



**Students' Society of McGill University**

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*Located on Haudenosaunee and Anishinaabe, traditional territories*

# CONSTITUTION OF MCGILL STUDENTS FOR THE OPEN DOOR MONTRÉAL (MSTODM)

Ratified by Club's Membership on: 2022-12-04

Ratified by SSMU Council on: YYYY-MM-DD



## LAND ACKNOWLEDGEMENT

The **SSMU** acknowledges that McGill University is situated on the traditional territory of the Haudenosaunee and Anishinaabe nations, a place which has long served as a site of meeting and exchange amongst Indigenous peoples. The SSMU recognizes and respects these nations as the traditional custodians of the lands and waters on which it is located.

### Definitions

- a) “SSMU” shall refer to the Student Society of McGill University/L’Association Etudiante de l’Université McGill, the corporation duly incorporated pursuant to the laws of the Province of Quebec pursuant to the Act Respecting the Accreditation and Financing of Students’ Associations, CQLR c A-3.01;
- b) “Conflict of Interest” shall refer to any situation that is sufficient to affect, or provide incentive to affect, the Concerned Individual’s impartiality in their conduct of Club activities;
- c) “Unpaid Internships” shall refer to situations outlined in the SSMU Policy on Unpaid Internships;
- d) “PGSS” shall refer to the Post Graduate Student Society of McGill University;
- e) “Memorandum of Agreement” shall refer to the contract signed by the PGSS and SSMU;
- f) “General Meeting” shall refer to the body of the Club established in accordance with section 7 of the Club Constitution;
- g) “Executive Committee” or “EC” shall refer to the body of the Club established in accordance with section 4 of the Club Constitution;
- h) “Chief Electoral Officer” or “(CEO)” shall mean the person appointed in accordance with Article 8 of the Club Constitution;
- i) “Simple Majority” shall mean over fifty percent (50%) of the votes cast of the Executive Committee or General Meeting.
- j) “Two-thirds Majority” shall mean over sixty-six percent (66%) of the votes cast of the Executive Committee or General Meeting.

### 1. Article I: Name

- 1.1. McGill Students for The Open Door Montréal (or MSTODM) shall be referred to hereinafter as the Club.



## 2. Article II: Mandate

### 2.1. The Club's mandate shall be to:

- 2.1.1. Foster a stronger connection between students at McGill University and the local community.
- 2.1.2. Raise awareness for underhoused and/or disadvantaged individuals within the local community, as well as the structural inequalities that can lead to homelessness.
- 2.1.3. Provide additional volunteer support for The Open Door Montréal, a local homeless shelter.
- 2.1.4. Outsource donations from the student body, including food and clothing, to be provided to The Open Door Montréal.

### 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 orientation, 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.
- 2.2.3. The Club is a legal entity of the SSMU and shall not enter into contracts or agreements.

### 2.3. Language

- 2.3.1. Both English and French shall be the official languages of the Club.

### 2.4. Conflict of Interest

- 2.4.1. Club signing officers should not have a conflict of interest, meaning any situation that is sufficient to affect, or provide incentive to affect the individual's impartiality in their conduct of Club activities and finances.

### 2.5. Student Group Civility

- 2.5.1. The Club will maintain cordial and respectful relations with all other Clubs, services, independent student groups, and SSMU staff.
- 2.5.2. 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.

2.5.3. If problems arise between groups, a member of the executive committee of the Club shall be responsible for contacting the SSMU Vice President of Student Life, in their absence, the SSMU President and attempting to remedy and solve the problem in a collegial fashion.

2.5.4. The Club shall make attempts to regularly monitor the environmental impact of all its events and operations.

2.5.4.1. 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 environment-focused SSMU services, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators.

2.5.4.2. 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, fair trade coffee and tea, and local and/or organic foods.

2.6. Accessibility

2.6.1. All Service events must make every effort to be accessible to all members and must be held in venues that are physically accessible to individuals with limited mobility.

2.6.2. All Service events must publicize in their promotions a list of accessibility services available upon request, including but not limited to whisper or sign language translation, childcare, and adapted physical access.

### 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 orientation, 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 to the EC and to hold voting privileges except otherwise outlined in the Memorandum of Agreement signed by the society.



- 3.3. Associated non-voting membership is open to all others.
- 3.4. Prospective volunteers must undergo an application process, which includes an online application with paragraph-answer application questions. The Vice President – Internal Affairs will have the final say on the acceptance of new volunteers.
  - 3.4.1. Any applicant who is not accepted into the program during a given academic term must be provided with a reason for which his or her application was refused, and is entitled to re-apply to the program in the subsequent academic term.
- 3.5. Members of the Club will be asked to sign a volunteer contract at the beginning of each academic year. The contract will apply for one (1) academic year and must be signed again in the following September. This agreement will be reviewed and revised every academic year by the executive team. Each year's agreement should at least contain:
  - A commitment to attend all scheduled shifts, with the expectation that volunteers notify the VP Scheduling if they are unable to attend a shift.
  - The understanding that failure to attend shifts may result in the volunteer being asked to leave the Club.
  - A commitment to upholding the Club's anti-discriminatory founding principles in all interactions with clients and other volunteers.
  - Volunteers are expected to attend all mandatory General Assemblies and training sessions.
  - 3.5.1. Volunteers are expected to follow the terms of their contract. Any concerns related to the contract should be addressed to the Vice President - Internal Affairs.

## 4. Article IV: Executive Committee

- 4.1. The Executive Committee (EC) shall administer the Club and oversee its events.
  - 4.1.1. There shall be a minimum of five executive portfolios.
- 4.2. The EC is composed of the following portfolios:
  - 4.2.1. President
  - 4.2.2. Vice President - Internal Affairs
  - 4.2.3. Vice President - External Affairs
  - 4.2.4. Vice President - External Affairs Assistant
  - 4.2.5. Co-Vice President - Fundraising (2)
  - 4.2.6. Vice President - Scheduling
  - 4.2.7. Vice President - Scheduling Assistant
  - 4.2.8. Vice President - Finance



- 4.3. The EC shall meet as frequently as it deems fit, with a minimum of one meeting per month throughout the regular academic session.
- 4.4. Attendance at executive meetings, to be held at predetermined recurring times decided by the EC as a whole at the beginning of the semester, is mandatory for all members of the EC.
- 4.5. Quorum of the Executive Committee shall be a simple majority and is required for the meeting to proceed.
- 4.6. Votes of the Executive Committee shall be carried by a simple majority of those members present, where a tie is not sufficient for the vote to pass.
  - 4.6.1. All members of the Executive Committee (including assistants to the Vice President: Fundraising and Vice President: Volunteering) shall be entitled to one vote in all matters related to the Executive Committee.
  - 4.6.2. In the event of a tie, the President may cast one additional vote, for tie-breaking purposes to the pertinent vote only.

## 5. Article V: Portfolios

- 5.1. The President shall:
  - 5.1.1. Be the chief representative and chief spokesperson of the Club.
  - 5.1.2. Ensure that an up-to-date copy of the Club Constitution is on file with the SSMU VP Student Life.
  - 5.1.3. Oversee all aspects of the Club.
  - 5.1.4. Be the main point of contact between the SSMU VP Student Life and the Club
  - 5.1.5. Be the main point of contact between the administration at The Open Door Montreal and the Club
  - 5.1.6. 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.
  - 5.1.7. Chair all EC meetings.
  - 5.1.8. As outlined in Article 4.5.2, in the event of a tie, the President may cast a second, deciding vote.
  - 5.1.9. Serve as CEO in all non-presidential elections.
  - 5.1.10. Co-sign all financial transactions with the Vice President: Finance.
  - 5.1.11. Co-sign all meeting minutes with the Vice President: Internal Affairs.



- 5.1.12. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
  - 5.1.12.1. Be responsible for ensuring Club representatives attend all mandatory SSMU workshops and trainings as required.
- 5.1.13. Ensure that the Club is abiding by the Constitution, By-laws and Policies of McGill University.
  
- 5.2. The Vice President - Internal Affairs shall:
  - 5.2.1. Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.2.2. Oversee and execute the recruitment and training of all new and current volunteers to assist at The Open Door Montréal and within the Club, including managing rolling applications and interviews, and act as the primary liaison with external training partners.
  - 5.2.3. Maintain an updated contact list of all members of the Club with first and last names, email address, student ID, position, date of joining and date of leaving.
  - 5.2.4. Be responsible for conflict resolution of volunteers when necessary.
  - 5.2.5. Be responsible for conflict resolution of members of the EC when necessary.
  - 5.2.6. Take minutes at EC and general meetings, as well as ensure proper distribution of all minutes.
  - 5.2.7. Manage volunteer contracts and address any concerns related to contracts.
  - 5.2.8. Co-sign all meeting minutes with the President.
  - 5.2.9. Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings in conjunction with the President.
  - 5.2.10. Coordinate with the Vice President - Scheduling to enforce the strike system.
  - 5.2.11. Serve as CEO for presidential elections.
  
- 5.3. The Vice President - External Affairs shall:
  - 5.3.1. Act as representative of the Club to the community within and outside of the University.
  - 5.3.2. Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montréal area.
  - 5.3.3. Be responsible for promoting the image of the Club to the community within and outside McGill University through the use of social media platforms, including Instagram, Facebook, the Club website, etc.
  
- 5.4. The Vice President - External Affairs Assistant shall:



- 5.4.1. Be responsible for helping the Vice President - Fundraising with all of his/her duties.
  
- 5.5. The Co-Vice President - Fundraising (2) shall:
  - 5.5.1. Oversee and coordinate funding for the programming activities and events of the Club.
  - 5.5.2. Oversee and coordinate the programming activities and events of the Club, including clothing and food drives.
  - 5.5.3. Be responsible for helping the other Co-Vice President - Fundraising with all of his/her duties.
  
- 5.6. The Vice President - Finance shall:
  - 5.6.1. **Co-sign all financial transactions with the President.**
  - 5.6.2. Ensure the adequate funding and financial stability of the Club.
  - 5.6.3. **Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.**
  - 5.6.4. **The Executive Committee 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.**
  
- 5.7. The Vice President - Scheduling shall:
  - 5.7.1. Be responsible for scheduling volunteers for their shifts, in coordination with representatives from The Open Door Montréal, on a monthly basis at minimum and at a weekly basis at maximum.
  - 5.7.2. Maintain a record of hours served by members of the club at The Open Door Montréal.
  - 5.7.3. Maintain a record of strikes for each member of the club and coordinate with the Vice President – Internal Affairs to enforce the strike system.
  
- 5.8. The Vice President - Scheduling Assistant shall:
  - 5.8.1. Be responsible for helping the Vice President - Scheduling with all of his/her duties.

## 6. Article VI: Fees

- 6.1. The Club's membership fee shall be \$0 dollars per year.
- 6.2. Any fees accrued by Club events shall be managed by the Vice President - Finance in conjunction with the Co-Vice Presidents - Fundraising to ensure financial sustainability of the Club.





## 7. Article VII: Meetings

- 7.1. There shall be at least one General Meeting, open to all Club members, per semester.
  - 7.1.1. Quorum for a general meeting shall be no less than a simple majority of the Club membership.
  - 7.1.2. General Meetings may be held in-person or online.
  - 7.1.3. **Special General Meetings shall be called at any time by the EC.**
- 7.2. Regular Executive Meetings shall be held throughout the fall and winter terms.

## 8. Article VIII: Electoral Procedures

- 8.1. At the end of the Winter academic term, each member of the EC will undergo a peer evaluation where all members of the EC will assess their performance and will also complete a structured self-reflection. The peer evaluation is to be a formal, anonymous process and will involve a formal application. One-on-one meetings for each member of the EC with the VP Internal and/or President to reflect on strengths, challenges, and any peer feedback will be held. Voting will then be conducted to decide whether each executive member who wishes to remain a member of the EC should stay for the next academic year. Execs who would like to stay on in their role or in another role must be re-elected by all other execs who wish to stay with the club for another academic year through a majority vote. The post will not be advertised as vacant until after the evaluation has been completed.
- 8.2. The Executive Committee shall appoint a Chief Electoral Officers (CEO) to oversee the running of elections.
  - 8.2.1. For elections not related to the position of president, the Club's sitting president shall serve as the CEO.
  - 8.2.2. For presidential elections, the sitting Vice President - Internal Affairs shall serve as the CEO.
  - 8.2.3. There shall be one General Meeting, open to all Club members, held in the fall semester before the fall final exam period for the purpose of determining whether any conflicts of interest exist in the appointments of CEOs.
    - 8.2.3.1. In the event of a conflict of interest in the appointment of a CEO, or the removal of a CEO by the SSMU Vice President Student Life, the EC shall appoint a CEO from the general membership through a two-thirds majority vote.
  - 8.2.4. CEOs are not permitted to vote in elections they are overseeing.



- 8.3. Eligibility for appointment shall be as follows:
  - 8.3.1. To be eligible for the position of president, a member must have served on the EC for at least one academic term.
    - 8.3.1.1. The Vice President - Internal Affairs Assistant and the Vice President - Fundraising Assistant are ineligible for the position of President.
  - 8.3.2. All members of the Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) are eligible for positions on the EC.
- 8.4. All Club members must be notified in the winter semester before the beginning of the winter final exam period of vacant positions on the EC.
  - 8.4.1. The general membership must be notified of vacant positions 2 weeks in advance to the date of the General Meeting called for elections purposes.
  - 8.4.2. Candidates for vacant positions must inform the CEO of their candidacies before a deadline set by the CEO
    - 8.4.2.1. The CEO must set a deadline at least two weeks in advance and must make an effort to inform members eligible to fill a vacancy, at minimum, via email.
  - 8.4.3. Candidates for the position of President may present their platforms to the EC, in the form of 10-minute presentations.
- 8.5. Executives shall be appointed by a two-thirds majority vote from the sitting EC participating in an online vote.
  - 8.5.1. Elections are to be conducted by secret ballot.
  - 8.5.2. Elections shall be held online.
  - 8.5.3. Any CEO relieved of his/her duties by the SSMU Vice President Student Life may not vote in the election he/she was previously overseeing.
- 8.6. The SSMU Vice-President (Student Life) should be notified immediately by the CEO in the event of contested electoral results or violations of any governance procedure that would affect the electoral results.
  - 8.6.1. The Vice-President (Student Life) of SSMU or their representative shall have final authority over electoral procedures and validity of results.
- 8.7. Exit Interviews
  - 8.7.1. Every outgoing executive will meet with their successor before their responsibilities are taken over by the incoming executive. They must train them in how to perform their new duties, as well as inform them on the outgoing executive's successes and failures during their tenure. This meeting



should provide the new executive with enough information to be able to take over from their predecessor without difficulty.

## 9. Article IX: Removal from Office

- 9.1. Any Executive member or the CEO may be removed from office for impropriety violations of the provisions of the SSMU or Club Constitution or the SSMU's Internal Regulations, delinquency of duties or misappropriation of the Club's funds by way of a resolution adopted at a Special General Meeting called exclusively for this purpose, by a two-thirds vote of the Club's Members present.
- 9.2. The Executive member against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the General Meeting called to remove them within the same time frame as that provided by the Club Constitution for the calling of such a General Meeting. Any Executive member shall have the right to attend and address the meeting or, in a written statement and read to at the General Meeting, to put forth the reasons why the Executive member opposes the proposed removal from said Executive position.
- 9.3. The SSMU Vice President Student Life may remove or suspend an executive or CEO at any point for violation(s) or for the purpose of investigating suspected violation(s) of the McGill, SSMU or Club rules, regulations or policies.

## 10. Article X: Unacceptable Behaviour, the Strike System, and Subsequent Removal from the Club

- 10.1. Volunteers and executives are subject to a zero-tolerance policy with regards to intentional discrimination and violation of the following regulations:
  - Failure to attend a scheduled shift three times in one academic year without contacting the VP Scheduling in advance may result in that volunteer being asked to leave the service. Please refer to the strike system below.
  - Theft of the Club's funds or property will result in immediate dismissal from the service and the possibility of legal action.
  - Intoxication or consumption of intoxicants during any activity related to the Club will result in immediate dismissal from the service as well as a formal complaint to the University.
  - Physical, sexual or psychological harassment, assault or intimidation of another volunteer, executive or client is unacceptable and may result in consequences



including the volunteer being asked to leave the Club, and possibly further action as appropriate.

Should there be any report of occurrence of the above unacceptable behaviors; or should the executive committee find necessary, a hearing will be conducted. Should any violation be proven true, immediate dismissal will occur.

10.2. In addition to the unacceptable behavior guideline/framework above, a strike system will be in place with a first strike being awarded after the first violation of the rules below, a second strike will be given after the second violation and the third strike will result in dismissal from the service by the Vice President - Internal Affairs. Strikes may be applied against a member of the Club for the following infractions:

- Missing a shift by not showing up without proper emergent justification
- Arriving to a shift more than 15 minutes late without previously notifying the VP Scheduling of any justification deemed emergent.
- Canceling attendance to a volunteering shift less than 24 hours before the start of a shift and not finding a replacement volunteer unless there are any extenuating circumstances.
- Volunteering for fewer than one (1) shift per month.
- Missing a General Assembly without a valid excuse.
- Failure to fill out a log correctly and comprehensively within 48 hours of completing a volunteering shift.

The number of strikes against a member of the Club will be tracked by the VP Scheduling and will be reset at the beginning of every academic year.

10.3. In the event that a member of the EC is removed from the Club for any of the reasons mentioned above, that member will be relieved of their position on the EC, effective immediately, and the remaining EC will conduct an ad-hoc election procedure in compliance with Article VIII.

## 11. Article XI: Affiliations

11.1. The Club shall be affiliated with The Open Door Montréal.

11.1.1. The Club shall remain under SSMU legal supervision and no affiliate relation shall conflict with this legal obligation.

## 12. Article XII: Constitutional Amendment Procedure

12.1. The executive team will review the wording and content of this constitution no less frequently than every two (2) years and update it as appropriate. Constitutional amendments must be passed using the following procedure:



- 12.1.1. The constitutional draft must be passed by a unanimous vote by the executive team before being distributed to all members of the Club.
- 12.1.2. The new constitution will be distributed to all members of the service, asking them for their input, comments and suggestions. Any member of the Club may propose an amendment to the Constitution. These suggestions will be taken into consideration and in the case of any changes, a revised draft will be sent out again.
- 12.1.3. In order to amend the constitution, a two-thirds majority vote at a General Meeting must be in favour of the proposed amendment.
- 12.1.4. The newly confirmed constitution will then be submitted to the SSMU Vice President (Clubs and Services) in order to be ratified by the SSMU legislative council.
- 12.2. All amendments shall be submitted to the Clubs Administrative Coordinator, will be reviewed by the Clubs Committee and ratified by the SSMU Legislative Council and Board of Directors before they take effect.

### 13. Article XIII: By-Laws and Policies

- 13.1. The Club may create and maintain by-laws that cover the operations of the Club which are not specified in the Constitution.
- 13.2. The Club's by-laws shall not contravene the Club Constitution, in the event of conflict or ambiguity the Club constitution shall prevail.
- 13.3. The Club by-laws must be available to any member of the SSMU when and if requested.
- 13.4. The by-laws should be submitted for approval through the same process as the constitution and should be attached once ratified.

### 14. Article XIV: SSMU Constitution, By-Laws and Policies

- 14.1. In case of any inconsistencies between the Club Constitution and the SSMU Constitution and Internal Regulations, the SSMU Constitution, Internal Regulations, and Policies shall take effect.
- 14.2. If there are any areas not covered in this Constitution, the SSMU Constitution, Internal Regulations and Policies shall take effect.