



MCGILL STUDENTS FOR HANVOICE CONSTITUTION

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

Ratified by SSMU Council on: 06/04/2017

1 Article I: Name

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

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Raise awareness on campus about the oppressive situation in North Korea in regards to the conditions of the people.
- Work with the Liberty in North Korea grassroots organization in order to coordinate fundraising activities and host awareness events.
- Raise funds for the purpose of 'rescuing refugees' so that they may be offered asylum and later be integrated smoothly into third countries for resettlement.
- Work towards shifting the public perception of North Korea away from politics, and instead, focusing more on the people and their social conditions.
- Share refugee stories both to inspire and motivate others to join the cause and show that the idea of rescuing refugees is an attainable one.

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 six portfolios:
 - 1. President/Co-Presidents
 - 2. VP External
 - 3. VP Internal
 - 4. VP Finance
 - 5. VP Communications
 - 6. VP Fundraising
 - 7. VP Design
 - 8. VP Events
 - 9. HanVoice Ambassador
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least four of the eight 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/Co-Presidents 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 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.
 - 5.1.4 Chair all EC meetings.
 - 5.1.5 May cast the deciding vote in the event of a EC deadlock.



- 5.1.6 Co-sign all financial transactions with the Finance.
- 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 Co-President 1: Be the main point of contact between the SSMU VP Student Life and the Club.
- 5.1.9 Co-President 2: Take minutes at EC and general meetings, and ensure proper distribution of minutes.

- 5.2. The VP External shall:
 - 5.2.1 Be responsible for booking rooms for large events.
 - 5.2.2 Be responsible for reaching out to other clubs for potential collaboration.
 - 5.2.3 In charge of all communication from LiNK headquarters, whether it be news or future events.
 - 5.2.4 Act as a representative of the Club to the community within and outside of the University.
 - 5.2.5 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.

- 5.3 The VP Internal shall:
 - 5.3.1 Write and send out regular email newsletters to keep the community informs of future events and news.
 - 5.3.2 Be responsible for booking and arranging meeting rooms, and organizing general meetings.
 - 5.3.3 Maintain the membership list of the club.
 - 5.3.4 Keep club members updated about Liberty in North Korea's current actions and events, as well as the current events taking place in the North Korean nation.

- 5.4 The VP 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.
 - 5.4.3 Ensure the funding and financial stability of the club.
 - 5.4.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.4.5 Be responsible for applying for grants for the Club.

- 5.5 The VP Communications shall:
 - 5.5.1 Maintain and send out regular updates through social media accounts (i.e Facebook and Twitter).
 - 5.5.2 Be responsible for promoting the image of the club to the community within and outside McGill University.
 - 5.5.3 Be responsible for recruiting new members.
 - 5.5.4 Be responsible for advertising club events.
 - 5.5.5 Regularly check on the club email and respond to any inquiries.
 - 5.5.6 Collaborate with VP Design for advertising.



- 5.6 The VP Fundraising shall:
 - 5.6.1 Organize basic fundraising sales (i.e. bake sales, samosa sales).
 - 5.6.2 Be responsible for booking tables and finding volunteers to help with fundraising events.
 - 5.6.3 Look for benefactors, in collaboration with the VP Finance, who are interesting in contributing financial donations.

- 5.7 The VP Design shall:
 - 5.7.1 Maintain the club website.
 - 5.7.2 Design posters for event advertisement.
 - 5.7.3 Collaborate with the VP Communications for advertising.

- 5.8 The VP Events shall:
 - 5.8.1 Be responsible for delegating tasks the day of any major events.
 - 5.8.2 Collaborate with VP Fundraising in organizing any events.
 - 5.8.3 Be present and manage all fundraising sales.

- 5.9 HanVoice Ambassador
 - 5.9.1 Maintain contact with the other HanVoice chapters throughout Canada.
 - 5.9.2 Update the club members on the events and initiatives hosted by HanVoice headquarters.

- 6 Article VI: Fees**
 - 6.1 The Club will not have 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 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 Regular General meetings shall be held biweekly – that is, every two weeks – throughout the fall and winter terms.
 - 8.2 Regular Executive meetings shall be held biweekly – that is, every two weeks – 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 Co-Presidents of the Club 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 the month of April every year during a General Meeting.
- 9.4 Each candidate must fill out an application prior to the General Meeting mentioned above.
- 9.5 Each candidate must give a short speech to the members of the Club before voting
- 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 in person.
- 9.8 Ballots must be kept in a secure place for 5 weeks after the date of voting.

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with: HanVoice

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.