



McGill Nurses for Community Service

The group will be referred to as the MNCS.

Mandate

- Promote and provide primary front-line health care aid to the population in need. Promote McGill student awareness of health actuality issues.
- Provide a framework to allow students to more easily and readily get involved.
- Promote student collaboration between student groups to help implement change.
- Work in collaboration with municipal/provincial/national level organizations to provide health promoting interventions.
- Provide funds to local organizations to help the population in need through fundraising activities. Provide a safe learning environment during workshop.
- Help those experiencing chronic and acute homelessness using a global approach.

Code of Conduct

- The group 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.

Fees

- The Group's membership fee shall be zero (\$0) dollars.

Finances

- The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts.
- Each account must have a minimum of two signing officers.

Affiliations

- The Group shall be affiliated with:

- Our group is not affiliated with any organization at this time.

Roles and Responsibilities

- The Executive Committee (EC) shall administer the Club and oversee its events.
- The EC is composed of the following eight portfolios.
 - Co-President: Viki Fiamegas
 - Co-President: Zoë Chabot
 - Vice President External: Rosalia Spiratos
 - Includes event organization and social media management
 - Vice President Internal: Marina Delli Colli
 - Includes financing and fundraising
- Both Co-Presidents shall:
 - Be the chief executive officer, chief representative, and chief spokesperson of the Group.
 - Oversee all aspects of the group.
 - Ensure the smooth running of the Group as a whole through facilitation of, and mediation with the various EC portfolios with a vision that is consistent with the Group mandate.
 - Chair all EC meetings.
 - May cast the deciding vote in the event of an EC deadlock
 - One must co-sign all financial transactions with the Treasurer (VP Internal).
 - One must co-sign all minutes with the Vice President Internal.
- The Vice President External shall:
 - Act as representative of the Group to the community within and outside of the University.
 - Be responsible for developing healthy relations with student and community organizations within and outside McGill, and particularly those in the Montreal area.
 - Be responsible for promoting the image of the Group to the community within and outside McGill University.
 - Be co-chair of the event and fundraiser committee with the VP Internal.
 - Maintain the group Facebook, Instagram and Twitter accounts.
 - Be responsible for writing the posts that advertise our events and other affiliated organizations.
- The Vice President Internal shall:
 - Be responsible for communication within the EC and with the Students' Society of McGill University.
 - Maintain the membership list of the group.
 - Oversee and coordinate the programming activities and events of the group.
 - Oversee and coordinate funding for the programming activities and events of the group.

- Co-sign all financial transactions with at least one of the Co-Presidents.
- Ensure the funding and financial stability of the group.
- Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- Be co-chair of the event and fundraiser committee with VP External.

Reporting Structure

- Any members on the executive committee may propose an amendment to the Constitution.
- In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment.

Membership

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

Terms of Office

- Any members of the EC shall hold office until his or her successor has been elected and qualified in their tasks, or until he or she shall have resigned.
 - Any member may resign at any time upon written notice to the EC.

Conduct of Meetings

Meeting Frequency and Functioning

- The EC shall meet once per month.
- There shall be a General Meeting held in September for the purpose of electing new members to the EC.
- Regular Executive and General meetings shall be held throughout the fall and winter terms on a monthly basis.
- Special Meetings shall be called at any time deemed necessary by the EC.

Voting Procedure

- Only Nursing Undergraduate Society (NUS) and Nursing Graduate Associate Society (NGSA) members are eligible to be elected as officers and to hold voting privileges.
- Associated non-voting membership is open to all others.

Quorum

- At least three of the four EC members must be present at an EC meeting in order for quorum to be met.

History:

Approved by:

- XXX: MONTH DAY, YEAR

Revised by: Viki Fiamegas, Zoë Chabot, Rosalia Spiratos, Marina Delli Colli

-XXX: January, 2020