



Club Committee Appendix November 17, 2016

November 11, 2016

Constitutional Amendments:

The Korean Students' Society (KSS)

We reviewed their constitution on October 17 and approved it with the provision that they edit the phrasing of Article IX – Electoral Procedures to entail that the executive selection committee is chosen by the general members and not just the executive team. In response, they have suggested these compromises.

1. Adopt a two-step interview process in which the first screen is performed by the President, the Vice President Internal, and 3 other members as decided upon by the executive team; the second interview would be conducted via the formal elections that the KSS has traditionally conducted in the past.

2. The weight of the first interview would constitute 65 points out of a total of 100, as judged by the KSS interview committee, and the percentage of votes that each candidate receives at the formal elections will be factored into the total voting score of 35 points.

The total score would be calculated as follows: $\text{Score} = (\text{Individual Interview Score} * 65) + (\% \text{ Votes Secured} * 35)$.

McGill Students for Think Pink

1. Article II – Broadening of organizations for which to fundraise. “Raise funds for Quebec Breast Cancer Foundation, Breast Cancer Action Quebec, and other breast cancer-related organizations”
2. Article IV – Addition of Vice-President Communication
3. Article V – Simple changes to some portfolios. Addition of Communication Portfolio, which reads as:
 - i. “5.4 The Vice President Communications shall:
 - 5.4.1 Be responsible for promoting events and of the Club through listservs and social media
 - 5.4.2 Be responsible for designing and creating promotional items for events”
4. Article IX – Electoral Procedures edited to expand how all of the executives are appointed. It previously only included section 9.1. It now reads as follows:
 - “9.1 The co-presidents shall appoint the co-presidents for the future year based on:
 - 9.1.1 Dedication to the club.
 - 9.1.2 Performance during the year.
 - 9.1.3 Leadership skills.
 - 9.2 The co-presidents shall appoint the executives for the future year based on:
 - 9.2.1 Dedication to the club.
 - 9.2.2 Performance during the year.
 - 9.2.3 Leadership skills.”
5. Change of “Article IX – Electoral Procedures” to “Article IX – Executive Appointment Procedures”.

Japanese Student Association (JSA)

1. Slight change to 2.2 Code of Conduct. The idea is maintained, but wording is different than in the template.
 - i. The Club shall carry forth its mandate from an anti-oppressive standpoint.
 - ii. Pay equal respect to all members regardless of their backgrounds, ethnicity, religion, gender, sexual orientation, etc.



- iii. No member shall make personal profit from the club.
 - iv. Any executive member who fails to fulfill their duties shall be subject to expulsion.
 2. Article IV – Executive Committee: Addition of the Director of Sponsorship, Director of Website/App Design, and Director of Photography/Videography.
 3. Article V – Portfolios: Addition of portfolios for the for the above:
 - a. Director of Sponsorship shall:
 - i. Communicate with restaurants and businesses interested in sponsoring JSA.
 - ii. Draft and handle the signing of contracts with sponsors.
 - iii. Create and sell membership discount cards for members of JSA.
 - iv. Organize and coordinate the advertisement for the sponsor as agreed upon in the contract.
 - b. Director of Website/App Design shall:
 - i. Maintain and update the official JSA website.
 - ii. Collaborate with other Asian student associations to design a smartphone application for the use by general members.
 - c. Director of Photography/Videography shall:
 - i. Take, edit, and upload photos onto social media platforms (e.g. Facebook) at every social event.
 - ii. Take and edit videos for event promotions.
 - iii. Be involved in the designing of artistic/photography projects with the Director of Publicity.
 4. Note: Article IX: Electoral Procedures is emitted and was in 2014 version.

McGill Students' Running Club (McRun)

1. Article IV – Executive Committee:
 - a. Change of EC members from President, Vice President Health, Vice President Marketing, Vice President Relations, and Executive Running Head to President, Vice President Internal Affairs, Vice President External Affairs, and Vice President Marketing
2. Article V – Portfolios: The new portfolios read 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 Be the main point of contact between the SSMU VP Clubs and Services and 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 Chair all EC meetings.
 - 5.1.6 May cast the deciding vote in the event of a EC deadlock
 - 5.1.7 Co-Sign all financial transactions with the Vice President Internal Affairs.
 - 5.1.8 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
 - 5.1.9 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
 - 5.1.10 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 Affairs shall:
 - 5.2.1 Co-Sign all minutes with President.
 - 5.2.2 Be responsible for coordinating the team of Running Heads, ensure that at least three runs per week are led by a Running Head and that the Running Heads are following the run's announced level of difficulty



- 5.2.3 Be responsible for guiding members to the right resources to answer their questions and make the sport of running more accessible to all SSMU students
- 5.2.4 Ensure that the level of difficulty and frequency of runs is aligned with the club's objective of openness to all levels
- 5.2.5 Oversee and coordinate funding for the programming activities and events of the club.
- 5.2.6 Be responsible for the collection of membership fees.
- 5.2.7 Ensure the funding and financial stability of the club.
- 5.2.8 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.

- 5.3. The Vice President External Affairs shall:
 - 5.3.1 Act as representative of the Club to the community within and outside of the University.
 - 5.3.2 Be responsible for developing healthy relations with organizations at running and sports events
 - 5.3.3 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.3.4 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.3.5 Oversee and coordinate the programming activities and events of the club, including our bi-annual friendly races, MTL RUNS.
 - 5.3.6 Be responsible for the sponsorship campaign that will facilitate the organization of MTL RUNS.

- 5.4 The Vice President Marketing shall:
 - 5.4.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.4.2 Maintain the membership list of the club.
 - 5.4.3 Be responsible and maintain the club's website and social media platforms up-to-date and fully functional.
 - 5.4.4 Be responsible for increasing the outreach of the club with student and community organizations within and outside McGill University through marketing innovations.
 - 5.4.5 Be responsible for designing club logos and marketing materials such as website, pamphlets, banners, posters, among others.”

Raag Fusion A Cappella

- 1. Article IV – Executive Committee:
 - a. Addition of Vice President Events and Vice President Finances to EC.
 - b. Change of Vice President Repertoire and Arrangements to Vice-President Arrangements.
- 2. Article V – Portfolios:
 - a. Addition of the portfolios for the above:
 - The Vice President Events shall:
 - i. Coordinate performances through McGill clubs, non-McGill venues, and Montreal event planners.
 - ii. Coordinate availabilities with external performance requests/bookings.
 - iii. Plan and coordinate a Spring Showcase performance
 - The Vice President Finances shall:
 - iv. Apply for funding or grants through SSMU.
 - v. Complete SSMU audit forms and other paperwork related to funding.
 - vi. Organize and book samosa sales for fundraising.



- vii. Maintain an updated and accurate budget throughout the year.
- viii. Act as the main liason between the Club and Scotiabank for all matters pertaining to the bank account.
- b. Minor changes for phrasing in other portfolios.
3. Article XI – Electoral Procedures:
 - a. Edit of 9.3 to exclude executives who applied for future executive positions from making decisions about the executive composition. “EC, excluding those EC members running for re-election, congregates to discuss all candidates and makes the final decision on the future executive”

Student Nutrition Accessibility Club – SSMU (formerly Femmedere – SSMU)

1. Change of name to Student Nutrition Accessibility Club
2. Article II – Mandate: Change of mandate to be more concise with same purpose. The old version listed specific actions and activities. It now reads as:
 - “-Provide local nonprofit groups and underserved populations with access to education in nutrition and basic financial literacy;
 - Empower members of underserved populations in the local community with the opportunity to achieve a healthier lifestyle;
 - Enable individuals to better lead changes in their own communities
 - Provide the McGill Community with access to affordable, fresh produce via the Good Food Box Program, which in turn also supports the other goals of Student Nutrition Accessibility Club.”
3. Article III – Membership: Addition of 3.3 “Members are those who contribute to at least 3 Femmedere held events per semester, including but not limited to volunteer work at Femmedere’s Workshops, Conferences, and Good Food Box events.”
4. Article IV – Executive Committee:
 - a. Addition of Vice President of Promotion
 - b. Change of having 2 VP External Affairs to only 1.
5. Article V – Portfolios:
 - a. Removal of “Take photographs at events” from VP External Affairs Portfolio.
 - b. Addition of “Organize team build events” to VP Internal Affairs Portfolio.
 - c. Removal of “Produce agendas and minutes for Good Food Box team meetings” and addition of “Be the main point of contact between the Club and Good Food Box Customers” to VP Good Food Box Portfolio.
 - d. Addition of The Vice President of Promotion Portfolio:
 - 5.7.1 Design and maintain Good Food Box promotion materials and multimedia.
 - 5.7.2 Identify collaborative potential with other student groups or companies.
 - 5.7.3 Organize events for volunteers and customers
 - 5.7.4 Take photographs at events.”
6. Article VIII – Meetings: Change of quorum for meeting to 67% from 70%.

McGill Mexican Students’ Association

1. Article II – Mandate: Removal of “Organize trips and events that are educational and resourceful for students with an interest in Mexico” and addition of “Integrate the Mexican student community on campus”.
2. Addition of mandatory Code of Conduct, Student Group Civility, Environment, and Membership clauses.
3. Article IV – Executive Committee: Addition of positions so total committee consists of a President, Vice President Communications, Vice President Creative, Vice President Events, Vice President External, Vice President Finance, Vice President First Year, Vice President Internal, and Vice President Outreach.
4. Article V – Portfolio: Below is all of the portfolio descriptions.



- “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.
 - 5.1.3 Chair all EC meetings.
 - 5.1.4 May cast the deciding vote in the event of a EC deadlock.
 - 5.1.5 Co-sign all financial transactions with the VP Finance.
- 5.2 The Vice President Communications shall:
- 5.2.1 Maintain all social networking accounts and update them regularly to reflect the club's activities.
 - 5.2.2 Head of advertising; responsible for promoting the image of THE CLUB to the community within and outside McGill University.
 - 5.2.3 Be responsible for creating and sending weekly listserv emails.
 - 5.2.4 Responsible for maintaining a current, well organized membership database.
 - 5.2.5 Coordinate along with the VP Events all the events within the McGill and Montreal communities.
- 5.3 The Vice President Creative shall:
- 5.3.1 Work with the VP Communications to enhance the aesthetic image of THE CLUB
 - 5.3.2 Serve as chief creative director to THE CLUB
 - 5.3.3 Develop the design of the web page <http://ssmu.mcgill.ca/mmsa/>
- 5.4 The Vice President Events shall:
- 5.4.1 Be responsible for all events, parties, conferences or fundraisers.
 - 5.4.2 Select and contact appropriate charities to donate the profits of THE CLUB.
 - 5.4.3 Work with the VP Communications to promote any events organized by THE CLUB or any of our partner associations.
- 5.5 The Vice President External shall:
- 5.5.1 Act as a representative of THE CLUB to the community outside the university
 - 5.5.2 Be responsible for acquiring new sponsorships for the club, including the creation of sponsorship packages along with the VP Finance.
- 5.6 The Vice President Finance shall:
- 5.6.1 Oversee and coordinate funding for the programming activities and events for the club.
 - 5.6.2 Co-sign all financial transactions with the President.
 - 5.6.3 Ensure the funding and financial stability of the club.
 - 5.6.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for SSMU.
 - 5.6.5 Sit on the Events Committee.
- 5.7 The Vice President First Year shall:
- 5.7.1 Serve as a promoter of THE CLUB and Mexican culture in McGill Rez



- 5.7.2 Promote THE CLUB's events within the freshman community
- 5.7.3 Serve as recruiter in Activities Night Fall and Winter edition.
- 5.7.4 Collaborate with the VP Events to attract a higher number of freshmen to our events.

- 5.8 The Vice President Internal shall:
 - 5.8.1 Be responsible for communication within the EC and with SSMU.
 - 5.8.2 Be responsible for booking and arranging meeting rooms.

- 5.9 The Vice President Outreach shall:
 - 5.9.1 Be responsible for establishing connections with other McGill clubs.
 - 5.9.2 Be responsible of maintaining good bilateral relationships with our partner McGill clubs.”
- 5. Removal of Article VI: Fees and therefore removal of \$2 membership fee.

November 14, 2016

Constitutional Amendments:

Medical Grand Rounds for Undergraduate Students

1. Articles IV and V – Change of President to President(s) and removal of Vice-President Position.

Tashan Dance Company

1. Change of name from “Tashan Performing Arts” to “Tashan Dance Company”.
2. Article IV – Executive Committee:
 - a. Addition of Vice President Choreography, Artistic Director, and Vice President Communications (to President, VP External, VP Internal, and Treasurer).
 - b. Addition of 4.5 “Costume Manager not a part of the executive team; will be appointed at the start of the term.”
3. Article V – Portfolios
 - a. Splitting of Presidential roles as:
“The Artistic Co-President shall:
 - 5.1.1 Be the co-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 EC portfolios (Choreography, Communications, Artistic Director Intern, Workshop Coordinators) with a vision that is consistent with the Club mandate.
 - 5.1.4 May cast the deciding vote in the event of a EC deadlock
 - 5.1.5 Co-sign all minutes with the Secretary.
 - 5.1.6 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University

The Management Co-President shall:

- 5.2.1 Be the c-chief executive officer, chief representative, and chief spokesperson of the Club.
- 5.2.2 Oversee all aspects of the club.
- 5.2.3 Be the main point of contact between the SSMU VP Student Life and the club for the month of August and September.



5.2.4 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the EC portfolios (External, Internal, Finance, Costumes Manager) with a vision that is consistent with the Club mandate.

5.2.5 Chair all EC meetings.

5.2.6 May cast the deciding vote in the event of a EC deadlock

5.2.7 Co-sign all financial transactions with the Treasurer.

5.2.8 Co-sign all minutes with the Secretary.

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

b. Addition of “Be responsible for organizing performances: coordinating performers, responding to emails for performances, ensuring that email is consistently monitored.” to VP External portfolio.

c. Addition of “Coordinate ticket sales for all Tashan events” to Treasurer portfolio.

d. Addition of portfolios for the new positions as seen below:

“The Vice President Choreography shall:

5.6.1 Be responsible for organizing and creating practice schedules for the team through the year

5.6.2 Oversee the choreographies that have been created by others and provide feedback

5.6.3 Be responsible for organizing order of performances with the Artistic Director

5.6.4 Be responsible for organizing placements performers in select pieces

5.6.5 Be responsible for planning practice and ensuring the smooth-running of practice (warming up, training, etc)

The Artistic Director (Intern: responsible for the learning of the following) shall:

5.7.1 Be responsible for organizing order of performances with the Vice President Choreography

5.7.2 Organize all technical (lighting, sound, stage cues, formations) aspects of performances

5.7.3 Be responsible for communicating all activities related to showcase to the executive team

The Vice President Communications

5.8.1 Be responsible for the completion of promotion videos

5.8.2 Be responsible for the maintenance of the club's social media

5.8.3 Create promotional posters for club events

5.8.4 Be responsible for writing and posting meeting minutes

5.8.5 Be responsible to mixing music and finalizing with Vice President Choreography

4. Increase of Club membership fee to \$30 from \$10. Clause states: “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.”

Debating Union of the Student's Society of McGill University

1. Addition of mandatory Code of Conduct, Student Group Civility, Environment, and Membership clauses.
2. Article 6 – Liability: Addition of section B. “The views expressed by members of the Debating Union during the course of debate-related activities (practice rounds, competitive rounds, exhibition debates, etc.) do not necessarily reflect the actual views of that individual debater. “ (Section A is similar with regards to the views of DU, SSMU, or McGill.)
3. Article 7 – Membership: Addition of section D “Membership is granted upon attendance at one general meeting. No membership fee shall be levied.”
4. Article 8 – Executive Committee:



- a. Removal of Secretary
- b. Addition of External Tournaments Coordinator, Chair of Sponsorship, and Chair of French Debates
- c. Change of Vice-President portfolio from:
 - “a. to raise funds in order to achieve the goals and policies of the Debating Union;
 - b. to assume the role of the President at Executive Committee Meetings at which the President is absent: in such cases the Vice-President votes only in the case of a tie;
 - c. to maintain contact with the alumni of the Debating Union, including but not limited to the publication of the Heckler newsletter.”To
 - “a. to keep and provide the records of all Executive Committee meetings;
 - b. to keep and provide accurate records of attendance at all general meetings;
 - c. to respond to email/correspondence directed to the MDU email account;
 - d. to complete general administrative duties for the club (e.g. SSMU paperwork).
 - e. to assume the role of the President at Executive Committee Meetings at which the President is absent: in such cases the Vice-President may cast only one vote.”
- d. Removal of “to organize and conduct public speaking seminars pursuant to section 2. B. of this Constitution.” From Chair of Exhibition Debates portfolio.
- e. Change of Chair of Publicity portfolio to:
 - “to coordinate and assist in publicizing and promoting the activities of the Debating Union using print or digital media both within and outside the University, including, but not limited to:
 - i. publishing weekly club updates through the McGill Debating Union website and listserv;
 - ii. administration of the Facebook, Twitter, and other social media pages;
 - iii. managing the McGill Debating Union website;
 - iv. providing photography and multimedia for the club.”
- f. Addition of new portfolio descriptions:
 - i. External Tournaments Coordinators
 - a. to provide for the arrangements necessary for the Debating Union to attend competitive debating events. These duties include:
 - i. team and judge registration;
 - ii. transportation arrangements;
 - iii. accommodations;
 - iv. coordination of tournament participants;
 - v. communicating results of Tournament Selection Committee.
 - ii. Chair of Sponsorship
 - a. to raise funds in order to achieve the goals and policies of the Debating Union;
 - b. to maintain contact with the alumni of the Debating Union, including but not limited to the publication of the Heckler newsletter.
 - iii. Chair of French Debates
 - a. to promote French language debating at McGill University by hosting French language show debates and practice rounds;
 - b. to maintain communications with other debating societies in SUCDI;
 - c. to collaborate with Tournament Selection Committee (TSC)



- d. to determine participants for French tournaments;
 - e. to have a working knowledge of the French language.
 - g. Section K changed to say “Joint-Executive Committees and Tournament Directors from the previous school year shall be responsible for appointing, or, if necessary, dismissing the Tournament Directors for the McGill High School Debating Tournament and the McGill Winter Carnival Tournament. The same process will be used in situations where McGill is hosting other tournaments. Tab room procedures for the latter shall be determined by the Tournament Directors only after advice and consent of the Executive Committee has been given” for greater clarity.
- 5. Article 9 – Members at Large (referring to two members at large who have distinct roles):
 - a. Change of procedure for deciding Members-at-Large to:
 - “There shall be a Novice Member-at-Large and a Member-at-Large who shall be elected, in that order, according to the procedures outlined in Article 8.E, with the following modifications;
 - i. The date set for elections shall be in the fall, preferably in the month of October;
 - ii. Notification of elections shall be made, at least fourteen (14) days before such elections are held, at a General Meeting of the Debating Union;
 - iii. To be nominated as a candidate in a Member-at-Large election, a person must:
 - a. be a voting member of the Debating Union;
 - b. obtain the signatures of five (5) voting members of the Debating Union, excluding themselves, and submit them to the Chief Returning Officer;
 - iv. Further to be nominated as a candidate for the Novice Member-at-Large election, a person, in addition to meeting the requirements of Article 6.A.iii, must:
 - a. qualify as a "novice" as defined by the Canadian University Society for Intercollegiate Debate (CUSID). If no such definition exists, the Executive Committee shall be empowered to create a reasonable one.”
- 6. Article 10 – Tournament Selection Committee:
 - a. Addition of Section F stating “In case of tie, the President shall cast two votes.”
- 7. Article 11 - World, North American, and National Championships Selection Committees:
 - a. Change of guidelines to:
 - “A. The Executive Committee will be empowered to choose a Special Tournament Committee to select the debaters and judges McGill sends to the World Championships.
 - B. The President shall chair Special Tournament Selection Committee. In cases where the President is unable to chair Special Tournament Selection Committee, per se, because they are bidding for Worlds, the Executive Committee shall be empowered to select a suitable replacement.”
- 8. Article 12 – Finances: Addition of this section in alignment with constitution template.
- 9. Article 13 – Constitutional Amendments:
 - a. Addition of procedural clauses in the template with regards to submission to the Club Committee for review before approval by Council.
- 10. Articles 19 and 20 – “Bylaws and Policies and SSMU Constitution, Bylaws and Policies”:
 - a. Addition of these articles as per the constitution template.

Journalists for Human Rights McGill University Student Chapter

- 1. Name change from “Journalists for Human Rights McGill Chapter” for accordance with MOA.
- 2. Article II – Mandate:
 - a. Addition of mandates 2-4 of below:
 - “• to give McGill students the opportunity to plan domestic and international projects that build capacity for human rights reporting.



- To provide a platform for students to address a multi-perspective take on human rights issues using media (newspaper, TV, radio and advocacy)
 - To hold educational events relating/advocating for human rights issues
 - Network with other clubs related to human rights and advocacy, which could be through social events.
3. Addition of mandatory Code of Conduct, Student Group Civility, Environment and Membership clauses.
4. Article IV – Executive Committee:
- a. Addition of a second Vice-President Newspaper
 - b. Change of VP of Layout to VP of Design
 - c. Addition of second VP of Television
5. Article V – Portfolios: Major revamp to read as:
- “5.1 *The President shall:*
- 5.2.9 Coordinate the overall activities of the club
 - 5.2.10 Represent JHR and act as a liaison between the Chapter and the Head Office
 - 5.2.11 Be the main point of contact between the SSMU VP Clubs and Services and the club
 - 5.2.12 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.
 - 5.2.13 Act as chairperson for all general meetings and executive meeting
 - 5.2.14 May cast the deciding vote in the event of a EC deadlock
 - 5.2.15 Co-sign all financial transactions with the Treasurer.
 - 5.2.16 Shall be responsible for arranging and booking meeting rooms, and event rooms organizing and obtaining refreshments, and drafting agendas for executive and general meetings- to be coordinated with VP Events
 - 5.2.17 Maintain the accessibility of the club to all members
 - 5.2.18 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 Ensure financial transparency of the club
 - 5.2.2 Be responsible for promoting the image of the Club to the community within and outside McGill University
 - 5.2.3 Research potential grants, sponsorships and donors
 - 5.2.4 Prepare financial statements to be submitted to JHR and to SSMU
 - 5.2.5 Prepare and maintain a budget for the year
 - 5.2.6 Collect receipts for out-of-pocket expenditures and issue reimbursement
 - 5.2.7 Keep all receipts/statements for the incoming VP Internal
 - 5.2.8 Co-sign all financial/legal transactions with the President
 - 5.2.9 Prepare applications for grants and subsidies internally and externally
 - 5.2.10 Collect any member fees approved by the Executive Committee
 - 5.2.11 Conduct all activities and responsibilities concerning the SSMU (e.g. room bookings, audits, office request forms, etc.)
- 5.3 *The Vice President of Advocacy shall:*
- 5.3.1 Act as a representative to the JHR McGill Chapter outside of the university, as well as to other clubs and services related to the mandate
 - 5.3.2 Coordinate educational events with the VP Events
 - 5.3.3 Coordinate advocacy campaigns either solely or in conjunction with other human rights groups



- 5.3.4 Support reporting on current human rights issues by the Newspaper, Radio, and TV teams
- 5.4 *The Vice President of Events shall:*
- 5.4.1 Coordinate educational events (e.g. speaker panels and film screenings) with the VP Advocacy
- 5.4.2 Organize fundraisers (e.g. samosa sales, parties, and pub nights)
- 5.4.3 Shall be responsible for arranging and booking meeting rooms, and event rooms organizing and obtaining refreshments, and drafting agendas for executive and general meetings- to be coordinated with President
- 5.5 *The Vice Presidents of Newspaper (2) shall:*
- 5.5.1 Organize the publication of the chapter newspaper at the end of the year
- 5.5.2 Coordinate article submission and editing (for online articles on website and chapter newspaper at the end of the year)
- 5.6 *The Vice President of Design shall:*
- 5.6.1 Coordinate the layout and photo selection of the chapter publication (knowledge of InDesign is extremely helpful!)
- 5.6.2 Remodel website when necessary to be accessible to members and public. Ensure other portfolios to know how to put content here. Put up general content regarding our club. Maintaining website with current information will be aided by VP Communication.
- 5.6.3 Design any logos or other promotional materials. Keep all club graphics, artwork, and documents on file
- 5.7 *The Vice President of Radio shall:*
- 5.7.1 Coordinate the creation of radio shows
- 5.7.2 Ensure that radio team members receive the necessary CKUT training
- 5.8 *The Vice Presidents of Television (2) shall:*
- 5.8.1 Coordinate the creation and editing of human rights documentaries
- 5.8.2 Ensure that TV team members receive the necessary training
- 5.9 *The Vice President of Communications shall:*
- 5.9.1 Maintain a detailed list of chapter members
- 5.9.2 Provide notice of chapter and executive meetings
- 5.9.3 Keep minutes and distribute agendas at executive and general meetings
- 5.9.4 Maintain the JHR McGill Chapter website, listserv with current information to ensure accessibility of the club to all members. Maintaining website with current information will be aided by VP Design.
- 5.9.5 Coordinate publicity for JHR events and opportunities to promote JHR throughout the McGill community”
6. Article X – Affiliations:
- a. Added to state: “The Club shall be affiliated with: Journalists for Human Rights”
7. Article VII, VIII, IX, XI, XII, XIII – “Finances”, “Meetings”, “Electoral Procedures”, “Constitutional Amendment Procedure”, “Bylaws and Policies”, and “SSMU Constitution, Bylaws and Policies”:
- a. Addition or change of these articles as per the constitution template.