

Constitution of the Pediatric Hope Project: McMaster Medical School Chapter

PREAMBLE

We, the members of the Pediatric Hope Project, establish this constitution to further the organization's goal of supporting pediatric patients through compassionate academic support. We commit to fostering hope, learning, and community engagement.

ARTICLE I: Name & Mission

Section 1 – Name:

The organization shall be known as the **Pediatric Hope Project McMaster Medical School Chapter**.

Section 2 – Mission:

Our mission is to connect K–12 pediatric patients with volunteer tutors to offer complimentary educational support during times of illness and recovery. We aim to provide academic continuity, encouragement, and friendship in a flexible and virtual format.

ARTICLE II: Membership

Section 1 – Eligibility:

Membership is open to all currently enrolled students interested in supporting pediatric patients through virtual tutoring.

Section 2 – Active Membership:

Members are considered active if they:

- Are currently committed to tutoring a student once a week or in the future

AND/OR

- Handle administrative tasks within the chapter

Section 3 – Rights & Responsibilities:

Active members may vote, hold office, and fully participate in all chapter functions. They should uphold our values of empathy, responsibility, and professionalism.

ARTICLE III: Officers & Advisor(s)

Section 1 – Officer Roles:

Active officer roles, aside from the President, are determined at the chapter president's discretion. A chapter may include the following officer positions:

- **President:** Leads meetings, oversees all chapter operations, and communicates with the Pediatric Hope Project national team.
- **Vice President:** Supports the president, helps coordinate events, steps in when the president is unavailable.
- **Volunteer Coordinator:** Manages volunteer sign-ups.
- **Outreach Chair:** Contacts local hospitals, nonprofits, and businesses for partnerships, donations, or event collabs.
- **Events Chair:** Plans and executes fundraisers, advocacy campaigns, and community-building events.
- **Treasurer:** Tracks all funds raised, expenses, and submits financial updates.
- **Social Media Manager:** Manages Instagram/other accounts, designs posts, and promotes chapter initiatives online.

Currently, the McMaster Med Chapter is aiming to include the following officer positions:

- **President:** Leads meetings, oversees all chapter operations, and communicates with the Pediatric Hope Project national team.
- **Vice President:** Supports the president, helps coordinate events, steps in when the president is unavailable (role will be incorporated next academic term and will be filled by a c2029 student)
- **Volunteer Coordinator:** Manages volunteer sign-ups.
- **External Coordinators (x2):** Contacts local hospitals, nonprofits, and businesses for partnerships, donations, or event collabs; plans and executes fundraisers, advocacy campaigns, and community-building events.
- **Internal Coordinator:** Tracks all funds raised, expenses, and submits financial updates, assists with internal administrative processes
- **Media Coordinator:** Manages Instagram/other accounts, designs posts, and promotes chapter initiatives online.

Section 2 – Faculty/Staff Advisor:

One or more advisor(s), ideally faculty or staff members, shall guide operations and ensure alignment with campus policies.

Section 3 – Elections & Terms:

- Officers shall hold their position until graduation or until they step down.
- Positions may be filled either through election by the membership or by appointment, at the discretion of the chapter president. In case of vacancies, the president may appoint an interim replacement or call for an election, as they see fit.
- The president also reserves the authority to remove any officer from their position if they are not fulfilling their duties or are acting in a manner inconsistent with the mission of the Pediatric Hope Project.

Currently, the McMaster Med chapter will follow the following protocol for presidential succession:

A vice president (c2029) will be hired at the culmination of the new academic year, and will work closely with the president. The inaugural president will serve three annual terms until the time of their graduation, and then be replaced by their vice president, and so on as presidents graduate (i.e. each will serve two terms as vice president and one term as president). If a vice president is unable or unwilling to take over as president during their third year, the executive board will vote on a new president from within their existing team of coordinators.

ARTICLE IV: Chapter Meetings

Section 1 – General Meetings:

The chapter will convene at least once per month during each academic term to plan, debrief, and discuss programming.

ARTICLE V: Finances & Resources

Section 1 – Financial Management:

Any chapter funds, if raised, shall be managed by the Treasurer with oversight by the President and Advisor.

Section 2 – Fundraising & Budgeting:

All budgeting decisions require a majority vote of active members.

Section 3 – Transparency:

An annual financial summary will be shared with all members and advisors.

ARTICLE VI: Dissolution

Should dissolution be necessary, remaining chapter assets shall be donated to the national Pediatric Hope Project or a similar non-profit serving pediatric patients, as agreed upon by a majority vote of active members and advisors.