



Les Muses Chorale

3600 McTavish Street, suite 1200, box B-138
Montreal, Quebec H3A 0G3
E-Mail: lesmuseschorale@gmail.com
Web: lesmuseschorale.wix.com/lesmuseschorale
Facebook: facebook.com/lesmuseschorale
Twitter: twitter.com/lesmuseschorale

CONSTITUTION OF LES MUSES CHORALES

Ratified by Club's Membership on (DD/MM/YYYY):

Ratified by SSMU Council on: 03/11/2016

ARTICLE I: Name

1.1 *Les Muses Chorales*, also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 Club's mandate shall be to:

- Achieve artistic excellence through choral music, emphasizing the living Western tradition in contemporary modern and classical choral music of the twentieth and twenty-first centuries;
- Expose the McGill community to the beauty and power of contemporary composers, building a relationship with the Montreal choral community; and
- Foster the talent of young McGill musicians, and provide an environment that encourages education and further musical knowledge.

2.2 Code of Conduct:

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, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1 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

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 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.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.2 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 plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

- 2.4.3 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, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

ARTICLE III: Membership

- 3.1 *Les Muses Chorale* is a women's choir. Members shall be selected based on vocal auditions, to be held in both the fall and winter terms. Everyone is welcome to audition.
- 3.2 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, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.3 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.4 Associated non-voting membership is open to all others.

ARTICLE IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following six portfolios:
 1. President
 2. Vice President Events
 3. Vice President Administration
 4. Vice President Finance
 5. Vice President Media
 6. Vice President Fundraising
 7. Vice President Communications
- 4.3 Meetings: The EC shall meet as frequently as it deems fit.
- 4.4 Quorum: At least four of the seven EC members must be present at an EC meeting for the quorum to be met.

ARTICLE V: Portfolios

- 5.1 The **President** shall:
 - 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.
 - 5.1.2 Oversee all aspects of the Club.
 - 5.1.3 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.
 - 5.1.4 Coordinate communication between the EC and the Artistic Director.
 - 5.1.5 Attend auditions and aid the Artistic Director in selecting new members.
 - 5.1.6 Set the agenda for and chair all EC meetings.
 - 5.1.7 Cast the deciding vote in the event of an EC deadlock.
 - 5.1.8 Co-sign all financial transaction with the Treasurer.
 - 5.1.9 Co-sign all minutes with the VP Administration.
 - 5.1.10 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
- 5.2 The **Vice President Events** shall:
 - 5.2.1 Act as representative of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.2.4 Organize the logistics for performances (such as concert hall reservation).
 - 5.2.5 Oversee and coordinate the programming of activities and events of the Club.
 - 5.2.6 Act as social convener for the Club.

- 5.3 The **Vice President Administration** shall:

- 5.3.1 Take minutes at EC and general meetings and ensure proper distribution of all minutes.
- 5.3.2 Co-sign all minutes with the President.
- 5.3.3 Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.
- 5.3.4 Maintain the membership list of the Club.
- 5.3.5 Check the Club's mailbox and distribute correspondence.
- 5.3.6 Maintain and manage the library and archives of the Club, as well as the Club office.

5.4 The **Vice President Finance** shall:

- 5.4.1 Establish, with input from the EC, the budget for the Club, as well as tracking all expenses and revenue throughout the term.
- 5.4.2 Be responsible for the collection of membership fees.
- 5.4.3 Ensure the funding and financial stability of the club.
- 5.4.4 Co-sign all financial transactions with the President.
- 5.4.5 Prepare the Club's audit for each term.
- 5.4.6 Be primarily responsible for payment of the Club's expenses (including, but not limited to, Artistic Director and Accompanist's salaries and hall rentals) per the schedule set by the EC.

5.5 The **Vice President Media** shall:

- 5.5.1 Oversee the maintenance of the Club's webpage.
- 5.5.2 Oversee and maintain all of the Club's social media presence.
- 5.5.3 Oversee and coordinate the programming of activities and events of the Club with particular emphasis on concert management and publicity.
- 5.5.4 Be primarily responsible for printing, photocopying, and distributing relevant information to the EC and Club members.

5.6 The **Vice President Fundraising** shall:

- 5.6.1 Coordinate all fundraising efforts within the McGill community.
- 5.6.2 Be responsible for managing sponsorship campaigns and researching and writing grant proposals to help fund the Club.
- 5.6.3 Coordinate publicity outside of McGill University, with the goal of promoting the image of the Club to the community within and outside McGill University.
- 5.6.4 Oversee and coordinate all activities and events of the Club with particular emphasis on community engagement and fundraising.

5.7 The **Vice President Communications** shall:

- 5.7.1 Be responsible for informing the Club, through verbal announcements and e-mail newsletters, of all pertinent information.
- 5.7.2 Assist the VP Media in printing of posters, newsletters, and concert programs
- 5.7.3 Responsible for writing and producing the Les Muses Newsletter once a semester

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be one hundred dollars per semester, payable to the Treasurer.

ARTICLE VII: Finances

- 7.1 The Executive Committee or Collective 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.
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
- 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

ARTICLE VIII: Meetings

- 8.1 There shall be a General Meeting in March for the purpose of electing new members to the EC.

- 8.2 Regular Executive and General Meetings shall be held throughout the fall and winter terms.
- 8.3 Special meetings shall be called at any time deemed necessary by the EC.

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 Electoral Procedures:
 - 9.4.1 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
 - 9.4.2 Elections are to be conducted by secret ballot.
 - 9.4.3 Ballots must be kept in a secure place for 5 weeks after the date of voting.
 - 9.4.4 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.

ARTICLE X: Affiliations

- 10.1 The club has no affiliations.

ARTICLE XI: Constitutional Amendment Procedure

- 11.1 Any member of the Club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting.
- 11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

ARTICLE XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

ARTICLE XIII: SSMU Constitution, By-Laws and Policies

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.