



CONSTITUTION OF COUNTERPOINT

Ratified by Club's Membership on April 7, 2014

Ratified by SSMU Council on: October 9, 2014

1 Article I: Name

1.1 Counterpoint also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Create a music magazine for McGill students interested in music to read articles, interviews, news, etc
- Maintain a club/magazine website for McGill students to read and contribute to
- Provide a publicity platform for McGill musicians and music-related events
- Allow writers, photographers, graphic designers and musicians to contribute to a campus publication
- Provide a platform to connect students with similar music interests and to become more connected with the McGill music scene
- Establish connections with McGill clubs related to music, photography, graphic design and writing
- Establish connections with Montreal and McGill bands and music related organizations

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

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

- 2.4.1 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.
- 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. Editor-In-Chief
 2. Vice President of Internal and Administration
 3. Editing Staff
 - Writing Editor
 - Graphics Editor
 - Layout Editor
 4. Web Developer
 5. Head of Marketing and Promotion
 6. Vice President of Finance
 7. Public Relations and External Coordinator
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least four of the seven 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 Editor-in-Chief 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 and production of magazine
 - 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 portfolios with a vision that is consistent with the Club mandate.
 - 5.1.5 Chair all 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 with editing staff to ensure goals and deadlines are being met
 - 5.1.11 Review all content that may be published
- 5.2. The Vice President Internal and Administration shall:
- 5.2.1 Be responsible for communication within the club and with SSMU
 - 5.2.2 Book tables and rooms for meetings
 - 5.2.3 Take minutes at all meetings
 - 5.2.4 Manage calendar of deadlines and events
 - 5.2.5 Keep in contact with VP clubs and services of SSMU
- 5.3 The IT Director shall:
- 5.3.1 Coordinate with writing staff and graphic design to develop site
 - 5.3.2 Responsible for all maintenance and content updates for the website
- 5.4 The Writing Editor shall:
- 5.4.1 Oversee production and conceptualization of all written content for the magazine
 - 5.4.2 Ensure deadlines are met by writing staff
 - 5.4.3 Read any written submissions
- 5.5 The Graphics Editor shall:
- 5.5.1 Oversee production and conceptualization of all graphic content
 - 5.5.2 Responsible for coordinating with writing editor to determine needs for articles
 - 5.5.3 Determine and maintain all deadlines for graphic design and photography staff
- 5.6 The Layout Editor shall:
- 5.6.1 Oversee production and make decisions for layouts of both print and web
 - 5.6.2 Ensure all deadlines pertaining to layouts are met
 - 5.6.3 Oversee and coordinate funding for the programming activities and events of the club
- 5.7 The Head of Marketing and Promotion shall:
- 5.7.1 Maintain all social media accounts
 - 5.7.2 Coordinate with Graphics Editor to determine needs for promotional content
 - 5.7.3 Responsible for maintaining image of club and magazine
 - 5.7.4 Look for promotion opportunities and plan events relating to promotion
- 5.8 The Vice President of Finance shall:
- 5.8.1 Co-sign all financial transactions with the President.



- 5.8.2 Ensure the funding and financial stability of the club.
- 5.8.3 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.5 The Public Relations and External Coordinator shall:
 - 5.5.1 Act as representative of the Club to the community within and outside of the University.
 - 5.5.2 Be responsible for developing healthy relations with student and community organizations within and outside of McGill University.
 - 5.5.3 Be responsible for promoting the image of the Club to the community within and outside McGill University with Head of Marketing and Promotion
 - 5.5.4 Maintain magazine email account and forward relevant emails to editors
 - 5.5.5 Send emails to staff, members and volunteers
 - 5.5.6 Contact other SSMU clubs, McGill groups and external organizations for potential partnerships

6 **Article VI: Fees**

The club shall have no membership fees.

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

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 The Editor-In-Chief and Editing staff will accept applications for all available executive committee positions.
- 9.2 Selected applicants will be contacted and interviewed
- 9.3 Editing Staff will choose candidates, after discussion, for each position for the next year

10 **Article X: Affiliations**

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.
- 12.2** 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.