



CONSTITUTION OF MCGILL STUDENTS FOR BEST BUDDIES

Ratified by Club's Membership on: October 19, 2014

Ratified by SSMU Council on: _____

1 Article I: Name

1.1 McGill Students for Best Buddies, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Encourage the development of all individuals through friendship
- Help individuals with intellectual disabilities integrate more fully into their communities
- Foster a life-long commitment to volunteering and community service
- Raise awareness to issues of inclusion via McGill Students for Best Buddies organized forums open to McGill students and the community at large
- Work to promote the inclusion of people with intellectual disabilities into the community of Montreal and to remove the stigma and isolation associated with intellectual disabilities.

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.
- 3.4 Membership includes students paired with buddies who abide by requirements set forth regarding the personal and time commitment to their buddy and associate members who do not have a buddy but are involved in the program nonetheless.

4 Article IV: Executive Committee and Ambassadors

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following portfolios:
 - 1. Co-Directors (2)
 - 2. Internal Manager
 - 3. Events Coordinators (2)
 - 4. Fundraising Coordinator
 - 5. Ambassador Coordinator
 - 6. Ambassadors (6)
- 4.3 The EC shall meet once per month.
- 4.4 At least five of the thirteen 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-Directors shall:
 - 1. Be the chief executive officers, chief representatives, and chief spokespersons of the Club.
 - 2. Oversee all aspects of the club.
 - 3. Be the main point of contact between the SSMU VP Clubs and Services and the club



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. Chair all EC meetings.
 6. May cast the deciding vote in the event of a EC deadlock
 7. Co-sign all financial transactions with the Internal Manager.
 8. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
 9. Conduct administrative aspects of McGill Students for Best Buddies, such as information sessions, interviews, executive meetings, and the buddy pair list.
 10. Coordinate operations with the Host Site Manager, and the designated Best Buddies Canada Representative
 11. Organize outreach events that help promote community inclusion, awareness, and friendship
 12. Ensure that contact information of participants is kept confidential
- 5.2. The Internal Manager shall:
1. Oversee and coordinate funding for the programming activities and events of the club
 2. Manage all incoming and outgoing funds
 3. Reimburse members using the McGill Students for Best Buddies bank account
 4. File a budget each year to Best Buddies Canada and SSMU
 5. Ensure the funding and financial stability of the club.
 6. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
 7. Take minutes at EC and general meetings, and ensure proper distribution of all minutes
- 5.3 The Events Coordinators shall:
1. Oversee and coordinate the programming activities and events of the club on a monthly basis
 2. Purchase goods needed for the event (including metro tickets for students)
 3. Arrive early to monthly events to set up and ensure the event runs smoothly
 4. Send out an overview of the event to the Co-Directors
 5. Ensure that receipts are given to the Internal Manager
- 5.4 The Fundraising Coordinator shall:
1. Plan, arrange, and execute fundraising initiatives for the Club
 2. Create a "Task Force" if necessary to complete these fundraising initiatives
 3. Collect all money and receipts from any fundraising done and give it to the internal manager



- 5.5 The Ambassador Coordinator shall:
1. In collaboration with the Co-Directors, create a list of Ambassador groups with an equal amount of students in each group
 2. Be in contact with the Ambassadors about members of their respective groups
 3. Create an official attendance list with all the Club's members and keep it up to date
 4. Contact students who have not been following the rules of membership (ie contacting and seeing their buddy regularly) and figure out a solution
 5. If an issue cannot be resolved, inform the Co-Directors so they can address the issue
- 5.6 The Ambassadors shall:
1. Collect the contact information of the student members in their groups and inform them of upcoming Club events
 2. If there are any issues with members of their group, Ambassadors must contact the Ambassador Coordinator to address the issue collectively
 3. Be a pillar of support for members in their group if they have any questions or concerns about the Club or their buddy
- 6 Article VI: Fees**
- 6.1 There is no cost or annual fee to be a member of the club.
- 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
- 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
- 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) should be notified immediately in the event of contested electoral results

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

- 12.1.1 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.
- 12.2.1 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.