

1. Name

McGill Students for Literacy

2. Objective

McGill Students for Literacy is dedicated to providing literacy assistance in our community in creative and experimental ways. We recognize that learning must be relevant to the learner's life and that they must be actively involved in determining activities and goals. Further, we are committed to improving public awareness concerning literacy issues; we uphold literacy as a right and advocate its realization.

3. Programs

• 3.1 One-on-One Adult Literacy Program

Mission Statement

- To be a group of volunteers dedicated to helping adult individuals in the Montreal community who are seeking to improve their literacy skills.
- To actively involve the learners in the teaching experience and build on their strengths and interests in order to help them reach their specific, personal goals.
- To celebrate the diversity of our learners and strive to meet each one's individualistic needs.
- To learn from the experiences of our matches and develop an intimate understanding of the role that literacy plays in empowering people.

3.2 Active Reading with Children (ARC)

Mission Statement

The goal of ARC is to foster a love of reading among children in order to encourage them to become lifelong readers. ARC, in its promotion of reading, impresses upon children the importance of reading, while emphasizing its value as an enjoyable pastime. Good reading skills are fundamental to success in many aspects of life and by encouraging these skills in a low-stress, non-academic environment, reading becomes associated with pleasure and entertainment.

3.3 Youth Outreach Program (YOP)

Mission Statement

The Youth Outreach Program is dedicated to:

- providing opportunities for youth in care to build communication skills, interpersonal skills, and self-confidence
- encouraging self-expression through and critical thought about all mediums – visual arts, music, drama, conversation, and the written word
- conveying, through our attitudes, behaviour and commitment to the program, the message the youth are important and unique individuals
- fostering the courage and desire to learn and exercise literacy skills to be used to interact with and improve the world with which the youth are confronted.

4. Membership

McGill Students for Literacy welcomes full members and associate members.

All members have equal privileges except that associate members may not be elected as club officers.

5. Organizing Team

5.1 The Organizing Team shall meet at least twice a month during the academic year with the exception of December and April. Quorum shall be fifty per cent (50%) of members and decisions will be reached by consensus. The Organizing Team will be composed of the following positions:

- i. McGill Students for Literacy Coordinator(s)*
- ii. Active Reading with Children Coordinator(s)*
- iii. One-on-One Adult Literacy Coordinator(s)*
- iv. Youth Outreach Program Coordinator(s)*
- v. Finance Coordinator
- vi. Fundraising/Public Relations Coordinator
- vii. Resource Manager

*These positions may be held by no more than two people at one time.

5.2 The responsibilities of the members of the Organizing Team are as follows:

i. McGill Students for Literacy Coordinator(s)

Responsible for the general running of the entire organization including:

1. Setting up meetings, office hours and Activities Night at the beginning of each term
2. Ensuring that all programs and coordinators are running smoothly and according to the constitution and MSL mandate
3. Promoting MSL, and literacy in general, to the Montreal community, and keeping in good contact with the various literacy organizations, both provincially and nationally
4. Communicating with SSMU and answering their mail
5. Either finding a replacement or taking on the responsibilities of an OT member, should they be unable to fulfill their commitment
6. Ensuring working continuity from one year to the next, with elections and job shadowing, when possible

ii. Active Reading with Children Coordinator(s)

1. Contact various schools and daycares at the beginning of the school year in order to set up programs with them for volunteers to work in. The schools are informed of the volunteers' responsibilities and roles.
2. Recruit volunteers to work in these programs during Activities Night.
3. Conduct a training session (usually held in the first week of October) during which volunteers are made aware of their roles and responsibilities as members of ARC as well as members of MSL. Volunteers are also trained to deal with different situations they might face during their volunteering session.
4. Schedule at least two meetings per semester with the volunteers to ascertain their progress and obtain feedback.
5. Coordinators are also required to spend three hours a week in the MSL office and to attend the Organizing Team meetings that are held every two weeks.

iii. One-on-One Coordinator(s)

1. Recruit Learner-Tutor Coordinators (LTCs) who must be active tutors in the program
2. Organize and chair bi-weekly meetings for the One-on-One OT and facilitate communication among LTCs
3. With the LTCs, Organize and participate in One-on-One tutor screening interviews, training, Awards Night, and workshops
4. With the LTCs, evaluate the program's strengths and weaknesses. Monitor the size of the program and, if necessary, devise and

- implement strategies for recruiting learners and tutors
5. Support a maximum of 5 learner-tutor matches and assist the LTCs in supporting their matches.
 6. Act as the One-on-One contact for outside community organizations
 7. Attend bi-weekly MSL OT meetings, participate in group events, and hold weekly office hours.

iv. Youth Outreach Program Coordinator(s)

1. Recruit contact people for each unit of volunteers. Contact people must have at least one semester of previous YOP experience
2. Facilitate YOP OT meetings and provide support for contact people
3. Work with the liaison at Batshaw Youth and Family Services to ensure the program is relevant to Batshaw's needs and that MSL volunteers are well respected and prepared for
4. Organize and participate in volunteer screening, placement, and training
5. Ensure the continuity of the program, evaluating its goals and methods with other YOP volunteers
6. Be well informed as to the protocol of Batshaw and the mandate of YOP
7. Attend bi-weekly MSL OT meetings, participate in all group events, and hold weekly office hours.

v. Finance Coordinator

1. Manage the finances of MSL, including preparing budgets, monitoring spending, and processing requests speedily
2. Assist the Fundraising Coordinator in setting goals for events.
3. Attend bi-weekly MSL OT meetings, participate in all group events, and hold weekly office hours.

vi. Fundraising/Public Relations Coordinator

1. Organize and supervise MSL fundraising and awareness raising events.
2. Disseminate information regarding MSL programs and events to relevant parties
3. Attend bi-weekly MSL OT meetings, participate in all group events, and hold weekly office hours.

vii. Resource Manager

1. Ensure the office is organized and stocked with office supplies
2. Maintain the library, handling loans, acquisitions, and recalls of books
3. Publish the MSL newsletter "The Literacy Link".
4. Maintain the MSL webpage.

5. Attend bi-weekly MSL OT meetings, participate in all group events, and hold weekly office hours.

6. Finances

Funds may be spent only after approval for such spending has been given by the McGill Students for Literacy Organizing Team. The McGill Students for Literacy Coordinator(s) and the Finance Coordinator shall act as signing officers.

7. General Meetings

McGill Students for Literacy shall hold at least one General Meeting each semester. Quorum for General Meetings shall be 50% of all members. The March General Meeting will include election, by secret ballot, of the Organizing Team members.

8. Amendments

This constitution may be amended through the following procedure:

- (a) Passage by consensus of the Organizing Team; followed by,
- (b) Adoption by a two-thirds vote of the members present at a General Meeting; followed by,
- (c) Ratification by the Students' Society of McGill University.