



# CONSTITUTION OF K-RAVE

**Ratified by SSMU Council on: November 6, 2014**

## **1 Article I: Name**

1.1 K-RAVE also referred to hereinafter as the Club.

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to

- Promote and spread the interest or passion of K-POP and its surrounding entertainment circles (such as but not limited to: KPOP music, dancing, singing...etc)
- Teach individuals who has no experience in dancing/performing how to dance/perform and familiarize them with basic techniques. (This can include helping them improve pronunciations of Korean lyrics)
- Provide individuals experienced in dancing an environment in which they can, not only improve their skills (i.e practices for shows), but also tutor others (beginners) in dancing during practice sessions.
- Create an open environment where not only individuals interested in dancing are welcome, but also those who are simply fans of K-POP/Korean entertainment circle and want to meet others who also share the same interest/passion.
- Raise recognition of our group and K-pop throughout the community and potentially beyond through dance shows, performances in events, and if possible, competitions.
- Teach/educate members on the Korean culture mostly focused on the language, food, and entertainment.

## **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 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

- 2.4.2 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 eleven portfolios:

1. President
2. Vice President Finance
3. Vice President External
4. Vice President Internal
5. Vice President Design
6. Vice President Events
7. Vice President Marketing
8. Vice President Performance
9. Vice President Social Media
10. First Year Representative
11. Vice President Film and Photography

- 4.3 The EC shall meet as frequently as it deems fit.

4.4 At least 6 of the eleven 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 Organize and allocate tasks accordingly to all departments and executive members.
- 5.1.4 Present goals, ideas, objectives and standards to tasks and objectives.
- 5.1.5 Responsible for writing/reviewing/ and or editing any and all forms/letters submitted to SSMU or other clubs, collectives, organizations and parties within and outside of McGill to ensure quality, professionalism and image of the Club is met.
- 5.1.6 Be the main point of contact between the SSMU VP Clubs and Services and the club
- 5.1.7 Must voice and address any issues affecting either the function of the club, the Club's wellbeing or its members.
- 5.1.8 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.
- 5.1.9 Chair all EC meetings.
- 5.1.10 May cast the deciding vote in the event of a EC deadlock
- 5.1.11 Co-sign all financial transactions with the Vice President Finance.
- 5.1.12 Co-sign all minutes/meetings notes with the VP Internal before dismissing meetings.
- 5.1.13 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 Finance shall:**

- 5.2.1 Oversee and coordinate funding for the programming activities and events of the club
- 5.2.2 Be responsible for the collection of membership fees.
- 5.2.3 Co-sign all financial transactions with the President.
- 5.2.4 Ensure the funding and financial stability of the club.
- 5.2.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.2.6 Providing a report/portfolio of potential costs associated with each event/show.
- 5.2.7 Seek sources of financial support and sponsorships to help fund the Club's functions, fees (expenditures), and costs of activities, events, and shows.

**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; be source of contact for students, collectives, organizations, and etc...outside of the Club
- 5.3.2 Responsible for but not limited to drafting letters such as requests for sponsorships, partnerships, affiliations...etc
- 5.3.3 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.



- 5.3.4 Be responsible for reaching out to events, organizations, other clubs, festivals and such for the Club to participate in.
  - 5.3.5 Be responsible for promoting the image of the Club to the community within and outside McGill University; meeting and contacting people to be sales representative of the Club inside/outside of McGill in terms of advertising Club events, selling tickets...etc.
  - 5.3.6 Be active in helping the club obtain sponsorships.
- 5.4 The Vice President Internal Shall:
- 5.4.1 Manage and create list serves/newsletters to all members of the Club
  - 5.4.2 Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.4.3 Maintain the membership list of the club. Must be able to present a copy of the list upon request
  - 5.4.4 Oversee and coordinate the programming activities and events of the club
  - 5.4.5 Is responsible for managing the Volunteer Committee and contacting volunteer members for events (e.g bake sales, tabling...etc)
  - 5.4.6 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.4.7 Co-sign all minutes with the President.
- 5.5 The Vice President Design shall:
- 5.5.1 If necessary will establish a small comity with the help of other EC members known as the Design Comity to help carry out associated tasks and responsibilities:
  - 5.5.2 Create and design banners, posters, and any other forms of advertisement for the Club both for media platforms and physical printouts.
  - 5.5.3 Must have his or her designs approved by the EC members.
- 5.6 The Vice President Events shall:
- 5.6.1 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
  - 5.6.2 Communicate frequently with Vice President Internal to ensure all members of the club receive notifications of place, time and dates of meetings, events...etc.
  - 5.6.3 Responsible for executing all the details and logistics of an event, activity, show and etc...
  - 5.6.4 Responsible for finding/booking locations for activities (e.g. bake sales, ticket sales...etc), dance rooms, events, shows and anything else upon request.
  - 5.6.5 Must communicate with other executive members to ensure all elements of an activity, event, or show are all met and prepared
  - 5.6.6 Keep VP Finance and rest of EC updated on most recent potential costs
  - 5.6.7 Be available to help out at or any and all Club events
- 5.7 The Vice President Marketing shall:
- 5.7.1 Promote and make the Club attractive to students in and out of McGill
  - 5.7.2 Responsible for bringing in new members into the Club whether through marketing strategies or word of mouth



- 5.7.3 Present marketing ideas/plans to the Club
- 5.7.4 Responsible for marketing and advertising all the Club's activities, events, shows, and etc. For instance, increasing ticket sales and membership purchases
- 5.7.5 Be present at the Club table during Activities Night
- 5.7.6 Be available to help out at any and all Club events
  
- 5.8 The Vice President Performance shall:
  - 5.8.1 Responsible for coordinating costumes/uniform and find ways to obtain such necessities when needed (i.e for events, shows, performances...etc.), make-up profile...etc.
  - 5.8.2 Works with Dance Leaders to draft out show themes, dance covers...etc. and present them to the executive council
  - 5.8.3 Responsible for logistics of performance such as costumes, costs, lightings for stage, speakers, stage set-up...etc.
  - 5.8.4 Responsible for setting up weekly dance practices, dance meetings, and drafting possible show themes and dances/performances
  - 5.8.5 Present a plan for the make-up, fashion, and stage designs associated with an event or a show/performance.
  - 5.8.6 Prepare a portfolio of possible dance outfits for shows/performances.
  
- 5.9 The Vice President Social Media shall:
  - 5.9.1 Responsible for responding to messages from the Club's social media platforms such as Facebook, YouTube...etc. as well as maintaining and keeping them updated with the latest information, especially the Club's website
  - 5.9.2 Constantly post new updates, and upload pictures or videos from events onto all media platforms
  - 5.9.3 Responsible as the webmaster for the website
  
- 5.10 The First Year Representative shall:
  - 5.10.1 Responsible for networking and expanding relationships with first years (U0 and U1) in order to facilitate engagement between first years and the Club's events or activities
  - 5.10.2 Be source of communication between first years and the Club; suggest or present ideas to the EC that can foster more engagement from first years
  - 5.10.3 Help promote club events through word of mouth, short speeches in class, and through social media
  - 5.10.4 Responsible for helping out in the Club's events such as planning and on site
  
- 5.11 The Vice President Film and Photography shall:
  - 5.11.1 Film and produce videos such as short trailer ads and videos of Club's event
  - 5.11.2 Take photographs for the Club including but not limited to promote an event, photo-shoots...etc
  - 5.11.3 Responsible for taking videos and pictures of Club activities, events, and shows in order to capture memories and use them as resources for marketing and promotional purposes as well



5.11.4 Responsible for uploading all materials to the Club's group on Facebook, as well as sending media files to the VP Internal and VP Social Media so they can use them accordingly

**6 Article VI: Fees**

- 6.1 The Club's Premium membership fee shall be \$ 10 dollars (valid for one year).
- 6.2 The Club's regular membership is free.

**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.
- 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 a General Meeting held in March for the purpose of electing new members to the EC should new members are required in order to replace vacancies
- 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 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 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 (Clubs and Services) should be notified immediately in the event of contested electoral results

**10 Article X: Affiliations**

- 10.1 The Club has no affiliations with another other groups, organizations and or clubs within or outside of McGill.

**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.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.2.1 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.