



# CONSTITUTION OF MCGILL STUDENTS SUPPORTING THE HEART AND STROKE FOUNDATION

**Ratified by SSMU Council on: September 25, 2014**

## **1 Article I: Name**

- 1.1** The organization established by this constitution shall be called Students Supporting the Heart and Stroke Foundation also referred to hereinafter as the Club.

## **2 Article II: Mandate**

### **2.1 The Club's mandate shall be to**

- A. Run activities on campus in coordination with Heart And Stroke Foundation to raise awareness about heart health and the importance of fitness in every day life for all students.
- B. Conduct equitable, accessible and engaging charity events on campus in order to provide an annual donation to the Heart and Stroke Foundation.
- C. Disseminate information regarding volunteer opportunities within the foundation and our club to students on campus.

### **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.

- A. Let it be further noted that events shall be run and marketed for students of all faculties on campus.

- 2.2.1.1** No member shall make personal profit from the club

- A. No member shall use the club as a means to procure job-shadowing positions within the broader Medical community.

- 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 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.

A. Non-voting members retain the right to observe executive meetings.

## **4 Article IV: Executive Committee**

All members of the executive shall:

A. Work within the given mandate of the club.

B. Understand that events and individual conduct engaged in on behalf of The Club reflect the broader Heart and Stroke Foundation.

C. Act as ambassadors for the Heart and Stroke Foundation on campus.

D. Be held accountable for the success and failures of the mandate of The Club, and be commended or censured by the Executive as such.

E. Be responsible for maintain proper records of their actions, events, and finances in order to facilitate executive turnover in the follow years.

F. Be required to write a formal exit-report detailing their actions, lesson learned and aspirations for their predecessor in the coming year.

G. Commit to an equitable distribution of work pertaining to event planning, marketing, and financing amongst the executive.

H. Miss no more than three executive meetings in a given semester.

**4.1** The Executive Committee shall be composed of the following portfolios:

A. President

B. VP Internal

C. VP Finance

D. VP Event (s)

E. Director Awareness

F. Volunteer Coordinator(s)



- 4.2 The EC shall meet at minimum on a bi-weekly basis.
- 4.3 At least 5 EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

## 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 Be the main point of contact between the SSMU VP Clubs and Services and the club
- 5.1.3 Act as a representative of the The Club to the Heart and Stroke Foundation office in Montreal, and to the broader national Foundation.
- 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 Call and preside over meetings of the Executive.
  - i. In the event that the President is absent, they shall designate an executive to act on their behalf and to preside over the meeting.
  - ii. Additionally responsible for ensuring quorum of EC meetings.
- 5.1.6 May cast the deciding vote in the event of a EC deadlock
- 5.1.7 Act as a signatory, along with the VP Finance, on all financial matters.
- 5.1.8 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

### 5.2 The Vice President Internal shall:

- 5.2.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
- 5.2.2 Maintain the membership list of the club.
- 5.2.3 Record communications, minutes and attendance of meetings of the EC.
- 5.2.4 Write and distribute listserv communities to general members of The Club
- 5.2.5 Oversee and coordinate the programming activities and events of the club
- 5.2.6 Maintain and update social media outlets of the Club such as Facebook.
- 5.2.7 Manage the club email.
- 5.2.8 Promote events and volunteer opportunities within the club and the larger Heart and Stroke Foundation.

### 5.3 The VP Finance shall:

- 5.3.1 Oversee and coordinate funding for the programming activities and events of the club.
- 5.3.2 Within the realm of possibility, be consulted before any purchase made on behalf of the Club by an Executive.
- 5.3.3 Co-sign all financial transactions with the President.
- 5.3.4 Ensure the funding and financial stability of the club.
- 5.3.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.3.6 Ensure the prompt repayment of expenses they deem advantageous for the goals of the Club.



- 5.3.7 Have the authority to refuse to refund, either in full or in part, any Executive's expenses if he or she believes them to have been excessive or superfluous and explain this decision at the next meeting of Council.
- 5.3.7.1.1 This decision can be overruled by two-thirds majority vote of Executive members.

**5.4 The VP Event(s) shall:**

- 5.4.1 Plan at minimum three events per semester to promote the Heart and Stroke Foundation on campus, at which one must be a fundraiser.
- 5.4.2 Ensure all club events and fundraisers are equitable, sustainable and respect the desires and image of the Heart and Stroke Foundation.
- 5.4.3 Seek seek new opportunities for the Club to promote its mandate and to raise charitable contributions for the Heart and Stroke Foundation.
- 5.4.4 Book tables and rooms for events as required for the Club.
- 5.4.5 Maintain accurate record keeping of events and their associated costs.

**5.5 The Director of Awareness shall:**

- 5.5.1 Shall coordinate with the VP Fundraising in directly coordinating events.
- 5.5.2 Responsible for coordinating at least one event per semester to promote awareness of the importance of healthy and active living, in line with campaigns and information from the Heart and Stroke Foundation.
- 5.5.3 Act as an ambassador for the Heart and Stroke Foundation on campus
- 5.5.4 Ensure all club events and fundraisers are equitable, sustainable, and respect the desires and image of the Heart and Stroke Foundation

**5.6 The Volunteer Coordinator(s) shall:**

- 5.6.1 Compile and maintain a list of volunteer opportunities within the Club.
- 5.6.2 Act as a liaison between the EC and the local Heart and Stroke Foundation
- 5.6.3 Obtain information from the local Heart and Stroke Foundation about volunteer opportunities for students within Montreal.
- 5.6.4 Connect those students wishing to volunteer with the appropriate opportunities within the club and broader Foundation
- 5.6.5 Forward and maintain communication of volunteer information with the VP Internal so that opportunities can be expressed within Club listservs.

**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, to be reviewed and/or renewed annually.
  - 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 At minimum the EC shall meet on a bi-weekly basis on a weekday and time determined during the first meeting of the Executive in a given year.
- 8.2 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 8.3 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.4 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

### **9 Article IX: Electoral Procedures**

- 9.1 An open application period of two weeks shall be held in March.
- 9.2 Prospective applicants shall be interviewed by the President and at minimum one other Executive.
- 9.3 Members of the executive shall review applicants and vote, by simple majority and secret ballot on the appointment of new executives.
  - 9.3.1 In the event of a tie, a re-vote shall occur on the two candidates with the most votes. In the event of a complete deadlock, the President shall decide.
- 9.2 The general membership and student body at large must be notified of the date of the general meeting during which the application period will open 2 weeks in advance of 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.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 Newly elected executives will be notified of their appointment by The Club President within one week of the EC's vote.
- 9.8 Departing executives are herein mandated to meet with their newly appointed executives at minimum once to detail the position's responsibilities and to pass on their respective exit reports.

### **10 Article X: Affiliations**

- 10.1 The Club shall be not be affiliated with another group.

### **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 (4 of 6 executives) vote at a meeting of the EC 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.