



# CONSTITUTION OF VOLUNTEERS FOR A SMILE

**Ratified by SSMU Council on: January 29, 2015**

## **1 Article I: Name**

1.1 Volunteers for a Smile also referred to hereinafter as the Club.

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to

- Organize social events at Hospitals themed around celebrations
- Run a mentorship program for children and teenagers in a disadvantaged situation
- Allow McGill students to engage with the Montreal community and explore volunteer options
- Promote volunteering at hospitals and health care centers

## **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**

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 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**

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following five portfolios:
1. President
  2. Vice President Sponsorship and Outreach
  3. Vice President Internal
  4. Vice President Finance
  5. Vice President Events
  6. Vice President Mentorship program
  7. Vice President Committees
  8. Director of Fundraising
  9. Director of Marketing
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least three of the six EC members must be present at an EC meeting in order for quorum to be met.

### **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 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.
  - 5.1.4 Chair all EC meetings.
  - 5.1.5 May cast the deciding vote in the event of a EC deadlock
  - 5.1.6 Co-sign all financial transactions with the Treasurer.
  - 5.1.7 Co-sign all minutes with the Secretary.
- 5.2. The Vice President Sponsorship and Outreach 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, 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 Acquire Sponsorship for the club from outside organizations.
- 5.2.5 Maintain and foster relations with different hospitals where our social events are organized.
  
- 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 Send the newsletter to club' members.
  - 5.3.4 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.3.5 Co-sign all minutes with the President.
  - 5.3.6 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
  - 5.3.7 Be responsible of creating and updating the internal by-laws of the club.
  
- 5.4 The 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 The Vice President Events shall:
  - 5.5.1 Organize the hospital social events.
  - 5.5.2 Recruit and manage volunteers for our hospital events.
  - 5.5.3 Be in charge of all logistics of the hospital events.
  
- 5.6 The Vice President Mentorship Program shall:
  - 5.6.1 Run the mentorship program.
  - 5.6.2 Recruit and orient volunteers for the mentorship program.
  - 5.6.3 Maintain relations with outside organizations that cooperate with club for the mentorship program (I.e. Foster homes etc.).
  
- 5.7 The Vice President Committees shall:
  - 5.7.1 Act as liaison between the EC and the Directors of Marketing and Fundraising.
  - 5.7.2 Hold weekly meetings with the Directors.
  
- 5.8 The Director of Fundraising shall:
  - 5.8.1 Preside the Fundraising Committee.



- 5.8.2 Organize Fundraising events with the Fundraising Committee on behalf of the club.
  - 5.8.3 Hold weekly meetings with the Fundraising Committee to discuss planning of fundraising events.
- 5.9 The Director of Marketing shall:
- 5.9.1 Oversee and manage social media of the club.
  - 5.9.2 Oversee and update the website of the club.
  - 5.9.3 Create promotional material for the club.
- 6 Article VI: Fees**
- 6.1 The club shall have no membership fee.
- 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.
- 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
- 8 Article VIII: Meetings**
- 8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.2 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.
- 9 Article IX: Electoral Procedures**
- 9.1 The Club's EC will be composed annually in March by appointment procedure.
- 9.2 The general membership must be notified of the due date for Executive Applications 2 weeks in advance of the deadline and must be provided with detailed descriptions of the responsibility of each EC positions.
- 9.3 The new EC must be appointed before March 31 to ensure smooth executive turnover.
- 9.4 After the application deadline and the interviewing of candidates if deemed necessary, the EC will assess all candidates and select an applicant for each available position by consensus.
- 9.5 If a consensus cannot be reached for any given position, the new EC member for that portfolio can be decided by a simple majority vote.
- 9.6 A record of the meeting's discussion and decisions for each available position must be kept in a secure place for 5 weeks after the date of voting for use if the EC's decisions are disputed.
- 9.7 The Vice-President (Clubs and Services) of SSMU or their representative shall be the Chief Electoral Officer with final authority over the validity of the results. The Vice-President (Clubs and Services) will be notified immediately in the event of contested electoral results.



- 9.8 If at any point during the year an EC member resigns, applications shall be opened for a replacement within two weeks of the resignation.
- 9.10 If at any point during the year an EC member raises concern that a fellow EC member is not fulfilling the duties of their portfolio, the President shall make the subject of the complaint aware of the concerns and notify the EC member in question of their responsibility to fulfill their duties as outlined in the constitution. After one month the EC still has concerns about the EC member in question not fulfilling their duties, that member's expulsion from the EC shall be discussed at an EC meeting. In order to expel an EC member, the vote on their expulsion must pass with a 2/3 majority. In the case that the non-compliant EC member in question is the President, the Vice President Internal shall be responsible for handling the expulsion procedure.

**10 Article X: Affiliations**

- 10.1 The Club shall have no affiliations.

**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 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.