

Constitution

Constitution of McGill Student for Women for Women International

Ratified by Club's Membership on (DD/MM/YYYY): _____

Ratified by SSMU Council on: _____

1. Article I: Name

1.1. McGill Students Chapter of Women for Women International also referred to hereinafter as the Club.

2. Article II: Mandate

2.1. The Club's mandate shall be to

- Raise awareness on campus and in Montreal about the benefits of helping women to move from victims of war to active citizens
- Raise awareness on campus and in Montreal about the benefits to empower women
- Raise awareness on campus and in Montreal about the benefits of providing equal rights to women
- Raise awareness on campus and in Montreal about the world's most marginalized women, who have often been abused, lost their children, husbands and their homes.
- Raise awareness on campus and in Montreal about Women for Women International
- Raise awareness that in promoting this goals, women will have a brighter future, help support their families and help with the rebuilding of their countries
- Promote equal rights for women
- Promote and lead WfWI's events on campus and in Montreal
- Raise funds for WfWI
- Obtain sponsorship from campus, local and national organizations or businesses
- Liaise with campus, local and national media
- Network with local and national organizations and businesses that deal and make their resources available to its members
- Create a forum for discussion for those interested in women's rights and empowerment about WfWI
- Give members information about WfWI acts relating to women's rights and empowerment
- Provide opportunities to exchange information about WfWI
- Provide opportunities to exchange information women's empowerment and rights
- Encourage McGillers and Montrealers to take part in WfWI
- Expand WfWI's network on campus, in Montreal and across Canada

- Sponsor a woman! Build a relationship with a woman survivor of war in our program.

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.

2.2.2. No member shall make personal profit from the club

2.2.3. 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

2.4.2. 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 but are not limited 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

2.4.3. 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 Team

4.1. The Executive Team shall administer the Club and oversee its events.

4.2. The Executive Team is composed of the following 10 portfolios:

1. President
2. Vice-President
3. Two Internal Communication Chair
4. Fundraising and Awareness planning Chair
5. Sponsorship Chair
6. Media and Publication Chair
7. Publicity and Advertisement Chair
8. Information Chair
9. Accountant/Treasurer

4.3. The Executive Team shall meet as frequently as it deems fit.

4.4. At least six of the ten Executive Team members must be present at an Executive Team meeting in order for quorum to be met and for the meeting to proceed.

4.5. The Executive Team administers the Club and oversees its operations, events etc.

5. Article V: Portfolios

5.1. President

- Communicates with Women for Women International
- Connects with the school/student council and works with Accountant to acquire campus funding
- Is the primary correspondent for the Club's sister with the Information Chair
- Collaborates with other clubs and organizations on campus, with the assistance of the Sponsorship Chair
- Is the primary correspondent for the Club's official WfWI sponsors and donors (, Barclays, Bloomberg, Browns, Goldman Sachs Gives, Google, Harper's Bazaar, KPMG, Neal's Yard, Space NK, Swarovski
- Is the primary correspondent for the Club's official WfWI ambassadors and supporters (The Jolie-Pitt Foundation, Ashley Judd, Meryl Streep, Muhammed Yunus, Alice Walker, Oprah Winfrey)
- Is present at most (if not all) meetings
- Be the chief executive officer, chief representative, and chief spokesperson of the Club.
- Oversee all aspects of the club.
- Be the main point of contact between the SSMU VP Clubs and Services and the club
- Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various Executive Team portfolios with a vision that is consistent with the Club mandate.
- Chair all Executive Team meetings.
- May cast the deciding vote in the event of a Executive Team deadlock
- (or Vice President) Co-sign (all financial transactions with the Treasurer.

- (or Vice President) Co-sign all minutes with the Secretary.
- Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

5.2. Vice President

- Supports the President with all the tasks entrusted to them
- Undertakes tasks in the absence of the President
- Act as representative of the Club to the community within and outside of the University.
- (or President) Co-sign (all financial transactions with the Treasurer.
- (or President) Co-sign all minutes with the Secretary
- Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
- Be responsible for promoting the image of the Club to the community within and outside McGill University.

5.3. Two Internal Communication Chair

- Organizes agendas and minutes meetings
- Ensures organizational/administrative aspects of society are always up to date
- Provides support and information to the members
- Is in charge of the planning, organizing, and facilitating of meetings
- Keeps members up to date about important world issues (especially those pertaining to women's rights and the regions that we work in)
- Manages the Campus Chapter e-mail list and sends important reminders to members
- Take minutes at Executive Team and general meetings, and ensure proper distribution of all minutes
- Co-sign all minutes with the President.
- Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
- Be responsible for communication within the Executive Team and with the Students' Societies of McGill University.
- Maintain the membership list of the club.
- Oversee and coordinate the programming activities and events of the club

5.4. Fundraising and Awareness Chair

- Oversees planning and implementation of all fundraising events
- Facilitates and organizes the Event committee
- Ensures that fundraising events adhere to Women for Women International guidelines set forth in Fundraising Guide

5.5. Sponsorship Chair

- Oversees planning and implementation of awareness events
- Assists the President with inter-club partnerships
- Contacts and maintain good relationship with clubs, organisations and businesses in Montreal who are willing to become sponsors (in-kind or financially)
- Contacts corporations and institutions for partnership, sponsoring and support,

with the approval of WfWI

- Facilitates and organizes the Sponsorship committee

5.6. Media Chair

- Contacts the media (school news papers, local news, etc.) with support from Women for Women International
- Propose to write articles or columns about WfWI and our Campus chapter /women's rights and empowerment in the countries where WfWI works
- Facilitates and organizes the Outreach committee

5.7. Publicity and Advertising Chair

- Advertises fundraising and awareness events (uses social media, etc.)
- Facilitates and organizes the Event committee

5.8. Information Chair

- Keeps the members informed about new stories relevant to the society's work
- Keeps the members informed about WfWI events and news
- Writes articles for our publications partners
- Writes the letters for the Club's Sister
- Facilitates and organizes the Outreach committee

5.9. Accountant/Treasurer

- Develops and monitors the Campus Chapter's annual budget
- Works with President to acquire campus funding
- Sits on Fundraising Committee and works with Fundraising Chair to develop and submit event budgets
- Is responsible for liaising with Women for Women International in regards to all tax acknowledgement letter requests
- Provides an up-to-date budget at every meeting
- Keeps a record of all donations and fundraising efforts
- Oversee and coordinate funding for the programming activities and events of the club
- Be responsible for the collection of membership fees.
- Co-sign all financial transactions with the President.
- Ensure the funding and financial stability of the club.
- Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU

5.10. Executive Team

- Is involved in all aspects of Campus Chapter activities
- Recruits new members

5.11. Outreach Committee

- These members serve to support the Media and Publicity Chair with all outreach and publication efforts

5.12. Event Committee

- These members serve to support the Fundraising and Awareness Chair with all event planning efforts

5.13 Sponsorship Committee

- These members serve to support the Sponsorship Chair with reaching out and gaining sponsorship from other clubs, societies and businesses.

6. Article VI: Fees

6.1. The Club's membership fee shall be \$10 per year.

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.

7.3. Each account must have a minimum of two and maximum of three signing officers.

7.4. In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

8. Article VIII: Meetings

8.1. Monthly meetings be held throughout the fall and winter terms to inform members about our past and future events, new members and money raised.

8.2. Special Meetings shall be called at any time deemed necessary by the Executive Team and/or Committee Chairs.

8.3. There shall be a General Meeting held each semester for the purpose of introducing the Club, presenting the Executive Team members and exposing events and projects accomplished and in process of realization.

8.4. The Executive Team shall meet on a weekly basis

9. Article IX: Electoral Procedures

9.1. The Executive Team will oversee Executive Team members' position applications.

9.2. The Executive Team members shall select new Executive Team members based on their application and specific criteria (involvement with the Club, experience, motivation).

9.3. A person cannot apply to an Executive Team position if (s)he is leaving on semester abroad during the year

9.4. The President will start by serving a two-year term (2014-2015), where no election for this position shall take place, in order to establish the Club.

9.5. At least two weeks notice shall be given before the election meeting.

9.6. The candidates must have been members of McGill Student Chapter of Women for Women International for at least 6 months.

9.7. If the Executive Team feels that a person is not doing a proper job, they will issue a first warning, then if the situation does not change they will issue a second warning, and finally if there is still no change the person shall resign and an Executive Team member shall take his/her place until new elections are held.

9.8. The President and Vice-President elections shall be overseen by the Executive Team only.

9.9. The President and Vice-President elections shall be held within the Executive

Team only.

9.10. The candidates for President and Vice-President Positions must be Executive Team members.

9.11. In the case of Executive Team member leaving on semesters abroad or for any other long-term absence, another member of the Executive Team or from its Committee shall take its responsibilities for the absence-time shall replace her/him.

10. Article X: Affiliations

10.1. The Club shall be affiliated with: Women for Women International and Women for Women International UK

11. Article XI: Constitutional Amendment Procedure

11.1. Any member of the club may propose an amendment to the Constitution.

11.2. Option 1: 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.

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.