



# CONSTITUTION OF MCGILL STUDENTS FOR GERIATRIC HEALTH

**Ratified by SSMU Council on:** December 4, 2014

## **1 Article I: Name**

**1.1** McGill Students for Geriatric Health also referred to hereinafter as the Club.

## **2 Article II: Mandate**

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

- Create awareness about chronic diseases prevalent in the elderly population
- Create awareness about the Canadian aging population
- Through new dialogue, bring about new ideas and perspectives on how the Canadian healthcare system can be shifted towards policies that better serve the aging Canadian population.
- Establish connections with local geriatric volunteer organizations to facilitate volunteer opportunities for McGill students
- Promote educational opportunities and further schooling in the area of geriatrics and the study of aging through an online database

## **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 but are not limited 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 ten portfolios with up to fourteen EC members:
1. Program Director (2)
  2. Consultant Director (2)
  3. Vice President Lecture Series (1)
  4. Vice President Volunteer Coordinator (1)
  5. Vice President Internal (1)
  6. Vice President External (1)
  7. Vice President Conference (1)
  8. Vice President Finance (1)
  9. Vice President Communications (1)
  10. U0/U1 Representatives (3)
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least three of the ten portfolio 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 Program Director(s) 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 Co-sign all financial transactions with the Treasurer



- 5.1.7 Responsible for making all meeting agendas
- 5.1.8 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. The Consultant Director(s) shall:
  - 5.2.1 Have been a Consultant Director the member must have been a previous EC club member
  - 5.2.2 Pass on previously acquired club knowledge to other EC club members if questions arise
  - 5.2.3 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.3 The Vice President Lecture Series shall:
  - 5.3.1 Be responsible for organizing monthly lecture series
  - 5.3.2 Be responsible for connecting with and contacting guest lecturers
  - 5.3.3 Be responsible for buying tokens of appreciation for guest lecturers
  - 5.3.4 Work in collaboration with Vice President Communications and U0/U1 Representative(s) to promote the events
  - 5.3.5 Work in collaboration with Vice President Internal to book event locations and purchase event food and drinks (if necessary)
- 5.4 The Vice President Volunteer Coordinator shall:
  - 5.4.1 Be responsible for contacting local volunteer organizations (with an emphasis on geriatric healthcare) and create a working relationship with them
  - 5.4.2 Be responsible for creating an online database of volunteer opportunities by province and territories (with the potential of expanding geographical regions over time)
  - 5.4.3 Be responsible for reaching out to interested persons to seek their participation in such volunteer opportunities
- 5.5 The Vice President Internal shall:
  - 5.5.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.5.2 Be responsible for distributing meeting agenda to EC club members at least one day prior to club meetings
  - 5.5.3 Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments in collaboration with other EC club members.
- 5.6 The Vice President External shall:
  - 5.6.1 Be responsible for creating an online database for schooling opportunities within the area of geriatrics.
- 5.7 The Vice President Conference shall:
  - 5.7.1 Be responsible for organizing an annual conference
  - 5.7.2 Be responsible for contacting prospective conference speakers
  - 5.7.3 Be responsible for coming up with conference theme



- 5.7.4 Work in collaboration with Vice President Communications and U0/U1 Representative(s) to promote the events
- 5.7.5 Work in collaboration with Vice President Internal to book event locations and purchase event food and drinks (if necessary)
- 5.7.6 Be responsible for buying tokens of appreciation for conference speakers
  
- 5.8 The Vice President Finance shall:
  - 5.8.1 Be responsible for securing funds for the club
  - 5.8.2 Act as the bookkeeper for the club
  - 5.8.3 Be responsible for obtaining grants for the club
  - 5.8.4 Be responsible for filling out and submitting the annual club audit
  
- 5.9 The Vice President Communications shall:
  - 5.9.1 Be responsible for promoting all club activities via social media, listservs, campus posters, in-class announcements, and club website
  - 5.9.2 Be responsible for maintaining and updating the club website
  - 5.9.3 Be responsible for sending out club newsletter
  - 5.9.4 Be responsible for organizing a photography for EC club members
  - 5.9.5 Be responsible for collecting the biographies of EC club members for the website
  
- 5.10 The U0/U1 Representative(s) shall:
  - 5.10.1 Be responsible for promoting the club image and events to various McGill residences
  - 5.10.2 Be responsible for promoting the club image and events via classroom announcements, social media outlets, and posters.
  - 5.10.3 Work closely with another EC portfolio of their choice

## **6 Article VI: Fees**

- 6.1 There shall be no 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.
- 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 EC position shall be available for application at the beginning of Winter (January) and Fall (September) semester, if the current EC position is vacant.
- 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 Available EC positions shall be promoted through campus listservs, social media outlets, and club website at least 2 weeks prior to application deadline.
- 9.2 At least 2 current EC members will read through all applications and select candidates for interviews. All EC members that are involved in this process will make up the EC selection committee.
- 9.3 An interview will be conducted with all selected candidates by the EC selection committee.
- 9.4 By democratic majority the EC selection committee members will select new incoming EC members.

**10 Article X: Affiliations**

- 10.1 The club shall have no affiliations.

**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.
- 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.