



## Club Committee Appendix November 3, 2016

### Constitutional Amendments:

#### SSMU - Israel On Campus

1. Formerly “Students for Israel” and “Friends of Israel”. Officially changing name to “SSMU – Israel On Campus”.
2. Article 2 – Changing Mandate  
**Original:**
  - Raise awareness of and support for the Jewish and democratic State of Israel from a cultural, political, and social perspective.
  - Celebrate Israel outside of a Jewish framework, providing a space for Zionist students on campus
  - Highlight Israel's shared values with Canada and the West, namely democracy, tolerance and respect for human rights.
  - Engage any and all students of all backgrounds, encouraging those who are not Jewish, who are interested in learning more about Israel and promote co-operation and understanding on campus.”**New:**
  - Facilitate programming that will educate the student body on topics pertaining to Israel and the Middle East.
  - Offer programming initiatives that encourage students to engage in open conversation about the Israeli-Arab conflict.
  - Counter the delegitimization of Israel on campus through programming initiatives.”
3. Addition of mandatory environmental clause
4. Addition of standard “Article III: Membership”
5. Addition of “Article IV: Executive Board” as:
  - 4.1 The Executive Board (EB) shall administer IOC and oversee its events.
  - 4.2 The EB is composed of the following portfolios:
    - i. President(s)
    - ii. Vice-President
    - iii. VicePresident(s), Events
    - iv. Vice President, Communications
    - v. Vice President, Outreach
    - vi. VicePresident, External
  - 4.3 The EB shall meet on a biweekly basis.”
6. Updated Article 5 with accurate portfolio descriptions:

“5 Article V: Portfolios

The President(s) shall:

  - Be the chief executive officer, chief representative, and chief spokesperson of the Club.
  - Oversee all aspects of the Club.
  - Oversee all aspects of the Club.
  - Be the main point of contact between the SSMU VP Student Life and the Club
  - Chair all EB meetings.
  - Ensure that IOC is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
  - Oversee all financial operations and ensure financial integrity and stability.

The Vice-President shall:



- Work with the Presidents to ensure IOC is running effectively.
- Assist with developing the agenda and running executive meetings.
- Monitor and addressing all financial matters of the Club.

The Vice-President(s), Events shall:

- Ensure smooth execution of programming initiatives.
- Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments and coordinate funding for programming activities and events of the Club.

The Vice-President(s), Communications shall:

- Be responsible for all correspondence to the general membership.
- Send out club emails/newsletters to general membership.
- Be responsible for advertising programming initiatives.
- Assist with managing social media initiatives.
- Record meeting minutes of the EB.

The Vice-President, Outreach shall:

- Serve as the liaison to pertinent campus and community organizations.
- Build relationships with other organizations on campus as it pertains to programming initiatives.

The Vice-President, External shall

- Act as 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 University.
- Be responsible for communication between the EB and the Students' Society of McGill University.

7. Addition of standard "Article VI: Finances"
8. Addition of standard "Article VII: Meetings"
9. Addition of standard "Article VIII: Electoral Procedures"

#### Les Muses Chorales

1. Article IV – Addition of Vice President Fundraising and Vice President Communications to Executive Committee.
2. Article IV – Change of quorum to be 4/7 to reflect addition of two executives (originally 3/5).
3. Article V – Addition of the Fundraising and Communications Portfolios and reduction of the VP Media Portfolio. The two new portfolios read as follows:
  - i. "5.5 The **Vice President Fundraising** shall:
    - 5.6.1 Coordinate all fundraising efforts within the McGill community.
    - 5.6.2 Be responsible for managing sponsorship campaigns and researching and writing grant proposals to help fund the Club.
    - 5.6.3 Coordinate publicity outside of McGill University, with the goal of promoting the image of the Club to the community within and outside McGill University.
    - 5.6.4 Oversee and coordinate all activities and events of the Club with particular emphasis on community engagement and fundraising."



- ii. “5.7 The **Vice President Communications** shall:
  - 5.7.1 Be responsible for informing the Club, through verbal announcements and email newsletters, of all pertinent information.
  - 5.7.2 Assist the VP Media in printing of posters, newsletters, and concert programs
  - 5.7.3 Responsible for writing and producing the Les Muses Newsletter once a semester”

#### McGill Students' Visual Arts Society

1. Name in old constitution was “The Sketching Club”. Officially changing name.
2. Article II – First line of mandate now states “Promote and foster artistic development and exploration among the McGill community by hosting events that give students the opportunity to explore their interests in the visual arts” to broaden from sketching to all visual arts.
3. Addition of mandatory Code of Conduct, Student Group Civility, and Environment clauses
4. Article III – Membership clause now follows that in the template constitution
5. Article IV – Change from one President to two Co-Presidents and addition of two Vice-President Events
6. Article V – Addition of the VP Events Portfolio, read as follows:
  - i. “The Vice President Events (2) shall:
    - i. Run one major charity event each year involving visual arts and the McGill community
    - ii. Run the annual Year-End Art Show
    - iii. Successfully plan for, promote, and organize the aforementioned major events”

#### MEDLIFE McGill

1. Article IV – Revision of Executive Committee members.
  - i. Removal of Vice President Events
  - ii. Removal of Vice President Development
  - iii. Addition of Vice Presidents Informational Outreach (2)
  - iv. Addition of Vice President External
  - v. Vice President Communications is now Vice President Internal
  - vi. Vice President Clinics is now Vice President Missions
  - vii. Change in number of positions in multiple portfolios from 1 to 2.
2. Article V – Revision of portfolios. It is now read as follows:

**“5 Article V: Portfolios**

  - 5.1 The Co-Presidents shall:
    - 5.1.1 Be the chief executive officers, chief representatives, and chief spokespersons 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 Vice President Finance.
    - 5.1.8 Co-sign all minutes with Vice President Internal.
    - 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 Act as the primary liaisons between the MEDLIFE McGill chapter and the national MEDLIFE organization.
    - 5.1.11 Be responsible for booking and arranging meeting rooms for all events.



- 5.2 The Vice Presidents Missions shall:
  - 5.2.1 Act as representatives of the Club to the community within and outside of the University.
  - 5.2.2 Be responsible for organizing and promoting Mobile Clinics and Dev Corps trips to Ecuador, Peru, India, and Tanzania.
  - 5.2.3 Ensure that all Mobile Clinics and Dev Corps run smoothly.
  - 5.2.4 Co-chair the Trips committee whose primary responsibility is to promote and raise awareness of upcoming MEDLIFE trips abroad.
  - 5.2.5 Communicate regularly with field officers at the site when planning logistics.
  - 5.2.6 Co-chair the Trips committee whose primary responsibility is to promote and raise awareness of upcoming MEDLIFE trips abroad..
- 5.3 The Vice Presidents Local Initiatives shall:
  - 5.3.1 Act as representatives of the Club to the community within and outside of the University.
  - 5.3.2 Plan, organize, and participate in local Montreal volunteering opportunities for students, possibly in collaboration with other SSMU clubs.
  - 5.3.3 Ensure that all local volunteer trips run smoothly.
- 5.4 The Vice Presidents Informational Outreach shall:
  - 5.4.1 Act as representatives of the Club to the community within and outside of the University.
  - 5.4.2 Plan, organize, and carry out MEDTalks lecture series, which presents current issues on development and education in both national and international settings.
  - 5.4.3 Chair the Informational Outreach committee whose responsibilities include, but are not restricted to, finding speakers and promoting the MEDTalks and MICC events to the University.
  - 5.4.4 Organize and plan general meetings, which promote the objectives of the Club to the University.
- 5.5 The Vice Presidents Fundraising shall:
  - 5.5.1 Act as representatives of the Club to the community within and outside of the University
  - 5.5.2 Be responsible for organizing events across Montreal and the University to raise funds to be donated towards the MEDLIFE Fund.
  - 5.5.3 Chair a Fundraising committee, whose responsibilities include, but are not limited, brainstorming new fundraisers, promoting, and attending upcoming events.
- 5.6 The Vice Presidents Academics shall:
  - 5.6.1 Act as representatives of the Club to the community within and outside of the University
  - 5.6.2 Organize MEDLIFE tutorials for McGill courses to raise money that will be donated to the MEDLIFE fund.
  - 5.6.3 Communicate with University professors to inform them of our upcoming tutorials.
  - 5.6.4 Seek out appropriate course tutors for our tutorials through an interview process.
  - 5.6.5 Coordinate upcoming tutorials, which includes, but is not restricted to, scheduling rooms and collecting funds for each tutorial.
  - 5.6.6 Chair a Tutorials committee, whose responsibilities include, but are not limited to, promoting upcoming tutorials to respective University classes.



- 5.7 The Vice President External shall:
- 5.7.1 Act as representative of the Club to the community within and outside of the University.
  - 5.7.2 Be responsible for the maintenance of the Club website, Facebook, Twitter, Instagram, and other forms of social media.
  - 5.7.3 Distribute weekly listservs to Club general members.
  - 5.7.4 Be responsible for the collection of possible promotional materials from University students who have previously participated on trip abroad.
- 5.8 The Vice President Internal shall:
- 5.8.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
  - 5.8.2 Complete administrative work alongside the co-presidents especially regarding aspects of Gmail
  - 5.8.3 Act as the liaison between the general public and the MEDLIFE McGill EC in addition to between the members of the EC
- 5.9 The Vice President Media shall:
- 5.9.1 Act as representative of the Club to the community within and outside of the University.
  - 5.9.2 Chair the media committee, whose responsibilities include creating, organizing, and presenting promotional materials pertinent to all Club events.
  - 5.9.3 Be responsible for the coordination of photography and videography at Club events.
- 5.10 The Vice President Finance shall:
- 5.10.1 Act as representative of the club to the community within and outside of the University.
  - 5.10.2 Co-sign all financial transactions with the co-presidents.
  - 5.10.3 Ensure the finding and financial stability of the club.
  - 5.10.4 Keep track of all financial transactions and receipts in order to prepare the bi-annual audits for SSMU.
  - 5.10.5 Chair the Sponsorship committee, whose responsibilities include, but are not limited to, obtaining materials required for Club events through sponsorship from local businesses.”

#### Amnesty International McGill

1. Article II - Slight alteration of Mandate, in order to make it more representative of their regular club functions. It now reads as:  
“Work under the mandate of Amnesty International to mobilize public pressure within the McGill community to expose and oppose human rights violations. *The Club helps raise awareness of human right abuses in Canada and around the world through various events, including documentary screenings, speaker panels, demonstrations, and letter writing campaigns.*” (italicized text was added)
2. Addition of mandatory clauses.
3. Article IV - Changed the names and descriptions of the Executive Committee to the following: Director, a VP External, a VP Internal, a VP Finance, a VP Communications, a VP Social, and a First year representative. Removal of the previous executive positions: Co-ordinator, VP Finance, Librarian, and working groups co-ordinator.
4. Article V - Addition of much more extensive portfolios as seen below. Removal of previous clauses, which were quite outdated.



- “5.1 The Director 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 Communications if necessary.
  - 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 The Director shall moderate executive meetings, organize the work of the executive, and take final responsibility for the orderly running of the group.
- 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 Liason with the head Amnesty International office.
  - 5.2.5 Liaison with external groups.
- 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 and administer the listservs.
  - 5.3.3 Oversee and coordinate the programming activities and events of the club.
  - 5.3.4 Be responsible for contact with other clubs on campus.
- 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 Director.
  - 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
  - 5.4.6 Coordinate the preparation of the annual budget, maintain a ledger of all financial transactions of the club, oversee fundraising, and act as the financial liaison with SSMU.
- 5.5 Vice President Communications shall:
- 5.5.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.5.2 Co-sign all minutes with the President if necessary.
  - 5.5.3 Be responsible for booking and arranging meeting rooms, and drafting agendas for general meetings.
  - 5.5.4 Monitor and update social media networks.
  - 5.5.5 Be responsible for outreach and event promotion.



- 5.6 Vice President Social shall:
  - 5.6.1 Create opportunities for club participation and bonding.
  - 5.6.2 Assist in coordinating events: club related, or social events.
  
- 5.7 First Year Representative shall:
  - 5.7.1 Reach out to the U0 and U1 classes to expand our club participation
  - 5.7.2 Assist EC with roles as necessary.”
  
- 5. Article VIII- Added “Article VIII: Meetings” following the template constitution
- 6. Article IX – Added “Article IX: Electoral Procedures” following the template constitution and added the following:
  - “9.8 Should there be a contested election, or a tie for a Executive Committee position, a Co-“position” may be created. (For example: Co-Director, Co-VP Finance, Co-VP Communications, Co- VP Internal, etc.)
  - 9.9 Should the winner of an election be present for only one semester of the school year, a Co-”position” may be created in which the candidate with the second-most votes would be elected as well.
  - 9.10 Votes are to be counted by a club member who is not currently running for election.”