. *The Vice President of Good Food Box shall:*
- 5.6.1. *Have a vision for the Food Program and expand the Food Program by setting attainable goals.*
 - 5.6.2. *Identify ways to improve the program in order to better service the community.*
 - 5.6.3. *Be the main point of contact between the Club and Second Life.*
 - 5.6.4. *Manage Good Food Box Volunteers (members at large).*
 - 5.6.5. *Be the main point of contact between the Club and Good Food Box Customers.*
- 5.7. *The Vice President of Promotion shall:*
- 5.7.1. *Design and maintain Good Food Box promotion materials and multimedia.*
 - 5.7.2. *Identify collaborative potential with other student groups or companies.*
 - 5.7.3. *Organize events for volunteers and customers*
 - 5.7.4. *Take photographs at events.*

6 Article VI: Fees

- 6.1 *The Club will not impose any membership fees.*

7 Article VII: Finances

- 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 before May 31st of each year.
- 2. All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 1. Each account must have a minimum of two and maximum of three signing officers
 - 2. In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.

Article VIII: Meetings

- 8.1 There shall be a General Meeting held in late March or early April for the purpose of electing the Co-Presidents.
- 8.2 Weekly 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.
- 8.4 Two-thirds of the EC must be present in order for an Executive Meeting to take place

9 Article IX: Electoral Procedures

- 9.1 *Presidents or Co-Presidents of the Club will be elected each year. In the event of a tie, a revote for the presidential positions will be cast within one week of the original vote.*
- 9.2 *All other executives shall be appointed by the newly- elected Co-President of the Club. Executives must apply to be considered for appointment.*
- 9.3 *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.*
- 9.4 *The general membership must be notified of the date of the General Meeting two (2) weeks in advance to the date of the General Meeting called for elections purposes.*
- 9.5 *Elections are to be held before the end of the first week of April during the previously mentioned General Meeting.*
- 9.6 *The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.*
- 9.7 *Elections are to be conducted by secret ballot.*

- 9.8 *Ballots must be kept in a secure place for 5 weeks after the date of voting.*
- 9.9 *The Vice-President (Clubs and Services) should be notified immediately in the event of the contested electoral results.*
- 10.0 *In order to be elected, Presidents or Co-Presidents of the Club must receive over 50% of the votes.*

10 Article X: Affiliations

- 10.1 *The Club is not directly affiliated with any organizations; however, it is currently partnered with Second Life, The Native Women's Shelter of Montreal, and Midnight Kitchen. Further partnerships with other organizations are possible.*

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 agreed upon at a General Meeting. 70% of club members must be present in order for the results of voting procedure to be deemed legitimate. Any proposed Constitutional Amendment must obtain 60% of the vote in order for the amendment to pass.
- 11.3 All amendments shall be submitted to the Club Commissioner of SSMU and will be reviewed 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 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.