

# McGill University Photography Students' Society (MUPSS) Constitution

## **1 Article I: Name**

- 1.1 The McGill University Photography Students' Society, also referred to hereinafter as "MUPSS", or "the Club".

## **2 Article II: Mandate**

- 2.1 The McGill University Photography Students Society, hereinafter referred to as "MUPSS" or "the club," promotes general interest in photography and encourages its members to further their theoretical and practical knowledge of photography. As an addition to McGill's academic programs, MUPSS is committed to providing an artistic outlet to students by offering access to photographic equipment and facilities (darkroom, digital services), and workshops to learn how to use them, along with opportunities for students to display their work and receive feedback on their work through exhibitions and photo critiques.

### **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 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 The club shall 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 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
- 2.4.2 The club shall 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 All students registered at McGill University have the right to become members of MUPSS, 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 Those who are not currently McGill students may become members for an additional fee, set by the current MUPSS executive team.
- 3.3 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.
- 3.4 Memberships are non-transferable.

### **3.5 Types of Memberships**

- 3.5.1 The Darkroom Membership, is designed for those who wish to utilize everything that MUPSS has to offer. Full members are entitled to:
  - Access to a fully equipped darkroom, which allows for developing and printing black and white film and color film;
  - Access to MUPSS rental equipment (cameras, lenses, etc.);
  - Access to the MUPSS office during office hours, or by specific appointment with a MUPSS executive, so that they may scan film, work on digital images, and browse a collection of photography-related literature;
  - Discounts on certain photo materials offered by MUPSS (may vary year-to-year), including, but not limited to, paper, film, CDs, film negative sleeves, etc.;
  - Participation in all workshops and events.
- 3.5.2 The Basic Membership, is designed for those who wish to be introduced to photography and do not require the use of the darkroom facilities. Basic members are entitled to:
  - Access to MUPSS rental equipment (cameras, lenses, etc.);
  - Access to the MUPSS office during office hours, or by specific appointment with a MUPSS executive, so that they may scan film, work on digital images, and browse a collection of photography-related literature;
  - Discounts on certain photo materials offered by MUPSS (may vary year-to-year), including, but not limited to, paper, film, CDs, film negative sleeves, etc.;
  - Participation in all workshops and events.
- 3.5.3 The Associate Darkroom Membership, provides all the benefits of a full Darkroom Membership to non-McGill students for an additional fee. Valid photo ID and contact information must be provided.
- 3.5.4 The Associate Basic Membership, provides all the benefits of a Basic Membership to non-McGill students for an additional fee. Valid photo ID and contact information must be provided.

### **3.6 Duration of Memberships**

- 3.6.1 MUPSS memberships are offered for the Fall, Winter and Summer sessions and expire on the

date indicated on each membership card. Memberships must be renewed each semester.

### **3.7 Membership Fees**

- 3.7.1 The Darkroom Membership fee shall be \$50 for one semester, or \$80 for one year
- 3.7.2 The Basic Membership fee shall be \$10 for one semester, or \$20 for one year
- 3.7.3 The Associate Darkroom Membership fee shall be \$65 for one semester, or \$100 for one year
- 3.7.4 The Associate Basic Membership fee shall be \$15 for one semester, or \$30 for one year
- 3.7.5 MUPSS reserves the right to adjust membership fees.

### **3.8 Membership Refunds**

- 3.8.1 Unless MUPSS is directly responsible for making the darkroom inaccessible for an extended period of time, members may not ask for a refund of their membership.
- 3.8.2 MUPSS cannot be held responsible for members who have not used enough (or any) of their membership benefits, unless MUPSS is directly responsible for the member's inability to use MUPSS' services.

## **4 Article IV: Executive Committee**

### **4.1 Eligibility and Nomination Process**

- 4.1.1 All McGill Students may apply for an executive position. The current executive committee will assess applications and nominate new executives.
- 4.1.2 At the beginning of each Winter session, the MUPSS President(s) for the following year shall be nominated and selected by the current MUPSS executive committee.

### **4.2 Structure**

- 4.2.1 The Executive Committee is composed of several Vice-Presidents, each with specific responsibilities, and either one President or two Co-Presidents who is/are responsible for ensuring team cohesion and overall smooth operation during the academic year.
- 4.2.2 The Executive Committee need not retain its present structure, but should adjust to changing needs of MUPSS and its members.

### **4.3 Executive Committee Composition**

- 4.3.1 The Executive Committee is composed of the following portfolios
  - President or two Co-Presidents
  - VP Internal
  - VP Publicity
  - VP Finance
  - VP Darkroom
  - VP Tech
  - VP Fundraising

## **5 Article V: Portfolios**

### **5.1 President(s)**

- 5.1.1 The duties of the President(s) shall include, but are not limited to:
  - Ensuring that the operation of MUPSS adheres to its Constitution;
  - Ensuring efficient and continuous communication among the Executive Committee members;
  - Setting realistic goals for MUPSS at the beginning of each semester and ensuring

that these goals are met within a reasonable time-frame;

- Conducting administrative duties for the smooth operation of MUPSS as a whole;
- Ensuring the completion of any task not fulfilled by any one of the executives;
- Ensuring all members of the Executive Committee perform their individual tasks and responsibilities within a reasonable time-frame.

## **5.2 VP Internal**

5.2.1 The duties of the VP Internal shall include, but are not limited to:

- Setting and recording the meetings of the Executive Committee;
- Representing the interests of MUPSS to SSMU;
- Maintaining and publishing the weekly listserv;
- Conducting administrative duties for the smooth operation of MUPSS as a whole;
- Assisting the President when required.

## **5.3 VP Publicity**

5.3.1 The duties of the VP Publicity shall include, but are not limited to:

- Promoting communication between the Executive Committee and the MUPSS membership;
- Promoting MUPSS as a whole;
- Promotion will include, but is not limited to, bi-annual meetings, workshops, events, etc.
- Promotion can consist of, but is not limited to, postering, Facebook use, emailing, listserv advertisement, website updates, etc.
- Maintaining MUPSS' social media feeds

## **5.4 VP Finance**

5.4.1 The duties of the VP Finance shall include, but are not limited to:

- Ensuring the financial stability of MUPSS;
- Keeping an up to date record of MUPSS' finances;
- Overseeing all expenditures and conducting an end-of-year audit;
- Reimbursement of expenditures made on behalf of MUPSS;
- Organizing bank transactions and trips.

## **5.5 VP Darkroom**

5.5.1 The duties of the VP Darkroom shall include, but are not limited to:

- Ensuring the continual functionality of the darkroom and its equipment;
- Maintaining an up-to-date inventory of all darkroom equipment;
- Ensuring the cleanliness of the darkroom and its equipment;
- Disposal and recycling of all darkroom chemicals in an appropriate fashion;
- Assisting members with darkroom-related questions and concerns;
- Changing the darkroom code at the end of each semester and ensuring the safety of the darkroom keys.

## **5.6 VP Tech**

5.6.1 The duties of the VP Tech shall include, but are not limited to:

- Keeping the MUPSS website ([www.mupss.ca](http://www.mupss.ca)) online and up to date;
- Communicating with the SSMU computer support team (and netadmin) when necessary;

- Troubleshooting the MUPSS computer and scanners
- Assisting members with camera operation
- Maintaining rental equipment

## **5.7 VP Fundraising**

**5.7.1** The duties of the VP Fundraising shall include, but are not limited to:

- Organizing regular fundraising initiatives (e.g. samosa sales)
- Contacting potential sponsors and drafting sponsorship requests
- Finding potential sources of funding relevant to the Club and its projects
- Assisting in the completion of funding applications

## **5.8 Common Responsibilities**

### **5.8.1 Office Hours**

5.8.1.1 All members of the executive team are expected to hold weekly office hours where they are available to answer questions posed by regular MUPSS members. Therefore, executives need to be well-informed about topics that they may need to discuss, such as basic camera operation and how MUPSS operates. Duties may also include:

- Assisting members with the use of the scanners;
- Selling film, paper, and other supplies;
- Checking the rentals and contacting members for overdue loans;

### **5.8.2 Workshops**

5.8.2.1 All MUPSS executives are also expected to hold workshops according to their respective areas of expertise. Workshops can be as frequent as necessary, and can also be held by request by any MUPSS member.

### **5.8.3 Member List**

5.8.3.1 MUPSS membership lists are to be maintained by all executives during their office hours. New members who sign up must be entered into the member list immediately. This member list can be found in the [mupss.mcgill@gmail.com](mailto:mupss.mcgill@gmail.com) Google Drive folder.

### **5.8.4 E-mail**

5.8.4.1 MUPSS executives are also responsible for checking the email ([mupss.mcgill@gmail.com](mailto:mupss.mcgill@gmail.com)) on a regular basis and answering messages as rapidly as possible. Any messages intended for specific recipients should be immediately forwarded to that person.

## **6 Article VI: Finances**

6.1 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.

### **6.2 Signing Authority**

6.2.1 At the beginning of each semester, signing powers are to be given to the following MUPSS executives: President, VP Finance, and one other executive member (or to each of two Co-Presidents, and one other executive member).

### **6.3 Purchases and Reimbursement**

- 6.3.1 Any purchases made by an executive on behalf of MUPSS with a valid receipt can be reimbursed by the club and will be conducted through the VP Finance.

## **7 Article VII: Members' Responsibilities**

Members are responsible for respecting the rules of the darkroom and office space, as specified in the Members' Contract. MUPSS reserves the right to revoke the membership of any member who does not abide by the Members' Contract. Disrespectful conduct, including but not limited to, violent behavior, racism, discrimination, etc. will not be tolerated, and may also lead to a revoked membership.

## **8 Article VIII: Affiliations**

- 8.1 The Club shall have no affiliation.

## **9 Article IX: Constitutional Amendment Procedure**

- 9.1 Any member of the club may propose an amendment to the Constitution.
- 9.2 Constitutional amendments must be agreed upon by the President(s) in order to be submitted for ratification.
- 9.3 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.

## **10 Article X: Bylaws and Policies**

- 10.1 The club shall create and maintain bylaws that cover the operations of the club, which are not specified in the Constitution.
- 10.2 The club's bylaws shall not contravene the Constitution.
- 10.3 The club by laws must be available to any member of the SSMU when and if requested.

## **11 Article XI: SSMU Constitution, Bylaws and Policies**

- 11.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and Internal Regulations, the SSMU Constitution, Internal Regulations, and Policies shall take effect.
- 11.2 If there are any areas not covered in this Constitution, the SSMU Constitution, Internal Regulations and Policies shall take effect.