



Article 1

1. The organization shall be known as One Moment , the Dalhousie AIDS Relief for Children
2. One Moment shall be a student club within the meaning of the Constitution of the Dalhousie Student Union and is subject to the provisions of that body.
3. This Constitution is the supreme source of direction for One Moment and no action, policy or directive of One Moment, its membership or Executive shall be inconsistent with this Constitution.

Article 2 – Objectives

1. The objectives of One Moment are the following:
 - a. To raise funds and awareness devoted towards children who have been affected by AIDS/HIV.
 - b. To give more recognition to those who provide these funds (i.e. the donators).

Article 3 – Membership

1. Membership in One Moment shall be open to all full or part-time students in attendance at Dalhousie University or King’s College.
2. The executive may set an appropriate annual membership fee.
3. A person eligible for membership under Section 1 shall be a Member in Good Standing only upon payment of the (if necessary) annual membership fee.
4. Only a Member in Good Standing shall be entitled to vote, hold an Executive position, or cooperate in any events held by One Moment.

Article 4 – The Executive

1. The Executive shall consist of the following positions:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Event Coordinator
 - f. Member at Large

g. Society Spokesperson

2. The Executive shall meet regularly and not less than once per month during the academic year.
3. Any Executive member may hold multiple positions on the Executive.
4. Subject to Section 6, each Executive member shall have one vote regardless of the number of Executive positions held.
5. The quorum for Executive meetings shall be three (3), at least one of which must be the President, Vice President or Treasurer.
6. In the event of a tie vote of the Executive members, the President shall cast an additional and deciding vote.
7. The signing officers shall be the President, Vice President and Treasurer.
8. All expenditures of One Moment shall be authorized by any two of the signing officers.
9. For the purposes of the Societies Act, the Directors of One Moment shall be the Executive.

Article 5 – General Powers of the Executive

1. In addition to any specific powers and responsibilities listed in Article 6, the Executive shall have the general powers to
 - a. Execute contracts, deeds, bills of exchange, and other instruments and documents on behalf of One Moment
 - b. Carry on the general business of One Moment in accordance with the objectives of the organization.

Article 6 – Duties of the Executive

1. Each executive
 - a. Shall write a transition report, which shall include all available previous transition reports, and provide one copy to their incoming counterpart and one copy to the secretary.
2. The President's duties shall include
 - a. Chairing each meeting of the membership or Executive
 - b. Representing One Moment to the University community
 - c. Preparation and presentation of the annual report of the activities of One Moment at the final Special Meeting of the year

- d. Acting as Recognized Agent for One Moment pursuant to Section 5A of the Societies Act
 - e. Update all data relating to Aids/HIV including both the severity of the problem and the actions being taken to solve it. As well as updating data in relation to the specific charity organizations associated with One Moment.
 3. The Vice President's duties shall include
 - a. Performing the duties of the President in his/her absence
 - b. Responsibility for recruitment and representation on all campuses of Dalhousie, including the Carleton and Sexton campuses
 4. The Treasurer's duties shall include
 - a. Accounting for all monies received and expended by One Moment
 - b. Making available, on one week's notice, to any Member in Good Standing the books and records of One Moment
 - c. Preparation and presentation of the annual financial report of One Moment at the final Special Meeting of each academic year
 - d. Filing of the annual financial report pursuant to Section 17 of the Societies Act.
 - e. Oversee fiscal transactions to piggy-back charity organizations.
 5. The Secretary's duties shall include
 - a. Keeping minutes of all meetings of the membership and Executive
 - b. Giving the required notice of Special Meetings and Executive meetings
 - c. Maintenance of the register of members as required by Section 16 of the Societies Act
 - d. Filing of the list of directors pursuant to Section 18 of the Societies Act
 - e. Filing of any motion passed at a Special Meeting pursuant to Section 19 of the Societies Act
 - f. Maintaining a current copy of the Constitution and any Policies of the society, and making copies of the same available to the general membership.
 - g. Arranging the logistics necessary for Members to participate in any event coordinated by _____.
 - h. Contacting the membership via e-mail in relation to schedules updates and meeting times.
 6. The Society Spokesperson's duties shall include:
 - a. Speaking on behalf of the Executive as a whole towards any form of media, campus or non-campus.
 - b. Be aware of any facts and figures associated with the Societies objectives and Goals.
 - c. Contacting external charity organizations and societies on behalf of One Moment, as well as contact any media for promotions of the society.

7. The Event Coordinator's duties shall include:
 - a. Planning and supervising all events decided upon by the society.
 - b. Contacting external organizations in relation to planning events.
 - c. Contacting media in relation of promoting events.
 - d. Recruit and ensure that volunteers from the members of the society aid in event organizations.

8. The Member at Large shall
 - a. Serve as the liaison between the Membership and the Executive.
 - b. Aid and oversee the actions of the Society Spokesperson, the Event Coordinator.
 - c. Aid in Article 6, Section E of the President's duties.

9. Committees may be formed for any purpose by, and reporting to, the Executive.

10. Two members of the Executive other than Treasurer shall review the books and records and financial statements of One Moment prior to the final Special Meeting of the academic year. At the final Special Meeting, these directors shall sign the financial statement, signifying their approval thereby.

Article 7 – Regular Meetings

1. Regular Meetings shall be at a time established by the Executive.
2. Additional meetings may be scheduled by the membership at a Regular Meeting.
3. An e-mail given to the entirety of the membership shall be required for Regular Meetings of the membership.
4. Regular Meetings are not subject to any quorum requirements.

Article 8 – Special Meetings

1. A Special Meeting must be called to
 - a. Elect Executive members
 - b. Recall an Executive member or expel a One Moment member
 - c. Amend the Constitution
 - d. Pass rules of One Moment
 - e. Authorize any borrowing of funds for One Moment
 - f. Consider any other matter deemed appropriate by the Executive.

2. The Secretary shall give notice of a Special Meeting, amounting to not less than four (4) school days.

3. Notice of a Special Meeting shall include the reason for the calling of the meeting.

4. A Special Meeting
 - a. May be called by the President on the advice of the Executive
 - b. Shall be called by Executive upon receipt of a petition of five (5) Members in Good Standing, stating the purpose of the Special Meeting.

5. At any Special Meeting called pursuant to Section 1(b)
 - a. Any Member in Good Standing affected by a Special Meeting shall be given timely access to all relevant information and documents prior to the Special Meeting
 - b. Any affected Member in Good Standing shall be given a reasonable opportunity to be heard
 - c. Quorum shall be 10 Members in Good Standing or 50% of the Members in Good Standing, whichever is less
 - d. A Chair shall be chosen from the Members in Good Standing present by a two thirds (2/3) majority of the Members in Good Standing present.
 - e. If no Member in Good Standing is acceptable pursuant to subsection (d), the Special Meeting shall be adjourned until the Dalhousie Student Union Executive appoints a Chair for the Special Meeting
 - f. A Chair appointed pursuant to subsection (e) shall be chosen from: the Dalhousie Student Union Executive provided that he or she is not a Member in Good Standing of Sodales
 - g. Any motion must be passed by a three quarters (3/4) majority of the Members in Good Standing present

6. At any Special Meeting call pursuant to Section 1 (c.), (d), (e) or (f)
 - a. Quorum shall be 10 Members in Good Standing or 50% of the Members in Good Standing, whichever is less
 - b. The Chair shall be the President
 - c. Any motion must be passed by a three quarters (3/4) majority of the Members in Good Standing present.

7. At any special Meeting called pursuant to Section 1 (a), the procedures and rules under Article 9 shall apply.

Article 9 – Elections

1. A new Executive shall be elected at the final Special Meeting of each academic year

2. For the purposes of the Societies Act, the final Special Meeting of each academic year shall be the Annual General Meeting.

3. Quorum shall be 10 Members in Good Standing or 50% of the Members in Good Standing, whichever is less.

4. A Chair shall be chosen from the Members in Good Standing present by a fifty percent (50%) majority of the Members in Good Standing present.
5. Candidates for Executive positions must be nominated and seconded by Members in Good Standing.
6. Positions on the Executive shall be filled in the order listed in Article 4.
7. Election shall be by secret ballot and a candidate must receive a majority of fifty percent (50%) plus one (1) of the valid votes cast.
8. If no candidate receives 50% plus one of the valid votes cast, the candidate receiving the fewest number of votes shall withdraw, and a further vote shall be conducted.

Article 10 – Fiscal Year

1. The fiscal year-end of One Moment shall be April 20 of each calendar year.