



# CONSTITUTION OF MCGILL STUDENTS DESIGN COOPERATIVE

**Ratified by Club's Membership on:** November 11, 2014

**Ratified by SSMU Council on:** November 20, 2014

## **ARTICLE I: Name**

1.1 McGill Students Design Cooperative, also referred to hereinafter as the Club.

## **ARTICLE II: Mandate**

2.1 The Club's mandate shall be to:

- Provide a collaborative, supportive, creative space for McGill students to improve and practice their graphic design skills.
- Host weekly workshops where graphic designers from all backgrounds and skill levels can get formal graphic design training from local professionals
- Provide voluntary graphic design services for local social organizations and student organizations that do not normally have the budget to afford professional level communications/branding/graphic design services like ours.

## **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 Executive Committee**

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC shall be composed of no less than the following 7 portfolios
1. President
  2. Director of Fundraising
  3. Director of Client Relations
  4. Director of Events – Social
  5. Director of Events – Education
  6. Director of Internal Administration
  7. Director of Social Media
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least 4 of the 7 EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

### **5 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 Director of Fundraising shall:
- 5.2.1 Oversee and coordinator funding for the programming activities and events of the club.
  - 5.2.2 Be responsible for the collective 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, including the planning and promotion of fundraising events.
  - 5.2.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 5.3 The Client Relations shall:
- 5.3.1 Manage relationships with local professionals who will lead our workshops
  - 5.3.2 Perform outreach to new professionals who will lead future sessions
  - 5.3.3 Perform outreach to new student and local organizations who we hope to work with
  - 5.3.4 Maintain positive relationships with the organizations that we work with
  - 5.3.5 Acquire sponsorship to ensure the financial sustainability of the team
- 5.4 The Director of Events – Social shall:
- 5.4.1 Organize and plan interesting social events to help community building within our members.
  - 5.4.2 Assist in the planning of educational events.
- 5.5 The Director of Events – Education shall:
- 5.5.1 Organize and plan interesting educational events to help community building within our members.
  - 5.5.2 Assist in the planning of social events.
- 5.6 The Director of Internal Administration shall:
- 5.6.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.5.1 Maintain the membership list of the club.
  - 5.5.2 Oversee and coordinate the programming activities and events of the club
  - 5.5.3 Respond to general inquiries sent to the Club over email or social media, including directing specific inquiries to the appropriate executive member
  - 5.5.4 Record weekly meeting minutes and upload them to a database for team access.
- 5.7 The Director of Social Media shall:
- 5.7.1 Be responsible for maintaining the Club's online blog.
  - 5.7.2 Maintain the Club social media presence, including but not limited to Facebook and LinkedIn.
  - 5.7.3 Regularly seek out and publish thought provoking and socially minded design related articles for the general membership.
- 6 Fees**
- 6.1 The club shall have no membership fee.



## **7 Finances**

- 7.1 The EC 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
- 7.3 Each account must have a minimum of two and maximum of three signing officers, including the President and the Director of Fundraising.
- 7.4 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.

## **8 Meetings**

- 8.1 There shall be a mandatory meeting of the EC in March for the purpose of electing the following year's President and other positions.
- 8.2 Regular EC Meetings will 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 President
- 8.4 There will be a minimum of 1 EC meeting per semester which will be open to general members.

## **9 Article IX: Appointment Procedures**

- 9.1 The Club's EC will be composed annually in March by appointment procedure.
- 9.2 The general membership must be notified of the due date for Executive Applications 2 weeks in advance of the deadline and must be provided with detailed descriptions of the responsibility of each EC positions.
- 9.3 The new EC must be appointed before March 31 to ensure smooth executive turnover.
- 9.4 After the application deadline and the interviewing of candidates if deemed necessary, the EC will assess all candidates and select an applicant for each available position by consensus.
- 9.5 If a consensus cannot be reached for any given position, the new EC member for that portfolio can be decided by a simple majority vote.
- 9.6 A record of the meeting's discussion and decisions for each available position must be kept in a secure place for 5 weeks after the date of voting for use if the EC's decisions are disputed.
- 9.7 The Vice-President (Clubs and Services) of SSMU or their representative shall be the Chief Electoral Officer with final authority over the validity of the results. The Vice-President (Clubs and Services) will be notified immediately in the event of contested electoral results.
- 9.8 If at any point during the year an EC member resigns, applications shall be opened for a replacement within two weeks of the resignation.

## **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.
- 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: 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.