

# Peace by PEACE Constitution

**1) NAME:** Peace by PEACE ( Playful Explorations in Active Conflict-resolution Education)

**2) PURPOSE:**

*Our Mission:*

Peace by PEACE aims to educate, motivate and challenge students to recognize choice and consequence in conflict, on a personal and community level. We believe that young people have the imagination and the intelligence necessary to develop creative solutions to the difficult problems of conflict and confrontation. However, they need to be given opportunities to learn the cooperative skills essential to living peacefully in today's challenging world.

Our objective is to train university students to teach a ten-week curriculum concerning conflict resolution skills to classrooms of grade 4/5 throughout the Montreal area. We hope to expand an already growing program into the Montreal area and eventually serve the English and French populations of Montreal, to accommodate the needs of these communities.

In Peace by PEACE, students not only cultivate these necessary skills, but also build mentoring relations with university student volunteers. Through Peace by PEACE's critical thinking about the choices in conflict and means for resolution, today's young people can become tomorrow's successful problem solvers.

**3) MEMBERSHIP:**

Membership in Peace by PEACE is open to all students, staff, faculty and alumni/ae of the McGill University. The Executive reserves the right to decide whether a volunteer be allowed to teach in a classroom, according to the policies passed by the Board of Directors (for example, a person charged with a criminal offense is not allowed to teach in a classroom).

Every member should pay the required \$2.00 membership fee.

**4) EXECUTIVE:**

(This constitution is modeled after the Peace by PEACE program at the University of Toronto, which has been established for the past five years. Because this is the pilot project at McGill, all the executive roles and responsibilities will be fulfilled by the two student directors and other volunteers until we can establish a stable and committed volunteer executive.)

**McGill Director(s)**

- The Directors oversee all of what happens on the campus where Peace by PEACE operates, and makes sure that Peace by PEACE is an important part of campus activities, and well understood and supported by the University
- High level relations with the University (Registrars offices, Deans, etc.) would be handled by the Campus Directors.
- They should organize the campus offices and set office hours on campus.
- They are responsible for
  - being/keeping in touch with anyone who is interested in having members of Peace by PEACE speak at meetings or conferences for their organization
  - responding to inquiries received from people interested in the Peace by PEACE program
  - being a spokesperson or appointing an appropriate spokesperson for any interviews, lectures or announcements that need to be made to external/off-campus programs or organizations
  - finding opportunities for other publicity

- These Directors work closely with and support the Volunteer Directors

### **Volunteers Directors**

- Main responsibilities include:
  - setting up the volunteer application process (forms, timeline, etc.)
  - outreach for volunteers in the fall (flyers, ads, information tables, etc.)
  - selection of volunteers
  - helping with volunteer training
  - planning all-vols (getting speakers, setting agendas, logistics)
  - ongoing communication with volunteers once volunteers are placed in the classroom
  - assisting with volunteer coordination around the Festival

### **Education Director**

- The Education Director is responsible for two things:
  - Peace by PEACE relations with the schools we teach in, including our relations with the Montreal English School Board (and any other school board with whom we work)
  - and for the materials that are used in teaching Peace by PEACE.
- The *Education Director* has the help of the *Materials Coordinator* (see below) and the *Schools Coordinators* (see below).
- They have to make sure that everything under each of these Coordinators get done, and if there are problems encountered involving schools and materials, the Education Director is ultimately responsible for making sure the problems are fixed.

### **Festival Director**

The Festival Director is responsible for the planning, organization and smooth running of the annual Peace Festival.

- The Festival Director must be very organized; creativity is a bonus, but the ability to deal with small details and organization skills are more important.
- You must be able to manage your time very well. In addition, you must be able to communicate well and professionally in person, on the phone and in writing.
- Festival Director is assisted by a number of other people. They will work with a committee and a Festival Site Coordinator for the big day, but in the end just about everyone in Peace by PEACE ends up working on the Festival.
- The specific tasks of running the Festival include:
  - assisting the *Finance and Fundraising Director* in writing up the Festival part of the budget
  - setting a date for the Festival, and checking it with the Exec and the Board of Directors
  - booking the venue, including negotiating a contract (which has to go to the Board)
  - thinking up a Festival theme for decorations, entertainment and guests
  - planning the agenda for the day, where everything will be going on, and who will be doing what, when, etc.
  - inviting VIPs and big time stars to be headlined or to act as MCs and such, with the help of the *External Relations Director/Outreach Coordinator*
  - working with the *External Director* and the *Media Relations Coordinator-Outreach Coordinator*-to ensure that the media and other community members are aware of the event
  - helping the *In-Kind Donations Coordinator* look for donors and sponsors for T- shirts, lunch, decorations, transportation, supplies and other big cost items
  - selecting a decorator and set up a contract with them
  - booking DJs, or other entertainment
  - sending out the invitations
  - working with the *Volunteers Coordinators* to recruit and train Festival Day Volunteers and to set up a Festival all-Vol orientation/info session
  - working with the *Schools Coordinators*, to set up a teacher orientation and preparation meeting
  - ensuring that donors, sponsors and others are recognized at the Rotary Club of Montreal's Peace Festival.

### **Finance Coordinator**

- The Finance Coordinator is responsible for overseeing the budgeting and accounting of the organization and is in charge of keeping track of program spending and income, in other words, the day-to-day bookkeeper for Peace by PEACE.
- This person is also going to be responsible for working with the Board Treasurer to fulfill our obligations as a charitable non-profit corporation, for filing reports with Revenue Canada, overseeing the annual audit of our books, issuing charitable receipts and so on.

### **On-Campus PR Coordinators**

responsible for:

- booking rooms for volunteer trainings and meetings
- assisting with PR on campus (working with the *External Relations Director* and *Coordinators-Outreach Director*)
- helping to organize the logistics of the offices on campus.

### **Schools Coordinators**

- The main responsibilities include:
  - recruits schools (arranges to have invitations to join the program sent by the boards, takes responses, sets up the contracts)
  - helps the *Volunteers Coordinators* match up volunteers with classes
  - organizes and runs Teacher meetings
  - keeps open communication with teachers (calls them regularly to make sure everything is well)
  - takes care of the school related part of the Festival
  - solves problems related to teacher and volunteer relations
- Both the *Education Director* and the *Schools Coordinators* should be available to teachers and principals, but the *Schools Coordinator* will act as the primary contact.

### **Fundraising Coordinator**

- The Fundraising Coordinator is responsible for generating income for Peace by PEACE through grants, donations and special projects.
- Grants funding involves updating or writing funding proposals (including a generic proposal) and sending them out to prospective funders.
  - Examples include funding programs like the Rotary Foundation and private and corporate foundations.
- A database of foundations, companies and organizations that would fund programs like Peace by PEACE must be researched and updated with information regarding to whom proposals were sent to, what the response was and why.
- The Fundraising Director also organizes, with the help of the committee, specific fundraising activities, such as: Exam Crisis Kits, Sponsor a Classroom packages, the Peace Bowl and the Fundraising Concert.

Also responsible for In-Kind Donations:

- This person is in charge of getting donations of goods and services so that Peace by PEACE does not have to raise money to buy them.
- Typical donations sought include:
  - door prizes and food for volunteer trainings and all-vol meetings
  - supplies for the classrooms
  - supplies for the Festival, like breakfast for the volunteers, art supplies, etc.
  - printing and other advertising
  - t-shirts or other souvenirs for the Festival.
- At Festival time they will work closely with the *Festival Director*.
- This person also is responsible for sending thank you letters to all our donors, and make sure (with the *Festival Director*) that these donors get acknowledged in our literature and at the Festival and that any charitable receipts for donations are issued.

### **Outreach Coordinator**

This person is the contact person for general inquiries to Peace by PEACE from anyone outside of contacts normally managed by another Exec person (e.g. TDSB relations managed by the *Education Director*, On/In Campus relations managed by the *Relations Coordinator*).

- The main responsibilities include:
  - responding to contacts from media approaching Peace by PEACE,
  - monitoring local news and events that might be of interest to Peace by PEACE
  - writing, sending and following up media releases, organizing press conferences (if we do any), and getting media out to the Festival.

### **International Liaison**

- The main responsibilities include:
  - communication between Peace by PEACE International and Peace by PEACE Montreal
  - attends monthly phone conference meetings with representatives of other Peace by PEACE programs in other cities
  - may act in International committees
  - to be thoroughly informed about the Montreal program because this person acts as a representative from the Montreal program and is the Montreal vote on the Peace by PEACE International Members Association attends two weekend meetings per year in New York City.

### **Board/Exec Liaison**

- The position of the Board/Exec Liaison is a member of both the Exec and the Board, and is the voting voice of the Exec on the Board. This person will attend all Exec Director meetings and all Board Meetings, and will be well versed in the program as a whole. It is advantageous for this person to have previous Exec experience, so that this person can offer support and knowledge of past experiences of Peace by PEACE to the Exec. This person can also act as the support for the International Liaison. The role is a supportive one for the Exec, not a supervisory one.

### **5) FINANCES:**

Finances are managed on a daily basis by the Director of Finance. Expenditures are authorized by the Director of Finance and the Board of Directors, where required. Expenditure cheques are issued by two of: The Director of Finance, the Director of University Relations and the President, Board of Directors. Peace by PEACE is an incorporated not-for-profit organization and is audited on an annual basis. The financial year is June 1st to May 31st.

### **6) MEETINGS:**

All meeting times, dates and places are decided among the Executive. A regular meeting time is set up at the beginning of the year. All Directors attend weekly Directors meetings. Coordinators may be asked to attend weekly meetings, but are not required when not needed. Directors are responsible for committees and meetings of such committees, which are decided upon by the members of such committees.

### **7) ELECTIONS:**

Elections are held in the Spring upon a date decided upon by the Executive.

Process:

- Job descriptions for all positions are made available to all Peace by PEACE volunteers (to be a member of the Executive it is *strongly* recommended that members have had a minimum of one year's worth of volunteer experience with Peace by PEACE)
- Interested parties respond to positions
- Interviews are held with all interested parties. The Interview Committee is decided upon by the Executive and the Board of Directors and is a mix of Board and Exec members.

- Interview Committee makes recommendations to the Board
- Positions are elected

**8) AMENDMENTS:**

Amendments to the constitution or bylaws are recommended by the Board Affairs Committee and voted upon by a 2/3 majority at the Annual General Meeting.

**9) AFFILIATION:**

Peace by PEACE Montreal is affiliated with its twin program in Toronto run by volunteers at The University of Toronto and York University. This organization is a part of a larger international organization of Peace by PEACE International.