

The SSMU Musicians Collective Constitution

As ratified by the Students' Society of McGill University on 09/04/15

Title I – The Service

Article 1: Name

- 1.1 The Service shall be known as the SSMU Musicians Collective, hereinafter referred to as the MC.

Article 2: Mandate

- 2.1 The MC's mandate shall be to:
- i. Provide a network of musicians to facilitate music making at all levels.
 - ii. Facilitate the forming of ensembles and bands.
 - iii. Coordinate and promote performance opportunities for bands and ensembles.
 - iv. Provide space and equipment to facilitate music making.
- 2.2 Code of Conduct
- i. The MC shall carry forth its mandate from an anti-oppressive standpoint.
 - ii. Equal respect shall be given to all members, regardless of position.
 - iii. No member shall make personal profit from the club that is not the result of predetermined contractual services.

Article 3: Membership

- 3.1 Membership in the MC is open to all registered students and staff of McGill University.
- 3.2 Membership in the MC confers the right to participate in all activities organized by the MC as well as the right to make use of the facilities provided by the MC.
- 3.3 The MC reserves the right to limit the use of facilities to ensure fairness and equitability amongst members.

Title II – Administration

Article 4: The Executive Committee

- 4.1 The governing body of the MC shall be known as The Executive Committee, hereinafter referred to as the EC, and shall administer the MC and oversee its events.
- 4.2 The EC is composed of the following seven portfolios:
- i. President
 - ii. Vice President Internal Affairs (VP Internal)
 - iii. Vice President Jam Room Management (VP Jam Room Management)
 - iv. Vice President Instrument Maintenance (VP Instrument Maintenance)
 - v. Vice President Public Relations & Media (VP Public Relations & Media)
 - vi. Vice President Financial Affairs (VP Finance)
 - vii. Vice President Events (VP Events)
- 4.3 The term of all positions is one (1) year.
- 4.4 An election will be held at the EC's discretion, if necessary.
- 4.5 Four (4) members of the EC must be present in order for quorum at executive meetings to be met.

- 4.6 All members of the EC shall communicate frequently with each other to ensure smooth running of all MC activities.
- 4.7 All members of the EC shall check the MC email account at least once every forty-eight (48) hours.
- 4.8 All members of the EC must be available for a minimum of two (2) hours per week for office hours, although office hours may not necessarily be held.
- 4.9 Any member of the EC may be dismissed from their functions for impropriety, violation of this Constitution and its by-laws, delinquency of duties, or misappropriation of funds. The preceding list of reasons for dismissal is non-exhaustive
 - 4.10.1 A member of the EC shall be vacated if over two-thirds of members of the EC vote that a member be removed from his/her position.
 - 4.10.2 This vote shall take place through a secret ballot and the identity of the voters shall not be revealed
 - 4.10.3 A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.
 - 4.10.4 In the event of a resignation, removal, or inability to act, the vacant position will be filled at the EC's discretion.

Article 5: Executive Committee Portfolios

5.1 The President shall:

- i. Be the chief executive officer, chief representative and chief spokesperson of the MC.
- ii. Set the long-term goals of the MC, consistent with its mandate and provide directions to achieve them.
- iii. Communicate frequently with all EC members and oversee all aspects of the MC.
- iv. Organize, chair and prepare an agenda for EC meetings.
- v. Make a final decision on items the EC fails to agree upon.
- vi. Submit an exit report at the end of the Fall and Winter terms.
- vii. Reserve the right to approve the creation and or inclusion of subsidiary ensembles or groups.
- viii. Oversee and coordinate funding for the activities and events of the MC.
- ix. Co-sign all financial transactions with the VP Finance and the VP Internal.
- x. Keep track of all financial transactions and receipts.
- xi. Communicate frequently with the VP Finance to ensure the funding and financial stability of the club.
- xii. Ensure that all amendments to this constitution are ratified by the SSMU council before they take effect.

5.2 The VP Internal shall:

- i. Assist the president to ensure smooth running of the MC.
- ii. Take up the role and responsibilities of the President should the President be absent for a major decision or event.

- iii. Communicate frequently with the VP Events and VP Public Relations & Media to ensure all external activities are running smoothly.
- iv. Take attendance and minutes at EC and general meetings, and ensure proper distribution of all minutes.
- v. Check the MC email account daily and develop a method to redirect emails to the correct member of the EC.
- vi. Be responsible for responding to all emails that are not redirected to another member of the EC.

5.3 The VP Jam Room Management shall:

- i. Be responsible for coordinating Jam Room bookings and Instrument Loan requests
- ii. Be responsible for the maintenance of the Jam Room, noting all changes and issues
- iii. Ensuring that the Jam Room is always kept orderly and keep track of Jam Room inventory
- iv. Produce, in conjunction with the VP Instrument Maintenance, a bi-weekly report outlining the Status of the Jam Room including any required repairs, replacements, and suggestions for improvement of the Space

5.4 The VP Public Relations and Media shall:

- i. Help oversee and coordinate all communications on behalf of the MC.
- ii. Send weekly Listservs on behalf of the MC, to inform members of upcoming events and plans.
- iii. Be responsible for the MC's presence on social media networks.
- iv. Be responsible for web and print promotion, including posters, flyers and business cards.
- v. Be responsible for promoting the image of the MC to the community within and outside McGill University.
- vi. Communicate frequently with the VP Events to ensure all event-related activities are running smoothly.

5.5 The VP Finance shall:

- i. Communicate with the EC to prepare a budget proposal for the following year and submit it to the SSMU.
- ii. Reserve the right to approve or deny expenses made on behalf of the MC before they are made.
- iii. Oversee and coordinate funding for the activities and events of the MC.
- iv. Co-sign all financial transactions with the VP Finance and the VP Internal.
- v. Ensure the funding and financial stability of the club.

5.6 The VP Instrument Maintenance shall:

- i. Help keep track of Jam Room inventory.
- ii. Produce, in conjunction with the VP Jam Room Management, a bi-weekly report outlining the Status of the Jam Room including any required repairs, replacements, and suggestions for improvement of the Jam Room.
- iii. Ensure that all Jam Room equipment is periodically assessed for damage and maintenance.

iv. Be responsible for organizing the maintenance and repairs of Jam Room equipment.

5.7 The VP Events shall:

- i. Oversee and organize all events held by the MC.
- ii. Be responsible for organizing bi-weekly (once every two weeks) Jam sessions.
- iii. Be responsible for organizing workshops, open mic and other recurring events.
- iv. Be responsible for organizing and obtaining necessary equipment for events (including amps, microphones and instruments).
- v. Research events around Montreal (including concerts and open mics).
- vi. Research venues around Montreal (including places to jam and places to hold events).
- vii. Communicate frequently with the VP Public Relations & Media to ensure all event activities are running smoothly.

Article 6: Members at Large

- 6.1 All members of the EC reserve the right to recruit a Member at Large, for the purposing of aiding in the organization and running of the MC and its events, following the approval of the President.
- 6.2 Members at Large may attend EC meetings.
- 6.3 Members at Large shall hold no voting power, under no circumstances.

Article 7: Meetings

- 7.1 There shall be a General Meeting held in September and January open to all members of the MC to encouraging networking and music making.
- 7.2 Special Meetings can be called at any time deemed necessary by the President or the VP Internal.
- 7.3 The EC shall meet weekly.
- 7.4 In the event that a member of the EC misses, without a valid explanation,
 - i. more than two (2) consecutive meetings, or
 - ii. more than thirty percent (30%) of total meetings held throughout the yearThe EC must take steps to investigate and possibly replace the EC member in question.

Article 8: Electoral Procedures

- 8.1 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.
- 8.2 The EC may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 8.3 Elections are to be conducted by secret ballot in person.
- 8.4 Ballots must be kept in a secure place for five (5) weeks after the date of voting.
- 8.5 Nomination for EC positions shall be subject to the following eligibility rules:

- i. Candidates for the position of President must have at least one (1) year of experience on the EC the year prior to running for the position.
 - ii. Candidates for the position of VP Internal and VP Finance must have at least one (1) semester of experience on the EC prior to running for the position.
- 8.6** Any EC member may run for any position on the EC Committee (subject to the rules stated in 8.7).
- 8.7** In the event that any position remains unfilled, any member of the MC may run for that position (subject to the rules stated in 8.7).
- 8.8** In the event that the position of President remains unfilled, the VP Internal shall become Acting President and shall assume the responsibilities of the President until a new President is elected.
- 8.9** In the event that suitable candidates cannot be found for the positions of VP Internal, VP Finance, VP External or VP Events, the President shall take measures to ensure that EC continues to run smoothly.
- 8.10** The new EC will be elected by April 30th of that year.

Title III - Finances

Article 9: Fees

- 9.1** The MC's membership fee shall be \$0.

Article 10: Finances

- 10.1** The EC shall examine the financial records, complete with records of all transactions and receipts, at the end of each semester.
- 10.2** The signing officers for all financial transactions are the President, VP Finance and VP Internal.
- 10.3** In order to receive funding from the SSMU, the VP Finance will prepare a budget proposal and submit it to the SSMU at the end of the Winter semester, for the following year.

Title IV – The Constitution

Article 11: Constitutional Amendment Procedure

- 11.1** Any member of the SSMU may propose an amendment to the Constitution.
- 11.2** In order to amend the constitution a majority vote at an EC Meeting must be in favor of the proposed amendment.
- 11.3** All amendments shall be ratified by the SSMU council before they take effect.

Article 12: SSMU Constitution

- 12.1** In case of any inconsistencies between the MC Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 12.2** If there are any areas not covered in the MC Constitution, the SSMU Constitution and By-Laws shall take effect.