



## Club Committee Appendix March 09, 2017

March 8, 2017

### **Full Status Application:**

McGill Polish Students Association

#### **Mandate:**

The MPSA's mandate shall be to:

- Serve McGill Students at large with a place to meet, share, develop and uncover more about their mutual interests in Polonia and Polish language, culture, and history.
- Serve as a link between McGill Students and the Montreal Polish community to allow them to advance the before mentioned clause.
- Serve as a link between the greater McGill community and the McGill affiliated Polish Institute of Arts and Sciences in Canada.
- To support and facilitate student life for Polish international students visiting from abroad.
- Contribute to the rich and culturally diverse environment of the greater McGill community.
- Collaborate with other SSMU groups to advance our mutual mandates.

#### **Application:**

##### **How has your club met its mandate over the course of this year?**

- Serve McGill Students at large with a place to meet, share, develop and uncover more about their mutual interests in Polonia and Polish language, culture, and history.

We have met this section's goals through holding events and participating in collaborative events with other organizations to showcase our culture, language and history. We have held several successful polish movie nights, in which we watch popular polish films with English subtitles and facilitate a discussion about the movie afterwards, which also gives some people a chance to practice their polish with other members. Moreover, we advertise independent Polish language classes held by a professional teacher once a week. We have participated in an event called Cultures Collide in which we showcased our culture, history and food alongside other cultures. Moreover, recently we helped organize and participate in a European Apartment Crawl with other McGill culture clubs. We successfully tabled in Leacock for a whole day to gain signatures for a petition to help find space for the McGill Polish Institute, and heavily supported this organization throughout their process to find space; this event was featured in the McGill Tribune → PLEASE see link:

<http://www.mcgilltribune.com/news/polish-institute-canada-vacate-location-mcgill-campus-despite-petition-040416/>. Moreover, every semester we table at activities night to meet and engage new students to join our club. Most recently we organized a traditional Wigilia dinner, an important Christmas tradition in Polish culture. Lastly, we provide extensive resources and contact information of polish businesses and other groups in Montreal on our facebook page.

- Serve as a link between McGill Students and the Montreal Polish community to allow them to advance the before mentioned clause.

We serve as a link between the Montreal Polish community and McGill students by constantly engaging with both to meet common interests. We advertise for Polish Montreal businesses on our facebook page. We have assisted the Polish Institute and Library to find a space and assisted them in their moving process. They have also provided our club with space for movie nights. We have organized groups trips to popular Montreal Polish community events including: Mr. + Mrs. Polonia, Polish Folk Dance show, Polish Bazaars



(Winter and Fall), Valentine's day concert with Polish Embassy, Montreal and Toronto  
Polish Festival trips, Wigilia at Pyza Foods.

-Serve as a link between the greater McGill community and the McGill affiliated Polish Institute of Arts and Sciences in Canada.

We have held successful movie nights at the Institute in the past, and have always promoted their events and the Institute in general during activities night and on Facebook. Moreover, our petition for the institute (earlier mentioned) garnered 750 signatures by McGill students, faculty and staff to help keep the Institute at McGill.

-To support and facilitate student life for Polish international students visiting from abroad. We help international students by providing information on polish institutions and goods available in Montreal and Canada, and of course encouraging them to participate in all our events.

-Contribute to the rich and culturally diverse environment of the greater McGill community. Many of our events (as mentioned above) are aimed at providing students access and information on the culture and polish community outside and within McGill.

-Collaborate with other SSMU groups to advance our mutual mandates

We have held multiple successful collaborative events with other SSMU groups including:

- Ukrainian and Bulgarian club joint trivia night at Gerts.

- Organized a viewing party for a soccer game with the Romanian club at Gerts.

- Participated in Cultures Collide to showcase multiple countries culture, food, music, dancing and history; a joint event with the Armenian, Ukrainian, Iranian, Lebanese clubs at McGill.

- Organized a joint apartment crawl with the Russian, Greek, Italian, French, Ukrainian, Armenian clubs at McGill.

### **How has your club contributed to the McGill community? What benefits do you offer to students?**

We have in the past and constantly strive to provide advocacy for protection of diverse cultural institutions at McGill (ie. polish institute). Most importantly we serve as a vital link between the Polonia/Poland and McGill community. We promote the polish language through advertising private classes and practicing polish at our events. We showcase Polish culture through cinema (movie nights), literature (the institute's polish library), talks and seminars (in the works of planning for this coming February). We also hold social events to allow our members to discuss and engage with each other (outside of more formal club events) such as Gerts nights, and an apartment crawl. Moreover we encourage and organize trips to Polish Community events (eg. Polish Bazar, concerts, restaurants). Lastly, all of our events are always open and provide free access to all McGill students in order to share, engage and promote polish culture.

### **How have you built your membership base and how have you engaged new students?**

We are constantly accepting new members, the most heavy of inflow is during activities nights in which we gather emails to use as a method of communication about upcoming events with potential and existing members. As well we hold meet and greets with the exec at the beginning of the school year. Furthermore, we have also greatly collaborated with the Polish club at Concordia to expand our member base more across Montreal. We very much have a flat structure in which the exec and non-exec help organize and attend activities and



events. We have reached out to students through activities night, culture tables at different events, and announcements at polish community events (eg. at the polska fundacja) and of course through emails, and our facebook page.

**What steps have you taken to make sure your club will have a smooth executive turnover when the founders graduate?**

1. Recruited new members
2. Consistently engaged new and young members
3. Had younger members become executives
4. We will be electing/choosing our new president in the upcoming weeks so that they can serve as an interim president, while the current president is still at McGill to ensure the role is properly transitioned and the clubs existence is continued in years to come.

**What resources has your club used during your Interim Status Period?**

We have successfully used Activities Night both during the Fall and Winter semesters this past year to recruit new members and gain awareness about our club. We have set up a bank account for the club through SSMU. As well, we have created a room booking account and plan to use it during the Winter semester for upcoming events, including participation during International Week.

**What steps have you taken to ensure the financial sustainability of your club?**

Our club graciously received \$300 from the Polska Fundacja in November, this amount was awarded to us after we submitted an application for funds that is specifically intended for clubs and organizations promoting polish culture. Many of these scholarships are offered for our type of club by the Polish community within Montreal and Canada. As well some of our events have created surplus through ticket sales, such as the Culture Collide event (\$120). Lastly, we have made vital connections with sources of funding in the Montreal Polish Community including the Polish Institute for space, Pyza Foods catered our Wigilia dinner, and Wawel has donated/provided discounted rates for Paczki (polish donuts) in the past for our events and tabling.

We have not applied for SSMU funding because of a mix-up by SSMU with our finance rating. However now we hold a 5/5 finance score, which will help us become eligible for SSMU funding in the future.

**Event 1:** Wigilia Dinner (December 2, 2016)

Members and guests traveled to Pyza Foods to celebrate a traditional polish Wigilia Dinner.  
Link to Event Page: <https://www.facebook.com/events/1638677123091808/>  
Number of Attendees: 35

**Event 2:** Collaborative Soccer Game Viewing (Poland vs. Romania) (November 11, 2016)

The Romanian and Polish Student Associations from McGill and Concordia got together in Gerts Bar to watch the world cup qualifying game between Romania and Poland!  
Link to Event Page: <https://www.facebook.com/events/529955423877269/>  
Number of Attendees: 20

**Event 3:** Movie Night (February 11, 2016)

Movie screening of "White" provided with english subtitles, as well as light refreshments such as polish paczki.  
Link to Event Page: <https://www.facebook.com/events/165399763835513/>  
Number of Attendees: 15



## Supplemental Material: Budget and Membership List

### **Constitutional Amendments:**

#### **1. DECA with McGill / McGill Professional Development Student's Association (MPDSA)**

1. Name change to "McGill Professional Development Student's Association"
2. Article II: Mandate
  - a. Change to:
    - Provide a platform to introduce essential professional skills to students
    - Hold events that will connect students with professionals
    - Foster an open community in order to exchange knowledge to improve professional skills
    - Promote opportunities for students to learn more about local businesses and organizations"
3. Article III: Membership
  - a. Replaced with clauses from template constitution.
4. Article IV: Executive Positions
  - a. Down sized from 11 positions to the following 5: President, Vice President External, Vice President Internal, Treasurer, and Community Manager.
5. Article V: Portfolios – rewritten as follows:
  - 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 *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.*
    - 5.1.4 *Chair all EC meetings.*
    - 5.1.5 *May cast the deciding vote in the event of a EC deadlock*
    - 5.1.6 *Co-sign all financial transactions with the Treasurer.*
    - 5.1.7 *Co-sign all minutes with the Vice President Internal.*
  - 5.2. *The Vice President External shall:*
    - 5.2.1 *Act as representative of the Club to the community within and outside of the University.*
    - 5.2.2 *Be responsible for developing healthy relations with student and community organizations within and outside McGill, and particularly those in the Montreal area.*
    - 5.2.3 *Be responsible for promoting the image of the Club to the community within and outside McGill University.*
  - 5.3 *The Vice President Internal shall:*
    - 5.3.1 *Be responsible for communication within the EC and with the Students' Society of McGill University.*
    - 5.3.2 *Maintain the membership list of the club.*
    - 5.3.3 *Take minutes at EC and general meetings, and ensure proper distribution of all minutes*
    - 5.3.4 *Co-sign minutes with the President*
  - 5.4 *The Treasurer shall:*
    - 5.4.1 *Oversee and coordinate funding for the programming activities and events of the club*
    - 5.4.2 *Be responsible for the collection of membership fees.*



- 5.4.3 *Co-sign all financial transactions with the President.*
- 5.4.4 *Ensure the funding and financial stability of the club.*
- 5.4.5 *Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU*
- 5.5 *The Community Manager shall:*
  - 5.5.1 *Oversee and coordinate the programming activities and events of the club*
  - 5.5.2 *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings*
  - 5.5.3 *Foster community engagement with the members*
- 6. Article VI: Fees
  - a. Change to a straight \$10 fee and no extra charges for DECA affiliation.
- 7. Article VII: Finances
  - a. Removal of DECA Chapter specific clauses.
- 8. Article VIII: Meetings
  - a. Simplification to clauses from template constitution.
- 9. Article IX: Electoral Procedures
  - a. Change from appointment process to electoral process outlined as in the template constitution.
  - b. Removal of Presidential specific procedures.
- 10. Removal of Article X: Replacement and Impeachment, Article XII: Activities, Article XIII: Affiliation, and Article XIV: Disputes and Appeals.
  - a. Note: Affiliations is still an article, but only to say there are no longer any affiliations.
- 11. Article XI: Amendments, now Constitutional Amendments Procedures, written as per the template constitution.

## 2. McGill Students Ballroom Dance Club

- 1. Article VI: Fees – Change from \$20 to \$25.

## 3. McGill Students for OXFAM Quebec

- 1. Article IV: Executive Committee
  - a. There can now be one or two Presidents and one or two First Year Representatives.
- 2. Article IX: Electoral Procedures
  - a. Slight changes in wording and order, but essentially the same as template.

## 4. McGill Students' Mafia Club

- 1. Article IV: Executive Council
  - a. The EC previously consisted of a President, Vice-President, and 5 Councillors. It now consists of:
    - i. President
    - ii. Vice President Internal
    - iii. Vice President External
    - iv. Vice President Finance
    - v. Vice President Events
    - vi. Vice President Mafia
    - vii. Secretary
- 2. Article V: Portfolios
  - Addition of the above portfolios
  - 5.2 *The Vice President Internal shall:*
    - 5.2.1 *Act as a representative of the Club to the community within and outside of the University.*



- 5.2.2 *Be responsible for promoting the image of the Club to the community within and outside the University online through the Club's social media presence.*
  - 5.2.3 *Maintain the membership list of the Club and the Club's listserv.*
  - 5.2.4 *Be responsible for sending weekly emails with information pertaining to that week's meeting and upcoming Club events, through the Club's listserv, by no later than 8pm on the day before each weekly meeting.*
  - 5.2.5 *Moderate the Club's Facebook page and group chat.*
  - 5.2.6 *Be responsible for collecting all information regarding weekly meetings and Club events and adding it to the Club's Google Calendar.*
  - 5.2.7 *Maintain the sections of the Club website related to Club information, including, but not limited to, the "About", "Photos", "News", and "Calendar" sections of the homepage and all pages within the Club Information category.*
- 5.3 *The Vice President External shall:*
- 5.3.1 *Act as a representative of the Club to the community within and outside of the University.*
  - 5.3.2 *Be responsible for promoting the image of the Club to the community within and outside the University through promotional materials and outreach events.*
  - 5.3.3 *Be responsible for attracting new members to the Club.*
  - 5.3.4 *Oversee the planning and execution of all Club outreach events.*
  - 5.3.5 *Be responsible for ensuring the club's representation at Activities Night.*
  - 5.3.6 *Oversee the design and creation of all promotional materials for the Club, including, but not limited to, posters, pamphlets, and stickers.*
  - 5.3.7 *Have all promotional materials approved by the President before display or distribution.*
  - 5.3.8 *Coordinate the funding for promotional materials with the VP Finance.*
  - 5.3.9 *Coordinate with other McGill Clubs for the purposes of collaborative events.*
  - 5.3.10 *Be responsible for contact and possible coordination with Mafia- or Werewolf-related groups outside of McGill, including, but not limited to, University-based Clubs, Meet-up groups and other public Clubs, and event-based groups that play at local small businesses.*
- 5.4 *The Vice President Finance Shall:*
- 5.4.1 *Act as a representative of the Club to the community within and outside of the University.*
  - 5.4.2 *Be responsible for promoting the image of the Club to the community within and outside McGill University through fundraising events.*
  - 5.4.3 *Oversee the planning and execution of all fundraising events, including, but not limited to, the McGill Escape Room and any sales (e.g. bake sales, clothing sales).*
  - 5.4.4 *Be responsible for tracking the Club budget by collecting receipts for Club expenses and revenues and collating this information on a spreadsheet, which shall be available for all EC members to view on the Club Google Drive.*
  - 5.4.5 *Be responsible for filling out the annual Club Audit form.*
  - 5.4.6 *Be responsible for all communications with the SSMU Club Auditor.*
- 5.5 *The Vice President Events shall:*
- 5.5.1 *Act as a representative of the Club to the community within and outside of the University.*



- 5.5.2 *Be responsible for promoting the image of the Club to the community within and outside the University through club social events.*
  - 5.5.3 *Oversee the planning and execution of social events outside of the weekly meetings for current Club members, including, but not limited to, end-of-semester parties, dinner outings, movie outings, and game nights.*
  - 5.5.4 *Organize and run a minimum of four social events per semester.*
  - 5.5.5 *Coordinate the funding for social events with the VP Finance.*
  
  - 5.6 *The Vice President Mafia shall:*
    - 5.6.1 *Act as a representative of the Club to the community within and outside of the University.*
    - 5.6.2 *Oversee the planning and execution of Club workshops for new and current members related to the game of Mafia, including, but not limited to, Beginners Nights, Mafia tutorials, and strategy workshops.*
    - 5.6.3 *Schedule and make preparations for a Beginners Night in the week following Activities Night every semester.*
    - 5.6.4 *Oversee the development of the Club Wiki by creating and updating pages related to the game of Mafia for information including, but not limited to, rules, setups, roles, terminology, strategies, and game records.*
    - 5.6.5 *Encourage Club members to use and contribute to the Wiki.*
    - 5.6.6 *Facilitate Club member contribution to the Wiki by creating tutorials and templates for adding content to the Wiki.*
    - 5.6.7 *Advocate, within the EC and the Club at large, for an atmosphere that enriches the gameplay experience of Mafia, as long as this advocacy is in line with the Club mandate.*
    - 5.6.8 *Design new roles and setups in collaboration with the Club's game moderators.*
    - 5.6.9 *Train members who wish to become game moderators on how to design balanced setups and properly moderate their own games during weekly Club meetings.*
  
  - 5.7 *The Secretary shall:*
    - 5.7.1 *Act as a representative of the Club to the community within and outside of the University.*
    - 5.7.2 *Facilitate communication within the EC by moderating and assisting with the EC Facebook chat log, and taking notes from Facebook chat logs as needed, which shall be posted on the Club Google Drive for all EC members to view.*
    - 5.7.3 *Take detailed notes during EC meetings, which shall be posted on the Club Google Drive for all EC members to view.*
    - 5.7.4 *Fulfil the duties of other EC members on a temporary basis when they are otherwise unable to or require assistance.*
    - 5.7.5 *Be responsible for maintaining the organization of the Club Google Drive.*
    - 5.7.6 *Be responsible for the creation and maintenance of all Club polls and surveys.*
3. Article IX: Electoral Procedures
- a. Previously the President and Vice-President were elected and appointed the 5 Councillors. Now the general members elect all EC members.

## 5. Journalists for Human Rights McGill University Student Chapter

- 1. We reviewed their constitution on November 14 and made suggestions for reorganizing their portfolio responsibilities. They don't want to make the suggested changes. Besides the



suggestions, we approved the rest of the constitution. The version as it stands needs to be passed through the committee and ratified by SSMU Legislative Council.

#### 6. Tashan Dance Company

1. We approved all changes with the provision that they rephrase their "Fees" clause.
  - a. Previously it stated: "The Club's membership fee shall be \$30 or decided as necessary by the executive council to cover the cost of costumes, transportation, etc. for performances and competitions."
  - b. Now it states:  
"6.1 The Club's membership fee shall be \$40.  
6.1.1 Additional fees may be collected over the year to cover extra costs for costumes, transportation etc., but under certain circumstances members can be exempt from these costs."

#### 7. McGill Taiwanese Students' Association

1. Due to their large Executive Committee, we recommended that they restructure their voting rights so that each portfolio, rather than each person, gets one vote. The following additions to Article IV: Executive Committee are proposed.
  - a. 4.4. Voting rights within the EC will be distributed between related portfolios equally. Each of the following groups shall have one vote to cast towards a decision of the EC, rather than each individual EC member.
  - b. 4.4.1 Voting will be conducted via the following groups:
    1. Co-presidents and
    2. Senior Advisors
    3. Finance Directors and Junior Finance Director
    4. Externals
    5. Internals and Secretary
    6. Cultural Director, Communications Directors, Photographer, Junior Graphic Designer, and Social Media Director
    7. First Year Representatives

#### 8. McGill Students' Chess Club

We reviewed their constitution in November and tabled it due to questions about an Executive position, SSMU Representative. The rest of the constitution was approved. It was explained that this position was created "to have a designated member to interact with SSMU for bookings and meetings, (ex McGill Open) and update [the club] about policies." The following changes have been proposed for clarity of different responsibilities.

1. SSMU Representative's portfolio:
  - a. Addition of 6.8.2 "Be responsible for bookings made with the Students' Society of McGill University".
2. VP Internal's portfolio:
  - a. 6.3.1 changed to "Be responsible for communication within the EC and with members of the club."
  - b. 6.3.3 changed to "Oversee and coordinate the organization of club meetings, including the transportation of club equipment when necessary."
3. Removal of 10.3.4, which required candidates for election to have previous experience in their role. It was removed due to being vague.