



# CONSTITUTION

**Constitution of:** Our House Music Student's Society

**Ratified by Club's Membership on (DD/MM/YYYY):** 13/12/2012

**Ratified by SSMU Council on:** March 28, 2013

## 1 Article I: Name

1.1 Our House Music Student's Society **also referred to hereinafter as the Club.**

## 2 Article II: Mandate

### 2.1 The Club's mandate shall be:

- To expose McGill students to live underground electronic dance music in the Montreal area
- To host events which focus on creating an atmosphere of equality and unity under the collective appreciation of the performance of electronic dance music
- To promote a mentality of acceptance and experimentation to music of all forms
- To use social networking to expose students to quality electronic music tracks and mixes through the Our House Music Facebook and Twitter pages
- To provide exposure opportunities for upcoming producers and DJs through Facebook promotion and the bi-weekly Our House Music Soundcloud mix
- To help upcoming producers and DJs improve their technical skills through the genre-specific expertise of our members
- To teach members entrepreneurial skills and create connections in the Montreal night life industry

### 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.**

For more information, please contact Enbal Singer, Interest Group Coordinator, at [igc@ssmu.mcgill.ca](mailto:igc@ssmu.mcgill.ca).



## **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 Committee**

**4.1 The Executive Committee (EC) shall administer the Club and oversee its events.**

**4.2 The EC is composed of the following five portfolios:**

- 1. President**
- 2. VP Internal**
- 3. VP External**
- 4. VP Finance**

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

**4.4 At least three of the five EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.**

## **5 Article V: Portfolios**

**5.1 The President shall:**

- 5.1.1 Run and organize meetings for the club**
- 5.1.2 Meet with club promoters and managers for prospective events**
- 5.1.3 Be the spokesperson for 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 May cast the deciding vote in the event of a EC deadlock
  - 5.1.6 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. The Vice President Internal shall:
- 5.2.1 Join the president (if possible) to any meetings with external parties
  - 5.2.2 Coordinate with external companies who work with the Club to enhance events and facilitate promotion
  - 5.2.3 Be a spokesperson for the Club in the case where the President is unavailable
  - 5.2.4 Be responsible for communication within the EC and with the Students' Society of McGill University.
  - 5.2.5 Help in the writing of contracts or other official documents
- 5.3 The Vice President External shall:
- 5.3.1 Be responsible for promoting the image of the Club to the community within and outside McGill University through Social Media
  - 5.3.2 Be responsible for maintaining a good relationship with the Club promotion team
  - 5.3.3 Be responsible for keeping non EC club members up to date with what is going on in the club and how they can get involved
  - 5.3.4 Be a spokesperson for the Club in the case where the President is unavailable
  - 5.3.5 Help in the writing of contracts or other official documents
- 5.4 The VP Finance shall:
- 5.4.1 Oversee and coordinate funding for the programming activities and events 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 Keep track of the spreadsheet for promoter ticket sales when events are being planned
- 5.5 In the case where an EC member leaves the club or for some reason has not been elected, the remaining EC members will assume responsibility for the roles dictated for that member

## 6 Article VI: 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 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**

**Article VIII: Meetings**

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

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 EC and/or Committee Chair.

**9 Article IX: Electoral Procedures**

9.1 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.

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

9.3 Elections are to be conducted by secret ballot in person.

9.4 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

**10 Article X: Affiliations**

10.1 The Club is not affiliated with any McGill branch of a national or international organization.

**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**

For more information, please contact Enbal Singer, Interest Group Coordinator, at [igc@ssmu.mcgill.ca](mailto:igc@ssmu.mcgill.ca).



Students' Society of McGill University  
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- 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.**