

# CONSTITUTION OF THE MCGILL STUDENTS' MAFIA CLUB

## **1 Article I: Name**

**1.1** The McGill Students' Mafia Club also referred to hereinafter as the Club.

## **2 Article II: Mandate**

**2.1** The Club's mandate shall be to:

- Introduce students to the game of Mafia.
- Provide a stable, safe space free of discrimination and judgement in which students may gather together on a weekly basis to play Mafia and related games.
- Develop an environment in which students can improve their abilities to bluff, critically think, induce information, detect verbal slips, and read body language and nonverbal signals.
- Organize activities through which members sharing a common interest in Mafia may further develop friendships outside of the game.

## **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 council 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

**2.4.1.1** 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 become part of the Executive Council and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

### **4 Article IV: Executive Council**

- 4.1 The Executive Council (EC) shall administer the Club and oversee its weekly meetings, games, and any other events.
- 4.2 The EC is composed of the following seven portfolios:
  - 1. President
  - 2. Vice President Internal
  - 3. Vice President External
  - 4. Vice President Finance
  - 5. Vice President Events
  - 6. Vice President Mafia
  - 7. Secretary
- 4.3 The EC shall meet at least once a month, or as frequently as it deems fit.
- 4.4 At least four of the seven EC members including the President must participate in an EC meeting in order for quorum to be met and for the meeting to proceed.
- 4.5 Decisions made by the EC must be approved by at least 4 of the 7 EC members.
- 4.6 At least one member of the EC must be present at a weekly meeting in order for it to be considered official.
- 4.7 Leadership and recording of the Club's weekly meetings and games may be done by any member of the EC; all recordings should be uploaded to the google drive of the Club email account.
- 4.8 All EC members are expected to attend at least half of all weekly meetings held during a term. Failure to attend three subsequent meetings will result in replacement.

### **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 Be the main point of contact between the SSMU VP Student Life and the Club.
  - 5.1.3 Be responsible for reviewing promotional materials and all forms, letters, and emails sent to SSMU or to other clubs, collectives, organizations and parties within and outside of McGill, to ensure that standards of quality and professionalism as well as the mandate of the Club are met.
  - 5.1.4 Ensure the smooth operation of the Club as a whole through facilitation of and mediation with the EC, with a vision that is consistent with the Club mandate.
  - 5.1.5 Ensure that weekly Club meetings and all Club events are run in a way consistent with the Club mandate, and voice and address any issues affecting the functioning of the Club according to the mandate.
  - 5.1.6 Be responsible for booking a room suitable for weekly Club meetings, and for

- booking conference rooms for EC meetings when necessary.
  - 5.1.7** Lead EC meetings when present.
  - 5.1.8** Make the final decision in the event of an EC deadlock.
  - 5.1.9** Be responsible for approving all promotional designs and any designs created for the website before display or distribution.
  - 5.1.10** Co-sign all financial transactions with the VP Finance.
  - 5.1.11** Co-sign all minutes/meeting notes with the Secretary before dismissing meetings.
  - 5.1.12** 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 Internal shall:
- 5.2.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.2.2** Be responsible for promoting the image of the Club to the community within and outside the University online through the Club's social media presence.
  - 5.2.3** Maintain the membership list of the Club and the Club's listserv.
  - 5.2.4** Be responsible for sending weekly emails with information pertaining to that week's meeting and upcoming Club events, through the Club's listserv, by no later than 8pm on the day before each weekly meeting.
  - 5.2.5** Moderate the Club's Facebook page and group chat.
  - 5.2.6** Be responsible for collecting all information regarding weekly meetings and Club events and adding it to the Club's Google Calendar.
  - 5.2.7** Maintain the sections of the Club website related to Club information, including, but not limited to, the "About", "Photos", "News", and "Calendar" sections of the homepage and all pages within the [Club Information category](#).
- 5.3** The Vice President External shall:
- 5.3.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.3.2** Be responsible for promoting the image of the Club to the community within and outside the University through promotional materials and outreach events.
  - 5.3.3** Be responsible for attracting new members to the Club.
  - 5.3.4** Oversee the planning and execution of all Club outreach events.
  - 5.3.5** Be responsible for ensuring the club's representation at Activities Night.
  - 5.3.6** Oversee the design and creation of all promotional materials for the Club, including, but not limited to, posters, pamphlets, and stickers.
  - 5.3.7** Have all promotional materials approved by the President before display or distribution.
  - 5.3.8** Coordinate the funding for promotional materials with the VP Finance.
  - 5.3.9** Coordinate with other McGill Clubs for the purposes of collaborative events.
  - 5.3.10** Be responsible for contact and possible coordination with Mafia- or Werewolf-related groups outside of McGill, including, but not limited to, University-based Clubs, Meet-up groups and other public Clubs, and event-based groups that play at local small businesses.
- 5.4** The Vice President Finance Shall:
- 5.4.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.4.2** Be responsible for promoting the image of the Club to the community within and outside McGill University through fundraising events.
  - 5.4.3** Oversee the planning and execution of all fundraising events, including, but not

limited to, the McGill Escape Room and any sales (e.g. bake sales, clothing sales).

- 5.4.4** Be responsible for tracking the Club budget by collecting receipts for Club expenses and revenues and collating this information on a spreadsheet, which shall be available for all EC members to view on the Club Google Drive.
  - 5.4.5** Be responsible for filling out the annual Club Audit form.
  - 5.4.6** Be responsible for all communications with the SSMU Club Auditor.
- 5.5** The Vice President Events shall:
- 5.5.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.5.2** Be responsible for promoting the image of the Club to the community within and outside the University through club social events.
  - 5.5.3** Oversee the planning and execution of social events outside of the weekly meetings for current Club members, including, but not limited to, end-of-semester parties, dinner outings, movie outings, and game nights.
  - 5.5.4** Organize and run a minimum of four social events per semester.
  - 5.5.5** Coordinate the funding for social events with the VP Finance.
- 5.6** The Vice President Mafia shall:
- 5.6.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.6.2** Oversee the planning and execution of Club workshops for new and current members related to the game of Mafia, including, but not limited to, Beginners Nights, Mafia tutorials, and strategy workshops.
  - 5.6.3** Schedule and make preparations for a Beginners Night in the week following Activities Night every semester.
  - 5.6.4** Oversee the development of the Club Wiki by creating and updating pages related to the game of Mafia for information including, but not limited to, rules, setups, roles, terminology, strategies, and game records.
  - 5.6.5** Encourage Club members to use and contribute to the Wiki.
  - 5.6.6** Facilitate Club member contribution to the Wiki by creating tutorials and templates for adding content to the Wiki.
  - 5.6.7** Advocate, within the EC and the Club at large, for an atmosphere that enriches the gameplay experience of Mafia, as long as this advocacy is in line with the Club mandate.
  - 5.6.8** Design new roles and setups in collaboration with the Club's game moderators.
  - 5.6.9** Train members who wish to become game moderators on how to design balanced setups and properly moderate their own games during weekly Club meetings.
- 5.7** The Secretary shall:
- 5.7.1** Act as a representative of the Club to the community within and outside of the University.
  - 5.7.2** Facilitate communication within the EC by moderating and assisting with the EC Facebook chat log, and taking notes from Facebook chat logs as needed, which shall be posted on the Club Google Drive for all EC members to view.
  - 5.7.3** Take detailed notes during EC meetings, which shall be posted on the Club Google Drive for all EC members to view.
  - 5.7.4** Fulfil the duties of other EC members on a temporary basis when they are otherwise unable to or require assistance.
  - 5.7.5** Be responsible for maintaining the organization of the Club Google Drive.

5.7.6 Be responsible for the creation and maintenance of all Club polls and surveys.

**6 Article VI: Fees**

6.1 There is no membership fee for the Club.

6.2 There may be external fees for Club-organized activities and events.

**7 Article VII: Finances**

7.1 The Executive Council 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 EC members.

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 at least one General Meeting per year; one in March for the purpose of deciding the Executive Council for the next year.

8.2 EC meetings shall be held at least once a month during the fall and winter terms.

8.3 EC meetings shall be called at any time deemed necessary by any council member.

8.4 The Club shall hold weekly meetings at a regular day, time, and place for the purpose of playing mafia and related games which anyone may attend.

8.5 Anyone who attends at least one weekly meeting per year is considered a member of the Club.

**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 general meetings for elections 2 weeks in advance to the date of the general meeting.

9.3 General Meetings for the purpose of electing the next term's EC are to be held before November 30 in the fall term and March 31 in the winter term.

9.4 Only members who have been in the EC in any previous term may be chosen to fill the positions of President for the next term in a general meeting.

9.5 If a consensus cannot be made on who will be the next term's President or Council Member, a secret ballot election will be conducted in person to determine who will fill the position among the contenders for it.

9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.

9.7 All executive positions are elected by the general membership with voting privileges.

9.8 The SSMU VP Student Life should be notified immediately in the event of contested electoral results.

9.9 Should the President resign from his/her position, the EC will convene to appoint a replacement from the current EC.

9.10 Any vacant Council positions may be left vacant until the next general meeting, or may be filled by a Club member appointed by the President.

**10 Article X: Affiliations**

10.1 The Club has no affiliations with any external person or organization.

**11 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 four of the seven members of the Executive Council including the President 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.

**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.
- 12.3** 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.