

PART 2 OF 3

**C O N S T I T U T I O N**  
Interim Status Club

**CHANGE FOR CHANGE CONSTITUTION**

**Ratified by Membership on:** \_\_\_\_\_

**Ratified by SSMU Council on:** \_\_\_\_\_

**ARTICLE I: Name**

1.1 Change for Change also referred to hereinafter as the Club.

**ARTICLE II: Mandate**

2.1 The Club's mandate shall be to

Host a dynamic array of well-prepared and engaging fundraisers on the McGill University campus;

Annually raise money (targeted) for a locally selected charity;

Educate McGill University students (and potentially the general public) about the chosen charity and show why they should strive to benefit said organization;

Promote the ideals of the Change for Change organization: "We envision a committed, engaged, and informed generation of young adults who are solving critical community challenges through philanthropy." ([http://www.changeforchange.org/about\\_us.html](http://www.changeforchange.org/about_us.html))

**Code of Conduct**

The Club shall carry forth its mandate from an anti-oppressive standpoint.

Equal respect shall be given to all members, regardless of position

No member shall make personal profit from the club

**ARTICLE III: Membership**

3.1 Membership in a Student's Society Club is open to everyone.

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.

**ARTICLE IV: Executive Committee**

4.1 The Executive Committee (EC) shall administer the Club and oversee its events.

4.2 The EC is composed of the following positions:

President

Vice President

Treasurer

Secretary

Publicist

Webmaster

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

**ARTICLE V: Portfolios**

5.1 The President shall:

Be the chief executive officer, chief representative, and chief spokesperson of the Club.

Oversee all aspects of the club.

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.

Chair all EC meetings.

May cast the deciding vote in the event of a EC deadlock

Co-sign all financial transactions with the Treasurer.

Be the main correspondent between the 'Change for Change' organization and the McGill University chapter

**5.2. The Vice President External shall:**

Act in collaboration with the President to deliberate upon and coordinate all aspects of the club, including overseeing and managing the events of the club.

Act as a representative of the Club to the community within and outside of the University.

Be responsible for developing healthy relations with student and community organizations within and outside McGill - particularly those in the Montreal area.

Fill in as the leading officer of the club when the President is unavailable.

**5.3 The Treasurer shall:**

Oversee and coordinate funding for the programming activities and events of the club.

Co-sign all financial transactions with the President.

Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.

Ensure a well maintained fiscal balance of the club.

Be responsible for the payment of any orders placed on behalf of the club.

Coordinate any donations placed by third-party members on behalf of the club.

**5.4 The Secretary shall:**

Take the appropriate minutes at EC and general meetings, and ensure proper distribution of all minutes.

Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

Maintain the membership list of the club.

Be responsible for the maintenance of the group's 'One Year Plan' document found on 'Google Documents'.

**5.4 The Publicist shall:**

Be responsible for the distribution of material (flyers, posters etc.) pertaining to events held by the club.

Be responsible for announcements made publicly pertaining to events held by the club.

Be responsible for announcements made publicly pertaining to information about the club.

Be the main architect of the club's table at SSMU's 'Club Night'.

**5.4 The Webmaster shall:**

Continuously maintain and update the group's social networking pages.

Continuously maintain and update the group's personal website.

Continuously maintain and update the group's personal ChangeforChange.org website.

Provide the greatest and most dynamic web services as this shall be a large portion of the club's advertising campaign.

**ARTICLE VI: Fees**

6.1 The Club's membership fee shall be \$0 dollars.

**ARTICLE VII: Finances**

The EC 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

All club bank accounts must be kept at Scotiabank as subsections of the SSMU account

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

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

**ARTICLE VIII: Meetings**

8.1 Regular Executive and General meetings shall be held throughout the fall and winter terms.

**ARTICLE IX: Electoral Procedures**

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

**ARTICLE X: Affiliations**

- 10.1 The Club shall be affiliated with Change for Change®, a United States-based charity-chapter organization. (*DOCUMENTATION TO PROVE THIS*)

**ARTICLE XI: Constitutional Amendment Procedure**

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

In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting

All amendments shall be ratified by the SSMU council before they take effect.

**ARTICLE XII: Bylaws and Policies**

The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution

The club's bylaws shall not contravene the Constitution.

**ARTICLE XIII: SSMU Constitution**

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.