



# CONSTITUTION OF CHROMATONES A CAPPELLA

**Ratified by Club's Membership on:** August 27, 2014

**Ratified by SSMU Council on:** September 25, 2014

## **1 Article I: Name**

1.1 Chromatones A Cappella

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to:

- Work on a cappella music of a variety of genres.
- Seek to improve the musicianship of its members by providing them with challenging and rewarding rehearsals and performing opportunities.
- Hold events and perform around the greater Montreal area to encourage the community to get involved with a cappella, singing and music in general.
- Network with other a cappella and singing groups within Montreal in order to exchange information and knowledge of music.

## **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, or social class.

2.2.1.1 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

2.4.1.1 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 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 seven portfolios:
1. President
  2. Vice President External
  3. Vice President Internal
  4. Vice President Media
  5. Vice President Finance
  6. Graphic Designer
  7. Music Director
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least three of the five EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

### **5 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 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 May cast the deciding vote in the event of a EC deadlock
  - 5.1.7 Co-sign all financial transactions with the Treasurer.
  - 5.1.8 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 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 communicating with the other A Cappella groups on campus to facilitate a positive relationship.
- 5.3 The Vice President Internal shall:
- 5.3.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.3.2 Maintain the membership list of the club as well as take attendance.
  - 5.3.3 Oversee and coordinate the programming activities and events of the club.
- 5.4 The Vice President Finance shall:
- 5.4.1 Oversee and coordinate funding for the programming activities and events of the club
  - 5.4.2 Be responsible for the collection of membership fees.
  - 5.4.3 Co-sign all financial transactions with the President.
  - 5.4.4 Ensure the funding and financial stability of the club.
  - 5.4.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.5 The Graphic Designer shall:
- 5.5.1 Provide Chromatones A Cappella with posters and marketing material for the promotion of the group.
  - 5.5.2 Be in communication with the EC for innovative new ideas.
  - 5.5.3 Approve all posters and promotional materials by SSMU and any McGill building before it is posted.
- 5.6 The Vice President Media shall:
- 5.6.1 Update all social media and our website in a non-offensive and accurate way.
  - 5.6.2 Be competent with the WordPress format
  - 5.6.3 Work with Graphic Designer in order to harmoniously promote Chromatones A Cappella in a virtual medium.
- 5.7 The Music Director shall:
- 5.7.1 Provide the members of Chromatones A Cappella with rewarding and productive rehearsals twice a week.
  - 5.7.2 Arrange music and choose a repertoire that best represents Chromatones' musical abilities.
  - 5.7.3 Lead the group during any rehearsals and performances.
- 6 Article VI: Fees**
- 6.1 The Club's membership fee shall be a five dollar minimum.



**7 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 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

**8 Article VIII: Meetings**

- 8.1 There shall be an application process at the end of the winter semester to determine who will comprise the following years' EC. Returning EC members will be elected by their peers to the position during this time as well.
- 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.

**9 Article IX: Electoral Procedures**

- 9.1 The Vice-President (Clubs & Services) 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 Applications for EC are to be sent in to the current EC before the end of the winter term (at a date TBD) and elections are to be held one week after the due date of the applications. Ballots will be tallied and the winners will be notified immediately after the election.
- 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.

**10 Article X: Affiliations**

- 10.1 The Club shall have no affiliations.

**11 Article XI: Constitutional Amendment Procedure**

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

**12 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.



- 12.1 The club's bylaws shall not contravene the Constitution.
  - 12.2 The club by laws must be available to any member of the SSMU when and if requested.
- 13 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.