



CONSTITUTION OF MCGILL STUDENTS' WINE SOCIETY

Ratified by Club's Membership on:

Ratified by SSMU Council on: February 1, 2017

1 Article I: Name

1.1 McGill Students' Wine Society (MSWS) also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

McGill Students' Wine Society

- *Provide opportunities for winemakers and wine enthusiast to exchange information about wine and explore the culture, history and economical aspects of the wine industry;*
- *Network with local organizations and institutions that are related to the wine industry;*
- *Organize informational and recreational events within as well as outside McGill relating to vinification (winemaking), viticulture, wine tasting and such wine-related activities.*
- *Create a network for discussion for those interested the wine industry and its many branches.*

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

2.2.1.2 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 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.*

3.4 *Subcommittee, Executive Committee members and the Past President are the only voting members.*

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 three portfolios:*

1. *President*
2. *Treasurer*
3. *Secretary*

4.3 *The EC shall meet as frequently as it deems fit.*

4.4 *All three EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed, except for during the period following a resignation of an executive member.*

4.5 *All three executives must choose the number of members per Subcommittee as they deem necessary for the good function of the Club.*

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 Student Life 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 *Act as representative of the Club to the community within and outside of the University.*

5.1.9 *Be responsible for overseeing external communications and the privacy of the email account.*



- 5.1.10 *Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.*
- 5.1.11 *Be responsible for promoting the image of the Club to the community within and outside McGill University.*
- 5.1.12 *Be responsible for communication within the EC and with the Students' Society of McGill University.*
- 5.1.13 *Oversee and coordinate the programming activities and events of the club*

- 5.2 *The Treasurer shall:*
 - 6.3.1. *Oversee and coordinate funding for the programming activities and events of the club*
 - 6.3.2. *Co-sign all financial transactions with the President.*
 - 6.3.3. *Ensure the funding and financial stability of the club.*
 - 6.3.4. *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. *Maintain the membership list of the club.*
 - 5.3.2. *Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University*
 - 5.3.3. *Take minutes at EC, general meetings as well as all subcommittee meetings, and ensure proper distribution of all minutes*
 - 5.3.4. *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general and executive meetings.*
 - 5.3.5. *Chair all Subcommittee meetings*

- 6 *Article VI: Subcommittees***
 - 1. *Events & Sales Subcommittee*
 - 2. *Media & Marketing Subcommittee*
 - 3. *Sponsorship Subcommittee*

- 6.1 *The Events & Sales Subcommittee shall:*
 - 6.1.1. *Suggest & organize events (conferences, workshops, etc.)*
 - 6.1.2. *Administer the events (research and select venue, take care of room rentals, manage volunteers, etc.)*
 - 6.1.3. *Ensure event promotion (external and internal)*
 - 6.1.4. *Manage tickets sales*
 - 6.1.5. *Have a Chair, elected by the Subcommittee will report back to the Executive Committee on all updates and insure the objectives determined are reached as well as cast a deciding vote in a tied voting.*
 - 6.1.6. *Meet biweekly*

- 6.2 *The Media & Marketing Subcommittee shall:*
 - 6.2.1. *Manage social media of the MSWS*
 - 6.2.2. *Update the website of the MSWS*
 - 6.2.3. *Advertise the Club in its whole within McGill as well as externally (local and maybe even internationally)*
 - 6.2.4. *Manage photos and promotional videos and other media*



6.2.5. *Have a Chair, elected by the Subcommittee will report back to the Executive Committee on all updates as well as cast a deciding vote in a tied voting.*

6.2.6. *Meet biweekly*

6.3. *The Sponsorship Subcommittee shall:*

6.3.1. *Find sponsors for events*

6.3.2. *Book guest speakers*

6.3.3. *Research & contact possible partner businesses*

6.3.4. *Provide the club with sponsored gifts (ex: wine bottle)*

6.3.5. *Have a Chair, elected by the Subcommittee will report back to the Executive Committee on all updates as well as cast a deciding vote in a tied voting.*

6.3.6. *Meet biweekly*

7 Article VII: Past President

7.1. *The Past President shall:*

7.1.1. *Provide advice from previous years and institutional memory*

7.1.2. *Hold voting rights, unless they are no longer a member of the SSMU or the PGSS, as per Article 3.2.*

8 Article VIII: Fees

8.1 *The club shall have no membership fees.*

9 Article IX: Finances

9.1. *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.*

9.2. *All club bank accounts must be kept at Scotiabank as subsections of the SSMU account*

9.2.1. *Each account must have a minimum of two and maximum of three signing officers*

9.2.2. *In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account*

10 Article X: Meetings

10.1 *There shall be a General Meeting held in March for the purpose of electing new members to the EC.*

10.2 *Executive and General meetings shall be held throughout the fall and winter terms as deemed necessary by the Executive Committee and the Subcommittees.*

10.3 *Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.*

11 Article XI: Electoral Procedures

11.1 *The general membership must be notified of the date of the general meeting at least 1 week in advance to the date of the General Meeting called for elections purposes.*

11.2 *Elections are to be held before March 31 during the previously mentioned General Meeting.*

11.3 *Elections are to be conducted by secret ballot in person.*

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

11.5 *The Vice-President (Student Life) should be notified immediately in the event of contested electoral results*



- 11.6 *In the case of Subcommittee members, they shall apply for a position within a Subcommittee which shall be reviewed by the EC.*
- 11.7 *Applications to a Subcommittee shall be open to all members and non-members.*
- 11.8 *The interview process for the Subcommittee positions shall take place at least two days prior to the posting of the position.*
- 11.9 *In the case of a resignation within the EC, the remaining Executives may present the position to members and submit applicants to an interview process.*
- 11.10 *In the case of a resignation within Subcommittees, the EC may present the open position to previously applied members that were not chosen and general members.*
- 11.11 *If a Subcommittee member is deemed inactive, the EC shall remove them from their position of deemed necessary.*
- 11.12 *If an Executive member is deemed inactive, other EC members and quorum from the Subcommittee members must vote for his/her removal from the position.*

12 Article XII: Affiliations

- 12.1 *The Club may be affiliated with a person or a group through a sponsorship contract.*

13 Article XIII: Constitutional Amendment Procedure

- 13.1 ***Any member of the club may propose an amendment to the Constitution.***
- 13.2 *In order to amend the constitution, 60% of the members of the General Committee (Executive and Subcommittees) must vote in favor of the proposed amendment during a meeting.*
- 13.3 ***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.***

14 Article IX: Bylaws and Policies

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

15 Article X: SSMU Constitution, By-Laws and Policies

- 15.1 ***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.***
- 15.2 ***If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.***