



# CONSTITUTION OF BORDERLESS WORLD VOLUNTEERS

Ratified by Club's Membership on: July 24, 2014

Ratified by Executive Committee: August 7, 2014

## **1 Article I: Name**

**1.1** Borderless World Volunteers also referred to hereinafter as the Club.

## **2 Article II: Mandate**

**2.1** The long-term goals of the club are:

- To locate developmental projects whether through members of the Club or through established organizations
- To develop a suitable theory of development applicable to the given location that conforms with the beliefs of the Club. This theory should be practical in its nature and be precise in its intentions describing in detail the costs, manpower needed, and the projected outcomes of such a venture.
- To consult with other NGOs as to the effectiveness of these field theories.
- To implement these theories in a manner that is cost effective and safe while facilitating the greatest amount of good for the greatest amount of people.
- To send a group of McGill student members with supervision from Borderless World Volunteers as well as local organizations to a chosen developmental project. Costs will be met via fundraising at both the local and national levels.
- To create a database of all field projects researched as well as those undertaken so as to provide a record for future years.

**2.2** While undertaking such long-term endeavors as mentioned above, one of the key aims of the Club is to carry out charity events to fundraise for the projects. The methods of fundraising are mentioned hereafter:

- Various food sales at McGill including Samosa and Doughnut Sales
- The solicitation of private sponsors in and out of the Province of Quebec
- The creation of a website which will allow international donors to donate via the Internet
- The invitation of guest speakers, which will allow for the collection of donations from the cost of admission and/or food and beverage served.

**2.3** Other aims of the club include:

- The maintenance of a website to provide an international appeal for the Club
- The involvement of members in the process of forming a startup NGO
- The creation of a forum for ideas on development with the possibility of collaboration with other NGOs at McGill or in Montreal at large.

## **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 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 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 twelve portfolios:
  - 1. President
  - 2. Executive Vice President and Chair of Development
  - 3. Vice President Internal Affairs
  - 4. Vice President International Projects Development
  - 5. Vice President Local Projects Development



6. Vice President On-Campus Fundraising
  7. Vice President External Fundraising
  8. Vice President Finance
  9. Vice President Sponsorship
  10. Chair of the International Food Festival
  11. Chair of the Global Development Forum
  12. Chair of the Grassroots Journal
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least eight of the twelve 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 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 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 Sign or co-sign all financial transactions with the Vice President Finance.
  - 5.1.8 Co-sign all minutes with the Vice President Internal Affairs.
  - 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. The Executive Vice President and Chair of Development shall:
- 5.2.1 Oversee all Development Committee (International and Local) related activities specifically.
  - 5.2.2 Act as a resource for the Development Committees' questions, inquiries, counsel/advising needs.
  - 5.2.3 Chair EC meetings in the event that the President is not present.
  - 5.2.4 Help the President in ensuring the efficient and cooperative management of the committees and its individual members with a vision that is consistent with the club mandate.
  - 5.2.5 Help the President in ensuring that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
- 5.3 The Vice President Internal Affairs shall:
- 5.3.1 Act as the representative of the Club with the University Community.
  - 5.3.2 Be responsible for the communication with the EC, with other McGill University student organization, and with the Students' Society of McGill University
  - 5.3.3 Maintain the membership list of the club
  - 5.3.4 Maintain the Club's website and social media outlets (Facebook, Twitter etc.)



- 5.3.5 Act as a resource for the members' questions, inquiries, counsel/advising needs concerning anything related to the Club
  - 5.3.6 Take Minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.3.7 Co-sign all minutes with the President
  - 5.3.8 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings
  - 5.3.9 Oversee and coordinate the programming activities and events of the club
- 5.4 The Vice President International Projects Development shall:
- 5.4.1 Direct and guide volunteers regarding researching Non-Governmental Organizations (NGOs) in developing countries to partner with for summer research and volunteer projects
  - 5.4.2 Oversee the effective communication between the Club's members and administrative staff of NGOs in developing countries
  - 5.4.3 Be responsible for the collection of membership fees.
  - 5.4.4 Consult with the Executive Vice-President and Chair of Development as well as the President regarding the quality and quantity standards of research
  - 5.4.5 Conduct weekly volunteer meetings, taking minutes at each meeting
  - 5.4.6 Listen to volunteers' concerns, questions, and inquiries and answer them if possible.
  - 5.4.7 Consult with the President and Executive Vice-President and Chair of Development in making a final decision of the international development projects that will occur
  - 5.4.8 Oversee the successful execution of summer research and volunteer projects
- 5.5 The Vice President Local Projects Development shall:
- 5.5.1 Direct and guide volunteers in participating in local volunteer and development initiatives
  - 5.5.2 Provide and search for opportunities for local volunteering in the Montreal region to the Club's volunteers
  - 5.5.3 Conduct weekly volunteer meetings, taking minutes at each meeting
  - 5.5.4 Be responsible for the collection of membership fees
  - 5.5.5 Listen to volunteers' concerns, questions, and inquiries and answer them if possible
- 5.6 The Vice President On-Campus Fundraising shall:
- 5.6.1 Be responsible for booking tables, rooms, or outdoor locations on campus for fundraising events
  - 5.6.2 Coordinate volunteers to ensure the successful execution of the fundraising event
  - 5.6.3 Order and purchase all necessary supplies for the fundraising event (i.e. Samosas, Cookies, etc.)
  - 5.6.4 Collect all receipts necessary in order to prepare for the bi-yearly audit for the SSMU
  - 5.6.5 Collect all money from the fundraising event and ensure its arrival to the Vice President Finance



- 5.7 The Vice President External Fundraising shall:
  - 5.7.1 Be responsible for coordinating with organizations, individuals, and venues to executive off campus fundraising events
  - 5.7.2 Act as a liaison between the Club and promotional organizations, individuals & venue owners
  - 5.7.3 Be responsible for creating, planning and executing major off campus fundraising events
  - 5.7.4 Responsible for recruiting members to assist in the promotion of the events
  - 5.7.5 Coordinate the sale of tickets for the event, and subsequently collect the money from the tickets sold
  - 5.7.6 Ensure that the money from ticket sales are given to the Vice President Finance
  
- 5.8 The Vice President Finance shall:
  - 5.8.1 Oversee and coordinate funding for the programming activities and events of the Club
  - 5.8.2 Be responsible for collection of membership fees
  - 5.8.3 Sign or Co-sign all financial transaction with the President
  - 5.8.4 Ensure the funding and financial stability of the club
  - 5.8.5 Assist the Vice President Sponsorship in securing sponsorships and distributing the appropriate documentation to sponsors
  - 5.8.6 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
  
- 5.9 The Vice President Sponsorship shall:
  - 5.9.1 Solicit sponsorship of various forms to support the efforts of the Club
  - 5.9.2 Complete all necessary sponsorship applications for potential sponsorships
  - 5.9.3 Maintain close and continual contact with current and potential sponsors
  - 5.9.4 Facilitate communication between potential sponsors and the Vice President Finance to secure sponsorship
  - 5.9.5 Act as the main liaison between the sponsor and the Club
  
- 5.10 The Chair of the International Food Festival shall:
  - 5.10.1 Be responsible for organizing and executing the International Food Festival as a major fundraising event
  - 5.10.2 Create, recruit and manage a small committee to assist in organizing and executing the event
  - 5.10.3 Responsible for maintaining detailed records of all expenses
  - 5.10.4 Keeps track of all financial transactions and receipts in order to assist the Vice President Finance in preparing a bi-yearly audit for the SSMU
  - 5.10.5 Co-signs all bureaucratic/signatory documents related to the International Food Festival
  - 5.10.6 Consults the President in major financial decisions related to the event
  - 5.10.7 Acts as a resource for the event members and attendees
  - 5.10.8 Holds weekly meetings with committee members to ensure the successful planning of the event, keeping minutes for each meeting



- 5.11 The Chair of the Global Development Forum shall:
- 5.11.1 Be responsible for organizing and executing the Global Development Forum as a major fundraising event
  - 5.11.2 Create, recruit and manage a small committee to assist in organizing and executing the event
  - 5.11.3 Be responsible for maintaining detailed records of all expenses
  - 5.11.4 Keeps track of all financial transactions and receipts in order to assist the Vice President Finance in preparing a bi-yearly audit for the SSMU
  - 5.11.5 Co-signs all bureaucratic/signatory documents related to the Global Development Forum
  - 5.11.6 Consults with the President in major financial decisions related to the event
  - 5.11.7 Acts as a resource for the event members and attendees
  - 5.11.8 Holds weekly meetings with committee members to ensure the successful planning of the event, keeping minutes for each meeting
- 5.12 The Chair of the Grassroots Journal shall:
- 5.12.1 Acts as the head coordinator to organize and expand the Grassroots Journal
  - 5.12.2 Creates, recruits and manages a small committee to assist in organizing and executing various duties involved with the journal.
  - 5.12.3 Conducts meetings with the small committee to discuss the preparation and direction of the journal
  - 5.12.4 Co-signs all bureaucratic/signatory documents related to the Grassroots Journal.
  - 5.12.5 Acts as resource for those interested in the Journal.
  - 5.12.6 Consults the President for all major decisions related to the Grassroots Journal
  - 5.12.7 Keeps track of all financial transactions and receipts in order to assist the Vice President Finance in preparing a bi-yearly audit for the SSMU
- 6 Article VI: Fees**
- 6.1 The Club's membership fee shall be five 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
- 8 Article VIII: Meetings**
- 8.1 There shall be a General Meeting held in March 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.
- 8.4 Executive Committee shall meet once every week and full membership shall meet on a bi-monthly basis

## **9 Article IX: Electoral Procedures**

- 9.1 A graduating or non-returning member of the EC 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 CEO should be notified immediately in the event of contested electoral results
- 9.8 In the event that there are no candidates running for a position, the newly elected EC may do a call-out for applications, on which the EC will select the most qualified candidate for the position.

## **10 Article X: Affiliations**

- 10.1 The Club shall be affiliated with: Borderless World Volunteers (a registered Canadian charity)

## **11 Article XI: Constitutional Amendment Procedure**

- 11.1 Any member of the club may propose an amendment to the Constitution. 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 Interest Group Coordinator, will be reviewed by the Interest Group 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.