

CONSTITUTION OF MONTREAL WORLD HEALTH ORGANIZATION SIMULATION (MONWHO)

Ratified by Membership on: _____

Ratified by SSMU Council on: December 1, 2016

ARTICLE I: Name

1.1 Montreal World Health Organization Simulation (MonWHO) also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

- Raise student awareness about global health issues
- Provide a means for students to play a proactive role in global health policy
- Acquaint students with the World Health Organization and its global role
- Develop inter-professional relations between future healthcare professionals as well as amongst students whose fields of expertise play a role in health policy
- Provide a critical forum for students to challenge their assumptions of health and gain insight into the health perspectives of students in other fields

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

2.2.3 All members shall be respectful to conference delegates, staff, and guests

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.

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 members of Students' Society of McGill University (SSMU), Post Graduate Students' Society (PGSS), and MonWHO affiliated student organizations are eligible to be elected as executive committee and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

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. Executive Director (2)
 - 2. Charge d' Affaires (2)
 - 3. Theme Director
 - 4. Chief of Operations
 - 5. Logistics Director
 - 6. Finance Director
 - 7. Sponsorship Director
 - 8. Media Director
 - 9. Communications Director
 - 10. Delegate Resource Coordinator
 - 11. Global Health Fair Coordinator
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least six of the thirteen EC members must be present at an EC meeting in order for quorum to be met

ARTICLE V: Portfolios

- 5.1 The Executive Director shall:
 - 5.1.1 Supervise all secretariat portfolios
 - 5.1.2 Schedule Secretariat meetings
 - 5.1.3 Participate in selection process of remaining secretariat positions

- 5.1.4 Participate in selection process of the following year secretariat
 - 5.1.5 Remain advisor to MonWHO in the following year
 - 5.1.6 Unsuccessful candidates will be considered for the other secretariat positions.
- 5.2. The Charge d'Affaires shall:
- 5.2.1 Recruit and communicate with delegates and resolve any conflicts that may arise
 - 5.2.2 Handle delegate country assignments as well as position papers
 - 5.2.3 Collaborate with Communications Director on promotional material
 - 5.2.4 Be responsible for the content of relevant sections in Delegate handbook
 - 5.2.5 Collaborate with other student groups
 - 5.2.6 Engage professors of relevant university classes to suggest inclusion of the conference as an optional part of class participation, and communicate with professors in a professional manner
- 5.3 The Theme Director shall:
- 5.3.1 Select the topic of MonWHO in collaboration with other secretariat members
 - 5.3.2 Be responsible for the topic background guide
 - 5.3.3 Identify and disseminate information about resources about the topic to help delegates in their preparation
 - 5.3.4 Secure, introduce and thank the Guest Speaker
 - 5.3.5 Develop and coordinate conference workshops
 - 5.3.6 Network with relevant professors regarding the topic
 - 5.3.7 Be responsible for the content of relevant sections in the Delegate Handbook
 - 5.3.8 Be responsible for the content of relevant sections of the website
 - 5.3.9 Advise Chairs about the debate focus
- 5.4 The Logistics Director shall:
- 5.4.1 Secure venue and negotiate contract
 - 5.4.2 Be the primary liaison with Hotel/Venue during conference
 - 5.4.3 Negotiate long term contract with venue
 - 5.4.4 Be responsible for completeness of Delegate Handbook
 - 5.4.5 Coordinate social events
 - 5.4.6 Create a logistics schedule for all staff members for the conference weekend and handles miscellaneous conference needs (food for staff, committee room set up, etc.,)
 - 5.4.7 Be responsible for the content of relevant sections in Delegate Handbook
 - 5.4.8 Be responsible for the content of relevant sections of website
 - 5.4.8 Contract IT Equipment
 - 5.4.9 Organize shifts for events attended by Secretariat members (i.e. Activities Night)
 - 5.4.10 Work with Chief of Operations during Conference weekend for smooth coordination of Staff
- 5.5 The Chief of Operations shall:

- 5.5.1 Recruit staff (i.e. Chairs, vice-Chairs, Directors, Pages) for the conference weekend by open application process
 - 5.5.2 Supervise committee sessions during conference
 - 5.5.4 Train staff before the conference weekend
 - 5.5.5 Be responsible for the content of relevant sections in Delegate Handbook ("Rules of procedure/ committees")
 - 5.5.6 Be responsible for the content of relevant sections of website
 - 5.5.7 Find Chair/vice-chair from Regional Blocks to work at the General Assembly
 - 5.5.8 Work with Logistics Director during Conference weekend for smooth coordination of Staff
- 5.6 The Finance Director shall:
- 5.6.1 Develop and update budget (by the end of September)
 - 5.6.2 Submit actuals 6 weeks post conference
 - 5.6.3 Manage bank and PayPal account
 - 5.6.4 Fundraise and write thank-you letters for sponsors in collaboration with the Sponsorship Director
 - 5.6.5 Be responsible for managing receipts and reimbursements
- 5.7 The Sponsorship Director shall:
- 5.7.1 Research funding opportunities; write and submit grant applications
 - 5.7.2 Secure fundraising from multiple sources in order to support annual conference expenses
 - 5.7.2 Write Thank you letters for sponsors
 - 5.7.3 Find promotional items for delegate package
 - 5.7.4 Cross-advertise with other conferences
 - 5.7.5 Contact Media (press releases)
 - 5.7.6 Be responsible for content of relevant sections in Delegate Handbook
 - 5.7.7 Be responsible for content of relevant sections of website
 - 5.7.8 Develop long-term funding sources
 - 5.7.9 Help the Logistics Director with miscellaneous conference needs (food for staff, committee room set up, etc.)
 - 5.7.10 Communicate and maintain relationships with sponsors to ensure the sponsors understand where their funds are spent during MonWHO's conference
 - 5.7.11 Work closely with Communications Director to reach out in the McGill campus and Montreal community
 - 5.7.12 Works closely with VP Finance
- 5.8 The Media Director shall:
- 5.8.1 Help the Logistics Director with ensuring the proper technical equipment is rented (ex. Projectors, laptops, screens, media equipment)
 - 5.8.2 Create a media plan for the conference, taking into account conference theme and available budget
 - 5.8.3 Hire media staff as needed
 - 5.8.4 Create promotional video and other media content prior to conference
 - 5.8.5 Train journalist and media delegates

- 5.8.6 Be responsible for journalist and media delegates during the conference
- 5.9 The Communications Director shall:
 - 5.9.1 Update and maintain MonWHO social media accounts (i.e. Facebook, Twitter)
 - 5.9.2 Manage website and if needed, design and configure website according to current needs of the organization
 - 5.9.3 Update content of website in collaboration with other Secretariat members
 - 5.9.4 Handle listservs
 - 5.9.5 Create promotional materials (flyers, posters, logos)
 - 5.9.6 Work closely with Sponsorship Director to reach out in the McGill campus and Montreal community
- 5.10 The Delegate Resource Coordinator shall:
 - 5.10.1 Create the delegate handbook, coordinate with other Secretariat members (e.g. Communications Director, Logistics Director) as needed
 - 5.10.2 Organize the creation of country name placards, staff and delegate name tags
 - 5.10.3 Organize the purchase of gavels and/or prizes for delegates
 - 5.10.4 Assist the Theme Director in finding relevant resources about the topic to help delegates in their preparation
- 5.11 The Global Health Fair Coordinator shall:
 - 5.11.1 Run and coordinate the Global Health Fair
 - 5.11.2 Actively recruit NGOs and Global Health groups to participate
 - 5.11.3 Evaluate applications and invite eligible groups to participate
 - 5.11.4 Coordinate with the Delegate Resource Coordinator and Communications Director for the Global Health Fair portion of the Delegate Handbook
 - 5.11.5 Coordinate with Logistics Director to organize room and logistics for the Global Health Fair during conference
 - 5.11.6 Coordinate judging of Global Health Fair poster presentations
 - 5.11.7 Award prize to best Global Health Fair poster presentation
 - 5.11.8 Represent MonWHO in Global Health related committee and initiatives in the McGill Community (i.e. McGill Students' Global Health Network)

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be \$0.00 dollars.

ARTICLE VII: Finances

- 7.1 The ED 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.

ARTICLE VIII: Meetings

- 8.1 There shall be a meeting of the current EC, held in April, for the purpose of nominating and electing a new executive director and current members to new positions for the subsequent EC.
- 8.2 There shall be a meeting open to the current EC and elected executive director, held in April for the purpose of reviewing applications and electing new members for remaining positions to the subsequent EC.
- 8.3 There shall be a meeting open to the new EC and elected executive director, held in September for the purpose of reviewing applications and electing positions for assistant positions on the EC, as well as filling any remaining positions.
- 8.4 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.5 Special Meetings shall be called at any time deemed necessary by the EC and/ or Committee Chair.
- 8.6 Minutes will be taken at each meeting and kept on record for one year.
- 8.7 Guests may request permission to be present at any meeting, with permission to be granted by the Executive Director.

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 EC may interview applicants before the Election to ensure they are sufficiently qualified.
- 9.4 Elections are to be held before March 31 during the previously mentioned General meeting.
- 9.5 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.6 Elections are to be conducted by secret ballot in person.
- 9.7 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.8 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results
- 9.9 If a position remains unfilled after the Election, the EC has the ability to fill this position without an election, should a candidate come forward.

ARTICLE X: Affiliations

- 10.1 The Club shall be affiliated with: IFMSA, CFMS, MIHI

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 ratified by the SSMU council before they take effect.

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.

ARTICLE XIII: SSMU Constitution

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.