



CONSTITUTION

Constitution of McGill Community Health Alliance of Montreal (MCHAM)

Ratified by Club's Membership on (DD/MM/YYYY): 13/09/2009

Ratified by SSMU Council on: 17/04/2009

1 Article I: Name

1.1 McGill Community Health Alliance of Montreal (MCHAM) also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

1. Provide a forum for members to discuss issues of a charitable nature beneficial to the Montreal Children's Hospital
2. Facilitate active fundraising for the Montreal Children's Hospital
3. Facilitate and spread awareness for volunteerism at the Montreal Children's Hospital
4. Provide events and opportunities to members for the purpose of spreading awareness for the virtues and benefits of volunteering and charity at the Montreal Children's Hospital
5. Encourage charity and volunteerism as a life-long common interest through participation and opportunities provided at the Montreal Children's Hospital

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

For more information, please contact Kimber Bialik, Interest Group Coordinator, at igc@ssmu.mcgill.ca.



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.

4 Article IV: Executive Committee

4.1 The MCHAM Collective Council, hereinafter referred to as "the council", is the general governing body of the club and shall be empowered to make all decisions and take all actions on behalf of the club

1. Quorum for council shall be 2/3 of all voting members

2. Council shall follow the voting procedures and guidelines as stipulated in Robert's Rules of Order

4.2 There shall be a standing committee of council entitled the Executive Committee (EC)

4.3 The EC shall be comprised of the following members who shall each hold (1) vote

1. President

2. Vice President External

3. Vice President Internal

4. Vice President Finance

5. Vice President Corporate Affairs

6. Vice President Hospital Affairs

7. Vice President Administration

4.4 The EC shall meet as frequently as it deems fit.

4.5 The EC shall be granted all the powers of council in between meetings of council but the EC shall submit to council, at every regular meeting of council, a report of all actions

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undertaken since the last meeting of council, for ratification and approval. Should the actions of the EC not be approved, the decisions of EC shall be null and void.

- 1. Quorum for the EC shall be four (4) officers*
 - 2. EC shall follow the voting procedures and guidelines as stipulated in Robert's Rules of Order*
- 4.6 *The EC may not enact by-laws inconsistent with this constitution, may not alter the membership of the council, may not submit the club into any binding agreement without the prior consent of council.*
- 4.7 *The MCHAM Collective Council shall meet as frequently as it is summoned but no less than once every two weeks*
- 4.8 *The MCHAM Collective Council shall be comprised of the following members who shall each hold one (1) vote*
- 1. All members of the Executive Committee who shall each hold one (1) vote*
 - 2. At least six (6) but not exceeding ten (10) members elected by and from the general membership as either a Coordinator or a First Year Rep*
- 4.9 *The MCHAM Collective Council shall determine its own membership as indicated in section 4.8.2*

5 Article V: Portfolios

- 5.1 *The President 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 May cast the deciding vote in the event of a EC deadlock*
 - 5.1.7 Co-sign all financial transactions with the VP Finance.*
 - 5.1.8 Co-sign all minutes with the VP Administration.*
 - 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University*
 - 5.1.10 Chair all Presidential Affairs Committee meetings*
- 5.2 *The Vice President External shall:*
- 5.2.1 Act as representative of the Club to the community within and outside of the University.*
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.*
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.*
 - 5.2.4 Be responsible for actively pursuing beneficial relations for the club to ease the exercise of the mandate and goals*
 - 5.2.5 Chair all External Committee meetings*

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- 5.3 *The Vice President Internal shall:*
- 5.3.1 *Be responsible for communication within the EC and with the Students' Society of McGill University.*
 - 5.3.2 *Maintain the membership list of the club.*
 - 5.3.3 *Oversee and coordinate the programming activities and events of the club*
 - 5.3.4 *Chair all Internal Committee meetings*
- 5.4 *Vice President Finance shall:*
- 5.4.1 *Oversee and coordinate funding for the programming activities and events of the club*
 - 5.4.2 *Be responsible for the collection of membership fees.*
 - 5.4.3 *Co-sign all financial transactions with the President.*
 - 5.4.4 *Ensure the funding and financial stability of the club.*
 - 5.4.5 *Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU*
- 5.5 *Vice President Corporate Affairs shall:*
- 5.5.1 *Oversee and coordinate the external funding and sponsorship opportunities available for the club*
 - 5.5.2 *Be responsible for actively seeking external sources of funding and sponsorships for the club's events and activities*
 - 5.5.3 *Be informed of possible funding or any other forms of financial assistance available to the club and advise the EC and Collective Council on these matters*
 - 5.5.4 *In cooperation with the VP Finance, ensure the financial health of the club through external funding and sponsorships*
- 5.6 *Vice President Hospital Affairs shall:*
- 5.6.1 *Be responsible for developing a strong partnership with Montreal local hospitals and organizations*
 - 5.6.2 *Be responsible for providing necessary information to all potential volunteers*
 - 5.6.3 *Be responsible for conducting the interviews for the volunteering program*
 - 5.6.4 *Be responsible for acting as the liaison between all volunteers and the volunteer coordinators from the Montreal local hospitals and organizations*
- 5.7 *Vice President Administration shall:*
- 5.7.1 *Take minutes at EC, Collective Council, General Meetings and ensure proper distribution of all minutes*
 - 5.7.2 *Be responsible for the club website*
 - 5.7.3 *Be responsible for sending out the weekly ListServ*
 - 5.7.4 *Be responsible for all club-related social media such as Facebook and Twitter*
- 6 Article VI: Fees**
- 6.1 *The Club's membership fee shall be \$2 dollars.*
- 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 before May 31st of each year.

- 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 There shall be a General Meeting held in March for the purpose of electing new members to the EC and Collective Council

8.2 There shall be regular General Meetings held in the fall and winter semesters

8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Collective Council

8.4 The EC and Collective Council shall submit a report of all club affairs to the membership at General Meetings

9 Article IX: Electoral Procedures

This can be designed as you wish. Sample:

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

9.8 Impeachment of any club officer or member of the Collective Council may be initiated by a motion in council and shall pass with a 2/3 majority vote

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.

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- 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.**