



CONSTITUTION OF SSMU SYMPHONIC BAND CLUB

Ratified by Club's Membership on (DD/MM/YYYY): 09/07/2014

Ratified by SSMU Council on: _____

1 Article I: Name

1.1 SSMU Symphonic Band Club also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

1. Provide an opportunity for musicians from **all faculties** to practice and perform music in a concert band setting. Woodwind, brass, and percussion players chiefly, with the added possibility of stringed instruments depending on space, resources, and other relevant considerations.
2. Develop a network of students from various fields that share an interest in band music and performance, with the motivation to allow members to plan and organize events and social outings and gatherings to enjoy and share in these and other interests with peers.

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.
- 2.2.1** 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. Voting membership is open only to members who can procure an appropriate instrument.
- 3.3** Associated non-voting membership is open to all others. However, if a non-McGill musician is interested in becoming a member, approval from the President and at least one Conductor are necessary for acquisition of associated non-voting membership.
- 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 nine portfolios:
1. President
 2. Treasurer
 3. Secretary
 4. Librarian
 5. Advertising Executive
 6. Events External Executive
 7. Events Internal Executive
 8. Conductor
 9. Member at Large
- 4.3** The EC shall meet as frequently as it deems fit.
- 4.4** At least five of the nine EC portfolio positions must be represented at any EC meeting in order for quorum to be met.
- 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, mediation with, and overall cooperation 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** Co-sign all minutes with the Secretary.



- 5.1.9** Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.1.10** Coordinate and aid the Secretary in booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

- 5.2** The Treasurer 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.

- 5.3** The Secretary shall:
 - 5.3.1** Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.3.2** Co-sign all minutes with the President.
 - 5.3.3** Maintain the membership list of the club.
 - 5.3.4** Oversee all attendance records for normal rehearsals and sectionals.
 - 5.3.5** Oversee mailing lists and responses to emails and other communications from within and outside of the Club.
 - 5.3.6** Coordinate and aid the President in booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

- 5.4** The Librarian Shall:
 - 5.4.1** Be responsible for the maintenance and safekeeping of the Club's sheet music.
 - 5.4.2** Be responsible for all part distribution and consequent spare part reproduction.
 - 5.4.3** Aim to keep track of the catalog of old band music and the status of part distribution within older music.
 - 5.4.4** Aim to update constantly as much as possible the catalog into a digital catalog for broader storage purposes.

- 5.5** The Advertising Executive shall:
 - 5.5.1** Be responsible for maintenance and content of the Club website and Facebook page, aiming to promote and display band events, accomplishments, and news.
 - 5.5.2** Be responsible for preparation, distribution, and conservation of all fliers, announcements (emails or otherwise), and related documents that pertain to promoting the Club, its needs, its members, and its events.
 - 5.5.2.1** Chief among these documents include:
 1. Advertisements around campus buildings
 2. Flyers for recruiting events (such as Activities' night)
 3. Concert Programs

- 5.6** The Events External Executive Shall:
 - 5.6.1** Act as representative of the Club to the community within and outside of the University.
 - 5.6.2** Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.6.3** Be responsible for promoting the image of the Club to the community within and outside McGill University.



- 5.6.4 Be responsible for planning events in conjunction with the Events Internal Executive with focus on outside, social events. Within these responsibilities, appropriate handling of reservations, bookings, and material gathering are expected.
- 5.7 The Events Internal Executive Shall:
- 5.7.1 Act as representative of the Club to the community within and outside of the University.
- 5.7.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
- 5.7.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.7.4 Be responsible for planning events in conjunction with the Events External Executive with focus on inner band rehearsal events. Within these responsibilities, appropriate mid rehearsal game ideas, ice breakers, and introductory night events planning are expected.
- 5.8 The Conductor(s) Shall:
- 5.8.1 Largely focus on the performance and musical aspects of the band and its members.
- 5.8.2 Have heavy influence in deciding and discussing the music selection.
- 5.8.3 Coordinate with the President the rehearsals and Concerts
- 5.8.4 Ensure positive atmospheres in rehearsals that include social aspects and performance aspects
- 5.8.5 The Conductor position shall be the only position **not determined by an election**. Instead, an audition and interview process must occur to determine the qualities and suitability of candidates.
- 5.8.6 The Conductor position **shall not be limited to one sole conductor** but a quantity acceptable for the band needs.
- 5.8.6.1 The acceptance of a new conductor must occur with **mutual consent by the President and at least one Conductor**.
- 5.9 The Member at Large shall:
- 5.9.1 Act as representative of the Club to the community within and outside of the University.
- 5.9.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
- 2.2.1 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.9.4 Be responsible for representing the overall membership of the Club in Executive Committee meetings.
- 5.9.5 Aim to help in any tasks, responsibilities, or events that the Executive Committee and its members are undertaking towards greater goals for the Club.
- 5.9.6 The Member at Large position **shall not be limited to one sole member** but a quantity acceptable for the band needs.
- 6 **Article VI: Fees**
- 6.1 The club's membership fee shall be set at \$15 per semester (Fall or Winter), or \$20 for the full year (Winter and Fall). It provides voting status for eligible members and will be the foundation for funds with regards to expenditures of instrument repairs, rental subsidies, music purchases, and other necessary band expenditures.



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 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
- 7.3** The Club's finances shall be geared towards music selection, instrument rental subsidies for members, music purchases, and other related expenses to the band's workings. If funds allow, the purchasing of instruments that are important to the band performances and which are seldom if ever represented by the membership shall be an intention.
 - 7.3.1** The instrumental rental subsidies must be given at the end of each semester after collection of a copy of rental receipt and verification of all Club finances. The band shall limit its subsidy to 50% of the cost of rent per month for the instrument, **strictly when funds allow, regardless of differences in rental costs for members.** If funds do not allow for this percentage of rental subsidy to be provided, **determination of an equitable percentage must be done so that all members requesting subsidies receive the same percentage, regardless of individual rental cost.**

8 Article VIII: Meetings:

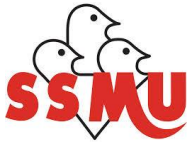
- 8.1** There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 8.2** Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.3** Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

9 Article IX: Electoral Procedures

- 9.1** There will be a General Meeting determined by the Executive Committee with the aim to hold an election for the positions outlined in Article IV save for that of Conductor.
- 9.2** Any voting member is eligible to run for or be nominated for any position, whereby a majority popular vote from the membership will result in the candidate being elected.
- 9.3** The general membership must be notified of the date of the general meeting two weeks in advance to the date of the General Meeting called for elections purposes.
- 9.4** Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.5** The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections.
- 9.6** Elections are to be conducted by secret ballot in person.

10 Article X: Affiliations

- 10.1** The Club shall be indirectly affiliated with the McGill Savoy Society, the Classical Music Club, and the Fantasia Jazz Band to the effect of discussing events, compatible music ideas, and discussion of individual schedules to minimize performance conflicts and allow musicians the opportunity for participation in any and all clubs.



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 a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 11.3 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: By-laws and Policies

- 12.1 The Club shall create and maintain By-laws that cover the operations of the Club which are not specified in the Constitution.
- 12.2 The Club's By-laws 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.