

Part 2 of 3

CONSTITUTION

Constitution of MEDLIFE McGill

Ratified by Club's Membership on (DD/MM/YYYY): 05/08/2016

Ratified by SSMU Council on: 03/11/2016

1 Article I: Name

1.1 MEDLIFE McGill also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Fundraise for the MEDLIFE Fund, which supports development projects in Ecuador, Peru, India, and Tanzania such as, but not limited to, the building of schools, clinics, and medical laboratories.
- Organize mobile clinics to Ecuador, Peru, India, and Tanzania to provide medical services to local citizens without access to regular healthcare, and to broaden the perspectives of participating McGill students.
- Organize trips to Ecuador and Peru with the goal of planning, establishing, and following through on a development project that is requested by the local community.
- Raise awareness about and take action in developmental, social, and healthcare issues of concern worldwide and in the Montreal 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.

2.2.2 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
- 2.4.2 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
- 2.4.3 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 ten portfolios:
 - 1. Co-Presidents (2)
 - 2. Vice President Missions (2)
 - 3. Vice President Local Initiatives (2)
 - 4. Vice President Informational Outreach (2)
 - 5. Vice Presidents Fundraising (2)
 - 6. Vice Presidents Academics (2)
 - 7. Vice President External
 - 8. Vice President Internal
 - 9. Vice President Media
 - 10. Vice President Finance
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least nine of the seventeen 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 Co-Presidents shall:
 - 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 point of contact between the SSMU VP Clubs and Services 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 Co-sign all financial transactions with the Vice President Finance.
 - 5.1.8 Co-sign all minutes with Vice President Internal.
 - 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 Act as the primary liaisons between the MEDLIFE McGill chapter and the national MEDLIFE organization.
 - 5.1.11 Be responsible for booking and arranging meeting rooms for all events.
- 5.2 The Vice Presidents Missions shall:
- 5.2.1 Act as representatives of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for organizing and promoting Mobile Clinics and Dev Corps trips to Ecuador, Peru, India, and Tanzania.
 - 5.2.3 Ensure that all Mobile Clinics and Dev Corps run smoothly.
 - 5.2.4 Co-chair the Trips committee whose primary responsibility is to promote and raise awareness of upcoming MEDLIFE trips abroad.
 - 5.2.5 Communicate regularly with field officers at the site when planning logistics.
 - 5.2.6 Co-chair the Trips committee whose primary responsibility is to promote and raise awareness of upcoming MEDLIFE trips abroad..
- 5.3 The Vice Presidents Local Initiatives shall:
- 5.3.1 Act as representatives of the Club to the community within and outside of the University.
 - 5.3.2 Plan, organize, and participate in local Montreal volunteering opportunities for students, possibly in collaboration with other SSMU clubs.
 - 5.3.3 Ensure that all local volunteer trips run smoothly.
- 5.4 The Vice Presidents Informational Outreach shall:
- 5.4.1 Act as representatives of the Club to the community within and outside of the University.
 - 5.4.2 Plan, organize, and carry out MEDTalks lecture series, which presents current issues on development and education in both national and international settings.
 - 5.4.3 Chair the Informational Outreach committee whose responsibilities include, but are not restricted to, finding speakers and promoting the MEDTalks and MICC events to the University.
 - 5.4.4 Organize and plan general meetings, which promote the objectives of the Club to the University.
- 5.5 The Vice Presidents Fundraising shall:
- 5.5.1 Act as representatives of the Club to the community within and outside of the University
 - 5.5.2 Be responsible for organizing events across Montreal and the University to raise funds to be donated towards the MEDLIFE Fund.
 - 5.5.3 Chair a Fundraising committee, whose responsibilities include, but are not limited, brainstorming new fundraisers, promoting, and attending upcoming events.

- 5.6 The Vice Presidents Academics shall:
 - 5.6.1 Act as representatives of the Club to the community within and outside of the University
 - 5.6.2 Organize MEDLIFE tutorials for McGill courses to raise money that will be donated to the MEDLIFE fund.
 - 5.6.3 Communicate with University professors to inform them of our upcoming tutorials.
 - 5.6.4 Seek out appropriate course tutors for our tutorials through an interview process.
 - 5.6.5 Coordinate upcoming tutorials, which includes, but is not restricted to, scheduling rooms and collecting funds for each tutorial.
 - 5.6.6 Chair a Tutorials committee, whose responsibilities include, but are not limited to, promoting upcoming tutorials to respective University classes.

- 5.7 The Vice President External shall:
 - 5.7.1 Act as representative of the Club to the community within and outside of the University.
 - 5.7.2 Be responsible for the maintenance of the Club website, Facebook, Twitter, Instagram, and other forms of social media.
 - 5.7.3 Distribute weekly listservs to Club general members.
 - 5.7.4 Be responsible for the collection of possible promotional materials from University students who have previously participated on trip abroad.

- 5.8 The Vice President Internal shall:
 - 5.8.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.8.2 Complete administrative work alongside the co-presidents especially regarding aspects of Gmail
 - 5.8.3 Act as the liaison between the general public and the MEDLIFE McGill EC in addition to between the members of the EC

- 5.9 The Vice President Media shall:
 - 5.9.1 Act as representative of the Club to the community within and outside of the University.
 - 5.9.2 Chair the media committee, whose responsibilities include creating, organizing, and presenting promotional materials pertinent to all Club events.
 - 5.9.3 Be responsible for the coordination of photography and videography at Club events.

- 5.10 The Vice President Finance shall:
 - 5.10.1 Act as representative of the club to the community within and outside of the University.
 - 5.10.2 Co-sign all financial transactions with the co-presidents.
 - 5.10.3 Ensure the funding and financial stability of the club.
 - 5.10.4 Keep track of all financial transactions and receipts in order to prepare the bi-annual audits for SSMU.
 - 5.10.5 Chair the Sponsorship committee, whose responsibilities include, but are not limited to, obtaining materials required for Club events through sponsorship from local businesses.

6 Article VI: Fees

- 6.1 The Club's membership fee shall be \$0 dollars.

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

Article VIII: Meetings

- 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 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 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 before March 31 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) should be notified immediately in the event of contested electoral results

10 Article X: Affiliations

- 10.1 The Club shall be affiliated with: MEDLIFE.

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.