

MCGILL STUDENTS FOR HABITAT FOR HUMANITY (MSHFH)

CONSTITUTION

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CONSTITUTION

1.0 Name

The official name of MSHFH is the McGill Students for Habitat for Humanity (hereinafter, MSHFH).

2.0 Objective

Habitat for Humanity Canada, Inc. (Habitat) is a federal non-profit housing organization which seeks to eliminate poverty housing from the world, by making decent shelter attainable and affordable.

MSHFH has been established to assist Habitat by working with any local affiliated or sponsored project or with Habitat's international headquarters in order to work towards Habitat's goals:

- i. Housing for All—access to safe, decent, and affordable housing is a basic human right that should be available to everyone.
- ii. Human Dignity—we believe in the worth and dignity of every human being. We respect the people we serve and those who help us in this effort. People are our greatest resource.
- iii. Partnership—we can best achieve our mission through meaningful and mutually beneficial partnerships with others.
- iv. Faith in Action—Building on our Christian foundation, we serve and work with people of all faiths and beliefs in a spirit of justice and compassion. Faith is lived through action.
- v. Diversity and Inclusiveness—there is a role for everyone committed to our vision, mission and values. We seek to enrich our organization through diversity.

3.0 Membership

3.1 Eligibility

- i) Any student, faculty member, administrator, or staff person of McGill University shall be eligible to become a member MSHFH. No one shall be denied membership on the basis of age, race, gender, national origin, religious beliefs, citizenship, or physical disability.
- ii) Students' Society of McGill University (SSMU) students are eligible to be elected as officers and to hold voting privileges.
- iii) Associated non-voting membership may be allowed for all others.

3.2 Fees

There are no membership fees associated with this club.

3.3 Meetings

The executive council shall hold a meeting of its members at least once a month during the school term. MSHFH shall provide notice of general meetings with all club volunteers via our club listserv and Facebook page.

4.0 Council of Executives

4.1 General Powers

Except as otherwise provided herein, all MSHFH activities shall be exercised by or under the authority of the Executive Council, and the affairs of MSHFH shall be managed under the direction of the Co-Presidents. The Executives shall in all cases act as a Council and may adopt such rules and regulations for the conduct of their meetings and the management of MSHFH as they deem proper, but not inconsistent with this Constitution, the covenant agreement entered into between Habitat and MSHFH, the rules and regulations of McGill, and the laws of the Province of Quebec.

4.2 Number, Tenure, and Qualifications

The Executive Council shall be composed of not less than four (4) students, including the two Co-Presidents. The Co-Presidents will be elected each year by the previous council, each for a one year term. The remaining Executive Council will be selected by the two Co-Presidents before the start of each annual term. In order to be elected as Co-President, candidates must have served as a member of the Executive Council for at least one full term.

4.3 Election

Co-Presidents shall be elected by a majority vote of the appointed members of the Executive Council during the end of year meeting.

4.4 Removal and Resignation

Any executive may be removed, with or without cause, by a two-thirds (2/3) vote of the Executive Council or by unanimous decision of the Co-Presidents. Any executive who is absent from two consecutive regular meetings of the Council shall be removed from the Council, unless there exists a legitimate reason for the absences as determined by a two-thirds (2/3) vote of the Executive Council.

An executive member may resign at any time by giving written notice to the Co-Presidents or VP Communications of MSHFH. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the aforementioned, and the acceptance by the Executive Council of the resignation shall not be necessary to make it effective. If a resignation is made effective at a later date, the Council may fill the vacancy before the effective date if the Council provides that the successor does not take office until the effective date of the resignation.

4.5 Vacancies

Upon a vacancy created by the death, removal, resignation, or incapacity of any executive, a vote of the majority of the remaining duly elected Co-Presidents shall be necessary and sufficient to fill such vacancy. An executive shall be appointed by the Co-Presidents to fill the unexpired term of his or her predecessor.

4.6 Regular Meetings

The Executive Council shall meet at least once a month during the school term. The Council shall provide notice of such meetings to its members at least five (5) days prior to the date of the meeting.

4.7 Annual Meeting

The Executive Council end-of-year meeting shall be held in the spring at a place, time, and date which shall be fixed by the Council. At this time, the Co-Presidents for the next term will be elected, and total donations to Habitat for Humanity Province de Quebec will be announced.

4.8 Special Meetings

Special Meetings of the Executive Council may be called by the Co-Presidents or any 2 executives. The person or persons authorized to call special meetings of the Council may fix any date, time, and place for holding the special meeting called by them. Written notice of any special meeting of the Council shall be given at least seventy-two (72) hours prior to the special meeting, and shall provide the date, time and place of the special meeting.

If the purpose of the special meeting is to remove an executive or to dissolve, merge, or otherwise reorganize MSHFH, the written notice shall so state. The written notice shall be delivered personally or emailed to each executive. The attendance of an executive at a special meeting shall constitute a waiver of notice of such meeting, except when an executive attends a meeting of the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.9 Quorum

A quorum for the transaction of business at any regular or special meeting of the Council shall consist of fifty percent plus one (50% +1) of the duly elected and qualified executives of MSHFH. If less than a quorum is present at a regular or special meeting, then a majority of the executives present may adjourn the meeting from time to time.

4.10 Manner or Acting

The act of a majority of the executives present at a meeting which a quorum is present shall be the act of executives, unless the concurrence of a greater proportion is required for such action by these Bylaws, MSHFH or the rules and regulations of McGill University or any governmental authority.

4.11 Presumption of Assent

An executive who is present at a regular or special meeting of the Council at which action on any club matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting, or unless he or she shall file his or her written dissent with such person acting as the VP Communications of the meeting before the adjournment of such meeting, or shall forward such written dissent by registered mail to the VP Communications of the Chapter immediately after the adjournment of the meeting. Such right of dissent shall not apply to an executive who voted in favour of such action.

4.12 Written Consent

Any action required or permitted to be taken at any meeting of the Council may be taken without a meeting, if a written consent to such action is signed by all the duly elected and qualified executives of MSHFH and such written consent is filed with the minutes of the proceedings of the Council. Such written consent may be executed in multiple counterparts.

5.0 Committees of the Council

5.1 Committees, Meetings, and Action

The Council shall have standing and ad hoc committees. The standing committees of the Council shall include the following: Finance and Events. Other standing committees may be created from time to time. Ad hoc committees may be appointed by the Co-Presidents with the Council's approval and shall be for one year's duration unless otherwise fixed.

The standing committees shall meet upon the call of the committee chair who shall provide members of the committee with at least forty-eight (48) hours prior written notice of the date, time, place, and purpose of the meeting. The chair shall ensure that the discussions and actions of the committee are properly recorded and promptly distributed to its members and to members of the Council. Each chair shall ensure that the committee is appropriate to the committee and shall oversee the proper administration and implementation of its policies and programs. The committees may take action according to any manner the Council is permitted to use under the Constitution.

To the extent specified by a resolution of the Council or in this Constitution, each committee of the Council may exercise the authority of the Council under Section 4.2 of this Constitution. A committee, however, may not authorize distributions other than in the ordinary course of business of MSHFH; approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the assets of MSHFH, elect, appoint, or remove executives or fill vacancies on the Council or any of its committees; or adopt, amend or repeal the Constitution of MSHFH.

5.2 Appointment, Tenure, and Qualifications

The Co-Presidents shall appoint the chairs and members of all standing committees at the Annual Meeting of the Council. The President may appoint to the membership of any committee members of MSHFH who are not executives so long as a majority of the members of the committee are executives. The appointments to committees and chairs shall be for terms of one (1) year and shall be ratified by the Council.

5.3 Finance Committee

The Finance Committee of the Council is responsible for the financial affairs of MSHFH, including the budget functions. The Committee develops and reviews the budget of MSHFH and assumes the primary responsibility for ensuring that there is proper implementation and administration of the budget.

5.4 Events Committee

The Events Committee is responsible for the fundraising programs of MSHFH and other volunteer activities provided to local affiliates and sponsored projects of Habitat. The Committee assumes the primary responsibility for developing and ensuring that there is proper implementation and administration of MSHFH's fundraising programs and other volunteer activities.

6.0 Officers

6.1 Number

The executives of MSHFH shall be Co-Presidents [2], VP Events [2], VP Finance [1], VP Communications [1], Collegiate Leaders [2], Outreach Coordinators [2], Local Builds Coordinators [2], and optional Global Village Leaders [1-2], each of whom shall be members of the Council at the time of their election or appointment and. The Council may elect or appoint such other officers and assistant officers as may be deemed necessary or appropriate. Both of the Co-Presidents shall be enrolled as either full-time or part-time students at McGill University. All executives may be re-elected. Any two offices may be held by the same person.

6.2 Election and Tenure

The Co-Presidents shall be elected by a majority of the duly elected and qualified executives of MSHFH in a closed vote during the Annual Meeting. In the event of a tie, the tie-breaking vote shall also be by closed vote. Each officer shall hold office for one (1) year or until a successor shall have been duly elected and qualified for purposes of this Constitution upon the adjournment of the meeting during which the officer was elected, unless a later date is specified.

6.3 Removal

Any officer or agent of the Council or MSHFH may be removed by the Council whenever, in the judgement of the Council, the best interests of MSHFH will be served thereby.

6.4 Vacancies

A vacancy in any office may be filled by the Council for the unexpired portion of the term.

6.5 Presidents

The Co-Presidents of MSHFH shall also be the Chairpersons of the Council and shall preside at all meetings of the Council and of MSHFH meetings. The President shall be an ex executive member of the Council. The President shall have general supervision over the affairs, the executives, and the students of MSHFH; represent MSHFH at official functions; co-sign all financial transactions with the VP Finance; co-sign all minutes with the VP Communications.

6.6 VP Communications

The VP Communications shall be responsible for preparing, recording, and maintaining the official minutes of the proceedings of the Council; for authenticating or certifying the records of MSHFH with the Co-Presidents; for maintaining an official roster of the membership; and for ensuring that all notices are duly given by the College or any applicable governmental law, rule, or regulation.

The VP Communications shall be custodian of the records of MSHFH. The VP Communications shall have, in general, all the powers and perform all the duties incident to the office of the VP Communications and such other duties as may, from time to time, be prescribed by the Council or by the Co-Presidents.

6.7 VP Finance

The VP Finance shall have general charge of the financial affairs of MSHFH and shall have, in general, all the powers and perform all the duties incident to the office of VP Finance and such other duties as may, from time to time, be prescribed by the Council or the President. The VP Finance shall have share and custody of and be responsible for maintaining the proper financial records of MSHFH; provide for the safekeeping of the funds and other property of MSHFH; receive monies due and payable to MSHFH; deposit all such monies in the name of MSHFH in such banks, trust companies, and other depositories as selected by MSHFH; co-sign all financial transactions with the Co-Presidents; and distribute funds authorized to be paid by MSHFH. The VP Finance shall be the chairperson of the Finance Committee.

6.8 Other Officers

Other officers, as mentioned in section 6.1, may be elected or appointed by the Co-Presidents, and shall have such powers and perform such duties as the Co-Presidents may prescribe from time to time.

6.9 Special Appointments

In the absence or incapacity of any officer or in the event of a vacancy in any office, the Council may designate any person to fill any such office pro tempore or for any particular purpose.

7.0 Fiscal Policies

7.1 Receipt of Funds and Revenues

All funds received as gifts (whether designated or undesignated), contributions, or grants from individuals, private or public corporations or foundations, shall be deposited in appropriate banking accounts maintained by MSHFH and dispersed in accordance with the policies and procedures determined by the Council in accordance with this Constitution, the Covenant, the rules and regulations of McGill and all applicable governmental laws, rules and regulations.

MSHFH shall not run at a deficit.

7.2 Fiscal Year

The fiscal year of MSHFH shall begin on January of each year and end on the following December.

7.3 Cheques, Drafts, Etc.

All cheques, drafts, and other orders for the payment of money notes, or other evidence of indebtedness issued in the name of MSHFH shall be signed by executives or designated students of MSHFH in accordance with the policies and procedures as shall, from time to time, be determined by resolution of the Council.

8.0 Affiliation

MSHFH is affiliated with Habitat for Humanity Canada, Inc. Habitat, a federal non-profit corporation, is an ecumenical Christian housing organization that works in partnership with people in need to improve the conditions in which they are forced to live. MSHFH will work with Habitat as described in Article 2.0 and in accordance with the Covenant.

9.0 Amendment

The members shall have the power to alter, amend, or repeal this Constitution or adopt a new Constitution by a two-thirds (2/3) vote of such members of MSHFH and the approval of the SSMU Council, provided that the Constitution at no time shall contain any provision inconsistent with the Covenant, the rules and regulations of McGill, and any applicable governmental law, rule or regulation.

10.0 Students' Society Constitution

Should there be areas not defined in MSHFH's Constitution, the Students' Society of McGill University's Constitution shall take effect.