

Constitution of Tashan Dance Company

Ratified by Membership on:

Ratified by SSMU Council on: March 9, 2017

Article I: Name

1.1 Tashan Dance Company also referred to hereinafter as the Club.

Article II: Mandate

2.1 The Club's mandate shall be to:

- Raise awareness in the McGill community about South Asian culture through dance
- Provide a channel of artistic expression for students while fostering a sense of community and belonging
- Collaborate with local organizations and artists to promote both parties

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 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

2.4.2 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 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 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 four portfolios:
 1. President (or Co-Presidents)
 2. Vice President External
 3. Vice President Internal
 4. Treasurer
 5. Vice President Choreography
 6. Artistic Director
 7. Vice President Communications
- 4.3 The EC shall meet once a week.
- 4.4 A majority of EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.
- 4.5 Costume Manager is not a part of the executive team; it will be appointed at the start of the term.

Article V: Portfolios

- 5.1 The Artistic Co-President shall:
 - 5.1.1 Be the co-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 EC portfolios (Choreography, Communications, Artistic Director Intern, Workshop Coordinators) with a vision that is consistent with the Club mandate.
 - 5.1.4 May cast the deciding vote in the event of a EC deadlock
 - 5.1.5 Co-sign all minutes with the Secretary.
 - 5.1.6 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2 The Management Co-President shall:
 - 5.2.1 Be the c-chief executive officer, chief representative, and chief spokesperson of the Club.
 - 5.2.2 Oversee all aspects of the club.
 - 5.2.3 Be the main point of contact between the SSMU VP Student Life and the club for the month of August and September.
 - 5.2.4 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the EC portfolios (External, Internal, Finance, Costumes Manager) with a vision that is consistent with the Club mandate.
 - 5.2.5 Chair all EC meetings.
 - 5.2.6 May cast the deciding vote in the event of a EC deadlock
 - 5.2.7 Co-sign all financial transactions with the Treasurer.
 - 5.2.8 Co-sign all minutes with the Secretary.

- 5.2.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.3 The Vice President External shall:
- 5.3.1 Act as representative of the Club to the community within and outside of the University.
 - 5.3.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.3.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.3.4 Be responsible for organizing performances: coordinating performers, responding to emails for performances, ensuring that email is consistently monitored
- 5.4 The Vice President Internal shall:
- 5.4.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.4.2 Maintain the membership list of the club.
 - 5.4.3 Oversee and coordinate the programming activities and events of the club
 - 5.4.4 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments
- 5.5 The Treasurer shall:
- 5.5.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.5.2 Be responsible for the collection of membership fees, clothing fees, etc. with strict guidelines
 - 5.5.3 Co-sign all financial transactions with the President.
 - 5.5.4 Ensure the funding and financial stability of the club.
 - 5.5.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
 - 5.5.6 Coordinate ticket sales for all Tashan events
- 5.6 The Vice President Choreography shall:
- 5.6.1 Be responsible for organizing and creating practice schedules for the team through the year
 - 5.6.2 Oversee the choreographies that have been created by others and provide feedback
 - 5.6.3 Be responsible for organizing order of performances with the Artistic Director
 - 5.6.4 Be responsible for organizing placements performers in select pieces
 - 5.6.5 Be responsible for planning practice and ensuring the smooth-running of practice (warming up, training, etc)
- 5.7 The Artistic Director (Intern: responsible for the learning of the following) shall:
- 5.7.1 Be responsible for organizing order of performances with the Vice President Choreography
 - 5.7.2 Organize all technical (lighting, sound, stage cues, formations) aspects of performances
 - 5.7.3 Be responsible for communicating all activities related to showcase to the executive team
- 5.8 The Vice President Communications
- 5.8.1 Be responsible for the completion of promotion videos
 - 5.8.2 Be responsible for the maintenance of the club's social media
 - 5.8.3 Create promotional posters for club events
 - 5.8.4 Be responsible for writing and posting meeting minutes

5.8.5 Be responsible to mixing music and finalizing with Vice President Choreography

Article VI: Fees

- 6.1 The Club's membership fee shall be \$40.
- 6.1.1 Additional fees may be collected over the year to cover extra costs for costumes, transportation etc., but under certain circumstances members can be exempt from these costs.

Article VII: Finances

- 7.1 The EC 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 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 held in March for the purpose of appointing 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 and/or Committee Chair.

Article X: Affiliations

- 10.1 The Club shall not be affiliated with any internal or external organization.

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 a two-thirds majority vote at a General Meeting must be in favour of the proposed amendment
- 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.