

## McGILL STUDENTS IMPROV CONSTITUTION

Ratified by Club's Membership on 19/03/2016

Ratified by SSMU Council on: 20/10/2016

### **1 Article I: Name**

- 1.1 In English, French, and all other languages, the official name of the club is McGill Student's Improv, also referred to hereinafter as the Club.

### **2 Article II: Mandate**

- 2.1 The Club's mandate shall be to provide an opportunity to learn and practice improvisational theatre through weekly workshops, and to use developed skills in shows and in competitions.
- 2.2 Code of Conduct
  - 2.2.1 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, social class (or education level, theatre background, personality, hair colour, eye colour, number of teeth, familiarity with Monty Python, or opinion of Paul Blart: Mall Cop)
  - 2.2.2 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 Student Life 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
    - 2.4.1.1 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 but are not limited 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

2.4.2 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.

### **3 Article III: Membership**

- 3.1 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.
- 3.2 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.
- 3.3 Associated non-voting membership is open to all others.

### **4 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 (hereafter referred to as the Big Cheese)
  - 2. Vice President External
  - 3. Vice President Internal
  - 4. Vice-President Finance
  - 5. Vice-President Events
  - 6. VP Communications
- 4.3 The EC shall meet at least once a semester, with any other meetings added as needed. These meetings are open to anyone, but only those on the Executive Council shall have voting power.
- 4.4 At least four of the six EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.
- 4.5 Members of the EC will begin serving their term on May 1 immediately following the Election Meeting. The term will run until April 30 of the following year (with the exception of VP Finance who must complete the audit for that academic year with the assistance of the president)
- 4.6 Only one person can hold a specific EC position at any given time with the exception of President and Events, of which two people can hold simultaneously.
- 4.7 Outgoing members of the executive must meet with incoming members before the start of the new school year in order to ensure that the club maintains a smooth transition.
- 4.8 If an executive member fails to fulfil their duties, a bi-election will be held wherein a general member can fulfil the duties of that executive member, or where an executive member can be nominated to fill two roles.

- 5 **Article V: Portfolios**
- 5.1 The Big Cheese 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 and delegate accordingly.
  - 5.1.3 Be the main point of contact between the SSMU VP Clubs and Services and the club.
  - 5.1.4 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.
  - 5.1.5 Chair all EC meetings.
  - 5.1.6 Co-sign all transactions with the Vice President—Events or Vice-President--Finance
  - 5.1.7 Co-sign all minutes with the Vice President – Internal.
  - 5.1.8 Develop performer lists for major shows with the Vice President – External, and co-sign them with the Vice President – External.
  - 5.1.9 Be given access to the club’s Social Media accounts to ensure their proper usage.
  - 5.1.10 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students’ Society of McGill University
  - 5.1.11 Be responsible for running or delegating the running of weekly Saturday workshops
  - 5.1.12 Fill out the club contact form and change of signing officers form
  - 5.1.13 Attend the annual clubs workshop
  - 5.1.14 Coordinate with the Vice Presidents to attempt to ensure that at least one of them is present at every single workshop and show, as an organizing figure.
- 5.2. The Vice President External 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.
  - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
  - 5.2.4 Be responsible for organizing show, and negotiating set times, with the exception of the Summit.
  - 5.2.5 Be given access to the club’s Social Media accounts to ensure communications with external groups through these means.
  - 5.2.6 Be responsible for running or delegating the running of weekly advanced workshops, henceforth known as TNI, and ensure TNI’s active promotion and inclusivity
  - 5.2.7 Develop and co-sign performer lists with the Big Cheese, ensuring equitability in selection .

- 5.3 The Vice President Internal shall:
  - 5.3.1 Maintain the membership list of the club.
  - 5.3.2 Be responsible for the booking for rooms for workshops, practices, and meetings.
  - 5.3.3 Be responsible for taking attendance of all workshops and logging each performing roster, and making these statistics open to members of the club.
  - 5.3.4 Manage club clothing orders at least once annually
  
- 5.4 The Vice-President Events can be held by one or by two people. They shall:
  - 5.4.1 Organize weekly lunch outings or potlucks following Saturday workshops
  - 5.4.2 Be responsible for planning frequent inclusive social gatherings including, but not limited to, excursions to see improv shows, parties, séances, the Summit after party, Improm, and pub nights.
  - 5.4.3 Be responsible for planning the club's annual Summit including, but not limited to: booking the space, communicating with participating teams, creating a budget, finding a host, finding judges, creating the format
  - 5.4.4 Have signing power on the club bank account
  
- 5.5 The Vice-President Communications Shall:
  - 5.5.1 Be responsible for sending out e-mails to all willing parties to notify them of every upcoming workshop, performance, and other club-related events.
  - 5.5.2 Be responsible for the publicity of all performances with the exception of summit. This includes using social media, listservs, word of mouth, posters, etc.
  - 5.5.3 Be given access to the club's Social Media accounts to promote events.
  
- 5.6 The Vice-President Finance shall:
  - 5.6.1 Oversee and coordinate funding for the programming activities and events of the club
  - 5.6.2 Have signing power on the club bank account
  - 5.6.3 Ensure the funding and financial stability of the club.
  - 5.2.1 Keep track of all financial transactions and receipts
  - 5.2.2 Complete an audit at the end of each semester
  - 5.2.3 Complete funding requests to the SSMU
  
- 6 **Article VI: Fees**
  - 6.1 There will be no mandatory fee for general members of McGill Students' Improv, with the exception of occasional professionally lead workshops wherein members may be asked to contribute.
  
- 7 **Article VII: Finances**

- 7.1 The Executive Committee 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 before May 31st of each year.
- 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 signing officers: the Big Cheese and either the Vice-President Events or Vice-President Finance.
  - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account
- 7.3 Any General Member may request a transcript of the funds and spending from the Treasurer.

## 8. **Article VIII: Meetings**

- 8.1 There shall be a General Meeting held during the winter semester for the purpose of amending the constitution through referendum for the following year, and in which the election for the following year shall be announced.
- 8.2 There shall be a General Meeting held in March or April for the purpose of electing new members to the Executive Committee, henceforth known as the Election Meeting.
- 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 and/or Committee Chair.
- 8.4 Quorum for meetings shall be 2/3 of the average number of members who have attended the previous 3 workshops. In the event that the workshop falls early in the year, the attendance will be based on fewer than three workshops.

## 9 **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 Election Meeting at least two weeks in advance.
- 9.3 Elections are to be held before April 10th.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.
- 9.8 In the event that an executive member can no longer fulfill his or her duties, a referendum will be held at the earliest convenience.

## 10 **Article X: Constitutional Amendment Procedure**

- 10.1 Any member of the club may propose an amendment to the Constitution.

In order to amend the constitution, a majority on the proposed amendment must be reached at a General Meeting.

- 10.2 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.

**11 Article XI: Bylaws and Policies**

- 11.1 The club shall create and maintain bylaws that cover the operations of the club that are not specified in the Constitution.
- 11.2 The club's bylaws shall not contravene the Constitution.
- 11.3 The club bylaws must be available to any member of the SSMU when and if requested.

**12 Article XII: SSMU Constitution, By-Laws and Policies**

- 12.1 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.
- 12.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.