



CONSTITUTION OF THE MCGILL STUDENTS BUSINESS REVIEW

Ratified by SSMU Council on: October 1, 2015

1 Article I: Name

1.1 (McGill Students Business Review) also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

- Act as a reliable and informative news source for business related affairs for the McGill community
- Provide the resources and opportunities for all undergraduates to publish articles about business affairs
- Create an online and social forum for the discussion of business related topics
- Provide students the opportunity to demonstrate their knowledge and interest in commerce with professionals through our events

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 Article IV: Executive Board
- 4.1 The Executive Board (EB) shall administer the Club and oversee its events.
- 4.2 The EB is composed of the following seven portfolios:
1. Co-Directors (x2)
 2. Editor-in-Chief
 3. Financial Officer
 4. Coordinator of Operations
 5. Marketing and Sponsorship Managers (x2)
 6. Public Affairs Officer
 7. Web Developer
- 4.3 The EB shall meet as frequently as it deems fit.
- 4.4 At least five of the nine EB members must be present at an EB meeting in order for quorum to be met and for the meeting to proceed.
- 5 Article V: Portfolios
- 5.1 The Co-Directors 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 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EB portfolios with a vision that is consistent with the Club mandate.
 - 5.1.4 Chair all EB meetings.
 - 5.1.5 May cast the deciding vote in the event of a EB deadlock.
 - 5.1.6 Co-sign all financial transactions with the Financial Officer.
 - 5.1.7 Co-sign all minutes with the Coordinator of Affairs.
 - 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 Editor-in-Chief shall:
- 5.2.1 Manage all content that is posted on the MSBR site.



- 5.2.2 Ensure only high-quality, engaging and informative articles are posted on the MSBR site.
 - 5.2.3 Provide feedback to all authors of articles and work with authors to improve their articles if needed.
 - 5.2.4 Ensure the MSBR produces articles that stay up to date with current business affairs.
 - 5.2.5 Manage the editorial team.
- 5.3 The Financial Officer shall:
- 5.4.1 Ensure the funding and long term financial stability of the club.
 - 5.4.2 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.4.3 Oversee and coordinate funding for the activities and events of the club.
 - 5.4.4 Co-sign all financial transactions with at least one Co-Director.
 - 5.4.5 Prepare budgets for any events and maintain up to date financial statements.
- 5.5 The Coordinator of Operations shall:
- 5.5.1 Oversee and coordinate the activities and events of the club.
 - 5.5.2 Actively pursue opportunities for new club events and activities.
 - 5.5.3 Work closely with the Financial Officer to ensure all events and activities are budgeted for and receive appropriate funding.
 - 5.5.4 Take minutes at general meetings, and ensure proper distribution of all minutes.
 - 5.5.5 Co-sign all minutes with at least one Co-Director.
 - 5.5.6 Be responsible for booking and arranging meeting rooms and drafting agendas for general meetings.
 - 5.5.7 Be the main point of contact between the SSMU VP Clubs and Services and the club.
 - 5.5.8 Be responsible for communication within the EB and with the Students' Society of McGill University.
 - 5.5.9 Maintain the membership list of the club.
- 5.6 The Marketing and Sponsorship Managers shall:
- 5.6.1 Act as representative of the Club in communications with business professionals and the business community.
 - 5.6.2 Develop a sponsorship package and actively make an effort to pursue new sponsorship opportunities.
 - 5.6.3 Market the sponsorship package to company representatives, alumni or any other organizations or individuals who may be interested in the MSBR.
 - 5.6.4 Establish and maintain relations with new and existing sponsors as well as act as the point of contact for any sponsors.
 - 5.6.5 Present sponsorship opportunities to the EB.
 - 5.6.4 Work closely with the Financial Officer to ensure funding is provided for all events and activities.
 - 5.6.6 Manage the expansion of the club through actively seeking out new members and marketing the club to the business community and other McGill organizations.



- 5.5.7 Be responsible for promoting the image of the Club within and outside McGill University.
 - 5.5.8 Establish the club with McGill students, business representatives and other universities.
- 5.7 The Public Relations Manager shall:
- 5.7.1 Act as representative of the Club to the community within and outside of the University.
 - 5.7.2 Liaise with other McGill groups to pursue collaborative opportunities.
 - 5.7.3 Be responsible for updating and maintaining the club's social media accounts as well as sending out regular listserv emails.
 - 5.7.5 Be responsible for developing healthy relations with student and community organizations within and outside McGill University.
- 5.8 The Web Developers shall:
- 5.8.1 Be responsible for maintaining, setting up and updating the MSBR website
 - 5.8.2 Post all articles on the MSBR site.
 - 5.8.3 Actively seek out ways to improve or upgrade the MSBR site to make it more interactive, user friendly and organized.
 - 5.8.4 Collect analytics on article views and user engagement
- 6 Article VI: Fees
- 6.1 No 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
- Option 1: Hierarchical approach:
- 8.1 There shall be a general meeting held in March for the purpose of electing new members to the EB.
 - 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 EB.
- 9 Article IX: Electoral Procedures
- This can be designed as you wish. Sample:
- 9.1 The EB will be established through the appointment of candidates by the existing EB.



- 9.2 The general membership must be notified of the due date for EB applications at least 2 weeks in advance.
- 9.3 The EB will be established by March 31st.
- 9.4 After the application deadline if needed candidates may be shortlisted and interviewed. Each candidate for all available positions will be assessed collectively by the EB and a consensus will be reached by the EB to select the best candidate for each available position.
- 9.5 In the event a consensus cannot be reached the Co-Directors will decide on the new EB member. In the event that the EB cannot reach a consensus and the Co-directors cannot reach a consensus then the EB will conduct a majority vote to elect the new member.
- 9.6 If at any point any EB member submits that another EB member isn't fulfilling their roles and responsibilities then the Co-Directors will raise this issue at the next general meeting. One month after the issue has been raised a second general meeting will be held to decide if the member of concern has show greater commitment or if that member should be dismembered. If it is one of the Co-Directors who is not is fulfilling their roles and responsibilities the Editor-In-Chief will raise the issue and the procedure that follows will remain the same.
- 9.8 If a member is dismembered the general members will be notified and the application for that member's position will open up within a week.
- 9.9 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.10 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the Co-Directos.
- 9.11 All electoral information and decisions must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

- 10 Article X: Affiliations
- 10.1 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.