



# F WORD CONSTITUTION

Ratified by Executive Committee on: August 7, 2014

## **1 Article I: Name**

1.1 F Word, also referred to hereinafter as the Club.

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to

- Explore feminisms in their present-day cultural context as unifying, anti-oppressive, intersectional forces.
- Provide an accessible community resource through inclusive, constructive multi-media content.
- Challenge and move away from existing systems of oppression through our collective's non-hierarchical structure.
- Prompt discussion with the question, "What does feminism mean to you?" by collecting written and visual art from our reader/viewership pertaining to all avenues of feminism.

## **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

- 2.4.2 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 Article IV: Non-Hierarchical Collective with Sub-Committees**

- 4.1 The Collective shall administer the Club and oversee its operations, events etc. through committees designated and chosen by the Collective.
- 4.1.1. Committees within the Collective will be in charge of the following aspects of the Club's maintenance:
1. Communication
  2. Design
  3. Events
  4. Finance
  5. Editing/Publishing Submissions
- 4.1.1.1. Each committee must include at least 2 members of the Collective.
- 4.1.2. There will be one or more (three maximum) Coordinators of the Collective as a whole that will be the administrator(s) of all final decisions and oversee the work of all committees. They are not in charge of the collective, rather they take on the responsibility of making sure all the committees meet deadlines for the furthering of the Club and its mandate.
- 4.2 The Collective shall be composed of an indefinite number of members who show a desire to further the cause of the Club.
- 4.3 The Collective shall be nonhierarchical and operate by consensus.
- 4.3.1. One committee does not hold any more power than the others and all decisions within a committee must still be voted on by the Collective. However, if another member of a different committee does not approve of a committee's decision regarding an aspect of the magazine's maintenance, then that member must come up with a solution to the problem and present it to the committee being questioned in a respectful way.
- 4.4 Quorum for Collective meetings shall be two thirds of the Collective membership.
- 4.5 Collective meetings shall be open to anyone, regardless of Club membership, but non-Collective members shall not take part in the decision-making process.
- 4.6 All decisions made by the Collective shall be subject to review by the Club membership at General Assemblies.



## **5 Article V: Portfolios of Committees**

### **5.1 Communication Committee shall:**

5.1.1 Be in charge of advertising upcoming deadlines for submissions, events, and publication releases.

5.1.1.2. This includes both physical advertisement by posters and virtual advertisement by social media.

5.1.2. Work with the Design Committee to create a continuous and clear brand through promotional items and posters.

5.1.2.1. Be responsible for promoting the image of the Club to the community within and outside McGill University.

5.1.3. Be in charge of the Club's social media presence. This includes:

5.1.3.1. Utilizing the social media presence of the Club to further the cause of the Club.

5.1.3.2. Be a communication asset to submitting artists.

5.1.3.3. Work with the Design Committee to create a cohesive brand.

5.1.4. Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.

5.1.5. Be responsible for the image of the Club.

### **5.2. Design Committee shall:**

5.2.1. Work on graphic design for the publication.

5.2.2. Work on the design and layout of each issue of the publication.

5.2.3. Create a cohesive brand with the Communication Committee.

### **5.3. Events Committee shall:**

5.3.1. Plan any promotional, launch, or fundraising events.

5.3.2. Work with the Communication Committee to promote the events and create advertisement for each event.

5.3.3. Work with the Finance Committee to ensure appropriate spending of Club funds on events.

### **5.4. Finance Committee shall:**

5.4.1. Oversee and coordinate funding for the programming activities and events of the club.

5.4.2. Present all financial transactions to the Coordinator(s).

5.4.3. Ensure the funding and financial stability of the club.

5.4.4. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU

5.4.5. Maintain any subsidies that the Club receives.

5.4.6. Organize the Club's physical resources and equipment.

### **5.5 Editorial Committee shall:**

5.5.1. Be in charge of editing submissions and staying in contact with artists about their pieces.

5.5.2. Be in charge of publishing the magazine and coordinating with the Design and Finance Committees about the most cost-efficient way of publishing.



5.5.1.1. Although not all members will be on the Editorial Committee, all members of the Collective are expected to read/view submissions and to contribute to the overall decisions of putting submissions into the publication or not.

5.6. The Club Coordinator(s) shall:

5.8.1. Act as Editor in Chief of the publication and be the chief spokesperson of the Club.

5.8.2 Act as a liaison between the SSMU VP Clubs and Services and the Club.

5.8.3. Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various Committee portfolios with a vision that is consistent with the Club mandate.

5.8.3.1. Oversee all aspects of the Club.

5.8.4. Sign all financial transactions.

5.8.5. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.

5.8.6. Oversee and coordinate the programming activities and events of the club with the Events Committee.

5.8.7. Maintain the membership list of the club.

5.8.8. Shall be responsible for booking and arranging meeting rooms and drafting agendas for general meetings.

5.9. Facilitation and minute-taking at Collective meetings shall rotate between members of the Collective.

## **6 Article VI: Fees**

6.1 We do not plan to ask for a membership fee of our members. However, a certain amount of time is asked of each member to be spent to finance the Club at bake sales, fundraisers, etc.

## **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 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

## **8 Article VIII: Meetings**

8.1 There shall be a General Meeting held in March for the purpose of creating a new Collective.

8.1.1. The Committees shall be assembled at the start of each new school year in September.

8.1.2. Members may volunteer to be Collective members at this General Meeting. All potential Collective members are subject to approval of the membership by modified consensus.

8.2 Regular Collective meetings shall be held throughout the fall and winter terms.



- 8.3 Members of the Collective are expected to make contributions to the Club's goal of producing publications and to attend all necessary meetings.
- 8.4 General Assemblies of the Club must take place at least twice per semester.

#### **9 Article IX: Electoral Procedures**

- 9.1 Elections of members of the Collective to Committees will be decided by the Collective as a whole on a volunteer basis at general meetings.
- 9.2 Committee positions will be decided at the first general meeting of each new school year.
- 9.3 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.4 The position of Coordinator(s) will be decided ultimately by the incumbent Coordinator(s) but the Collective as a whole has a say in the choice.
- 9.5 A Coordinator cannot be given the position without the consent of the Collective.
- 9.6 All elections will be held in an open discussion forum.

#### **10 Article X: Affiliations**

- 10.1 The Club is not affiliated with any outside group but is part of a greater movement.

#### **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.