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| Queen’s Free the Children (QFTC) |
| Constitution |
| Last Updated March 6th, 2015 |
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**Article I: Name**

The name of this club shall be Queen’s Free the Children (QFTC). It shall be a Queen’s club located on campus.

# Article II: Vision

All members of the QFTC shall work to create awareness and find solutions to the problems that challenge the world today. Further, all members of the QFTC shall enter their professional lives with continued commitment to being active citizens contributing to the global community in a positive way.

# Article III: Mission

The mission of QFTC is to create and maintain a powerful force dedicated to freeing children around the world from poverty and exploitation. In addition, the goal is to help youth realize that they are not powerless to bring about positive social change but that they can be leaders in the creation of a more just and equitable world.

**Article IV: Objectives**

The objectives of the club are:

1. Education and Awareness:
	1. Engage all members of the Queen’s community (i.e. staff, student, faculty, and community members) in dialogue or debate about children’s’ rights to education, nutrition, and a healthy lifestyle amongst other related issues.
	2. Learn and stay informed about local and global issues related not only to children’s' rights but to broader topics such as human rights, development, and environmentalism among others.
2. Fundraising
	1. Run events to raise funds for Free the Children’s Adopt a Village campaign.
3. Volunteering
	1. Encourage Queen’s students to travel overseas with Free the Children to see the development situation first-hand.
	2. Develop volunteer opportunities throughout the year for students at Queen’s to become involved with QFTC activities on campus.
4. Partnerships
	1. Seek partnerships with other member clubs of the Alma Mater Society (AMS) to develop and promote mutual goals.

# Article V: Affiliation with the Alma Mater Society (AMS)

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02.

# Article VI: Membership

Full members of the club shall consist of any student or faculty member of Queen’s University, and those interested in the Kingston community.

All full members are liable to an annual membership fee prescribed by the Executive Committee at its first meeting each September and approved by the club as a whole.

Full AMS members have the right to vote at the meetings of the General Assembly, seek nomination and be elected to an AMS office.

# Article VII: Structure of the Executive Committee

1. Club Positions:
	* 2 Co-Chairs
	* 1 Treasurer
	* 2 Sponsorship and Fundraising Directors
	* 2 Action Group Leaders
	* 1 Community and Campus Director
	* 2 Social Directors
	* 2 Marketing and Promotions Directors
	* 6 Event Directors
2. The Executive Members shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.
3. The Executive Committee shall serve as such without remuneration, and no Executive Member shall directly or indirectly receive any profits from their positions as such.
4. The quorum of the Executive Committee shall be five of its Members, one of whom must be a Co-Chair; the voting process shall consist of a simple majority of those present.
5. The Executive Committee may create special sub-committees. At least one Executive Member shall sit on any such committee.
6. The term of office of all Executive Members shall end on the 30th day of April each year.

# Article VIII: Duties of the Executive Members

1. The Co-Chairs’ duties include:
	1. Officially representing QFTC,
	2. Being the main contact for the AMS and the Queen’s administration,
	3. Working with the Administrator to create a budget for the upcoming school year (please refer to Article X for more information regarding the budgeting process),
	4. Facilitating communications internally,
	5. Overseeing and ensuring steps are taken to collectively reach goals,
	6. Being the point person for all Executive Members,
	7. Organizing and leading meetings, and
	8. Supporting other Executive Members with their duties and responsibilities.
2. The Treasurer’s duties include:
	1. Maintaining all financial records and receive all money due to QFTC,
	2. Making a final report of finances to the Co-Chairs of Queen’s Free The Children at the end of his/her term,
	3. Proposing an estimated budget in September for QFTC’s activities for the year, and
	4. Signing all cheques of QFTC’s with permission of the Executive Committee.
3. The Sponsorship and Fundraising Director’s duties include:
	1. Taking on responsibility for writing grant proposals to the AMS and Kingston community,
	2. Research sources of funding for QFTC,
	3. Being responsible for designing sponsorship packages and obtaining sponsorship for club events, and
	4. Developing unique fundraising ideas, which set QFTC apart.
4. The Action Group Leader’s duties include:
	1. Interviewing and hiring a team of Action Group members,
	2. Organizing Action Group meetings and taking attendance at all meetings,
	3. Being responsible for coordinating and planning monthly events with the Action Group, and
	4. Encouraging Action Group members to attend all QFTC events and to promote QFTC on campus.
5. The Community and Campus Director’s duties include:
	1. Responsible for communications with administrative bodies on campus, such as the AMS,
	2. Helping the Fundraising Director in applying for grants,
	3. Dealing with booking tables, and registering for clubs night and booths at the sidewalk sale, etc.
	4. Encouraging of the Queen’s community to volunteer abroad by holding information sessions regarding international volunteer trips offered by FTC,
	5. Contacting local high schools to involve their Youth in Action Group with QFTC,
	6. Hosting community wide events,
	7. Responsible for maintaining dialogue with schools and building partnership between QFTC and all youth in Kingston interested in getting involved, and
	8. Working with event directors to organize smaller activities and events in local high schools and the community to keep off-campus supporters involved and engaged through these events and occasional meetings.
6. The Social Director’s duties include:
	1. Organizing club socials every month and facilitating positive group interaction
	2. Ordering and helping design any club apparel
	3. Supporting other Executive positions
7. The Marketing and Promotions Director’s duties include:
	1. Designing and creating print materials (e.g. posters, flyers, tickets, brochures) for events and campaigns,
	2. Promoting all events and campaigns through mediums such as print (posters and flyers),
	3. Contacting the public via: The Queen’s Journal, Queen’s TV, Queen’s Radio, Kingston Whig-Standard, promotional flyers, etc.
	4. Managing all QFTC media including Facebook, twitter and the QFTC website,
	5. Designing any club apparel, and
	6. Acting as an external spokesperson for QFTC.
8. The Event Directors duties include:
	1. Leading and organizing two major QFTC events such as Be The Change Conference, Stop Poverty Cold Polar Bear Dip, and The Brass Raffle Night feat. Smitty,
	2. Working with the Marketing and Promotions Director to create promotional material such as posters, flyers, videos, etc., and
	3. Managing the coordination of Executive Members and volunteers at events

# Article IX. Co-Chair, Executive Committee, and Action Group Hiring

Co-Chair Hiring Process:

1. The outgoing Co-Chairs shall hire their two replacements.
2. The Co-Chair Applications will be made available within the last two months of the Winter Semester, and the hiring process will be completed within that time span.
3. A completed “Co-Chair Application Form” will be required of all applicants.
4. All short-listed candidates will receive an interview.
5. Notification of successful and unsuccessful applicants will occur within 48 hours of the final interview.
6. Unsuccessful applicants for the Co-Chair position may apply for an Executive Committee position.
7. Successful applicants have 24 hours to accept or reject their positions.

Executive Committee Hiring Process:

1. The Executive Committee Hiring Committee will consist of the two incoming Co-Chairs.
2. The Executive Committee Applications will be made available within the last two months of the Winter Semester, or within the first month of the Fall Semester, and hiring process will be completed within that time span.
3. A completed “Executive Committee Application Form” will be required of all applicants.
4. Applicants for an Executive Committee position must submit a list (attached to the application) of three positions they are *most* interested in – listed in order of preference.
5. If there are no applicants for a certain position, the Executive Committee may ask an applicant to take on a position which was the applicant’s second, third, or non-listed preference.
6. All short-listed applicants will receive an interview.
7. Notification of successful and unsuccessful applicants will occur within 48 hours of the final interview.
8. Unsuccessful applicants for an Executive Committee position may apply for an Action Group position.
9. Successful applicants have 24 hours to accept or reject their positions.

Action Group Hiring Process:

1. The Action Group Hiring Committee will consist of the two incoming Action Group Leaders.
2. The Action Group Applications will be made available within the first two months of the Fall Semester, and hiring process will be completed within that time span.
3. A completed “Action Group Application Form” will be required of all applicants.
4. All short-listed applicants will receive an interview.
5. Notification of successful and unsuccessful applicants will occur within 48 hours of the final interview.
6. Successful applicants have 24 hours to accept or reject their positions.

# Article X. Finances

QFTC shall take the following measures to ensure responsible handling of its finances:

The Budgeting Process

1. The Budgeting Committee – consisting of the incoming Co-Chairs, incoming Treasurer (if already hired), and the outgoing Treasurer – shall meet before the end of every Winter Semester to determine how much of the funds (i.e. fundraised money) will be kept for the upcoming school year.
2. The funds kept will be used to pay for the estimated expenses which will be incurred in the upcoming school year.
3. The remainder of the funds must be sent to Free the Children as soon as possible.
4. The amount kept for expenses may not exceed fifty percent of the available funds.

Other Rules and Expectations

1. General expenditures above $50, which have not been previously approved in the budget, must be approved by the executive through a vote.
2. All expenditures must be recorded and monitored throughout the year by the Treasurer.
3. Any suspicious or questionable activity within the budget or the QFTC bank account must be reported immediately to the Executive Committee or the Co-Chairs – depending on the situation – at which point the appropriate action will be taken.

# Article XI: AMS Assembly

The AMS Assembly, as the highest legislative body representing students at Queen’s, constitutes the ultimate source of authority for QFTC. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.

# Article XII: Funding

1. In accordance with section 7.02 of the AMS constitution, QFTC recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.
2. QFTC shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of $5,000 shall in all cases be coordinated through the AMS Advancement and Development Officer and the Queen’s University Office of Advancement business office.

# Article XIII: Amendments

This constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.