



# CONSTITUTION OF FRIENDS OF MSF - SSMU

**Ratified by SSMU Council on: September 25, 2014**

## **1 Article I: Name**

**1.1** Friends of MSF - SSMU also referred to hereinafter as the Club.

## **2 Article II: Mandate**

**2.1** The Club's mandate shall be to:

- Enlighten students of McGill University as to what MSF is and does.
- Attract McGill students to the MSF movement and moreover, establish important links which will pave the way for future relationships between MSF and the students of McGill.
- Raise awareness of the plight of those that MSF helps.
- Inform McGill students about certain areas of the world where MSF plays a role and the medical as well as socio-economical situation of these areas.
- Raise awareness within the McGill community through very different activities and events, such as information booths set up around the McGill campus, articles published in various campus newspapers and newsletters, fund-raising for MSF in the event of a world catastrophe to help support appropriate relief missions, collaborate with other clubs and organizations who share similar goals, hold information conferences with MSF members who are partaken in overseas missions, etc. (N.B. MSF McGill are neither bound, nor solely limited to this list of activities).

## **2.2 Code of Conduct**

**2.2.1** The Club shall carry forth its mandate from an anti-oppressive

**2.2.2** Equal respect shall be given to all members, regardless of position.

**2.2.2** No member shall make personal profit from the club

## **3 Article III: Membership**

**3.1** Membership for a club under the Students' Society of McGill University is open to everyone.

**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 (or Co-Presidents)
2. Vice President Communications
3. Vice President Internal
4. Vice President Finance



5. Vice President Publicity
  6. Vice President Fundraising
  7. Vice President Media
  8. Vice President Events (2)
  9. Volunteer Coordinators
- 4.3 The EC shall meet at least once a month.
- 4.4 At least six of the nine 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 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 VP Finance.
  - 5.1.7 Co-sign all minutes with the Secretary.
- 5.2. The Vice President Communications shall:
- 5.2.1 Send internal listservs, maintain subscribers list and use social media (FB, Twitter, Instagram, etc) to send updates on MSF Canada and MSF International.
  - 5.2.2 Keep in touch with MSF main office (in collaboration with President) to help with any campaigns and report updates to the rest of the board
  - 5.2.3 Draft any application materials for recruiting new exec members
- 5.3 The Vice President Internal shall:
- 5.3.1 Be responsible for scheduling weekly exec meetings, room bookings for internal meetings, applying for office space, and taking minutes during internal meetings.
  - 5.3.2 Sit in on interviews for incoming exec team members
  - 5.3.4 Establish and maintain connections with other McGill groups.
- 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
  - 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.
- 5.5 The Vice President Publicity shall:
- 5.5.1 Design publicity material (in collaboration with VP Media)



- 5.5.2 Send out blurbs to McGill listservs to advertise events, print and post posters, and table/make classroom announcements to promote Friends of MSF SSMU events.
- 5.5.3 Recruit and lead a publicity committee to help with these duties
- 5.6 The Vice President Fundraising shall:
  - 5.6.1 Update endorsement package and report all monetary endorsements to VP Finance.
  - 5.6.2 Contact local businesses for endorsements
  - 5.6.3 Organize table bookings, purchase of goods, and set up schedules for fundraiser sales.
- 5.7 The Vice President Media shall:
  - 5.7.1 Design publicity materials
  - 5.7.2 Create and maintain website (in collaboration with VP Communications)
  - 5.7.3 Create content for website and come up with new innovative media to further publicize and promote Friends of MSF SSMU.
- 5.8 The Vice President Events shall:
  - 5.8.1 Organize talks, screenings, AIDS Awareness Day for general members
  - 5.8.2 Organize socials/mixers for general members and volunteers
  - 5.8.3 Book venue, catering, and other logistical aspects of event planning
- 5.9 The Volunteer Coordinators shall:
  - 5.9.1 Plan volunteer get togethers (w/ VP Social)
  - 5.9.2 Find and organize volunteer trips and volunteer meetings
  - 5.9.3 Send volunteer opportunities to VP Communications to be included in listservs.
- 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.
  - 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, including the President and the VP Finance.
    - 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 Executive Meeting held in mid-March for the purpose of appointing new members to the EC with another General meeting held in late-March if a consensus has not been agreed to in the Executive meeting.



8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms, with at least one General meeting every semester and at least one Executive meeting every month.

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 (Clubs & Services) 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 (Clubs and Services) shall be notified immediately in the event of contested electoral results

## **10 Article X: Affiliations**

10.1 The Club shall be affiliated with: MSF Canada and its Montreal branch

## **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 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.

## **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.