



# CONSTITUTION OF THE MCGILL STUDENT'S ANIME CLUB (AKA MSAC)

Ratified by Club's Membership on: 2021-09-10

Ratified by SSMU Council on: YYYY-MM-DD

- Articles in red are mandatory and the wording should not be changed.
- Articles in blue are required, but it is up to your club to decide how you want to do things.
- By-laws for your Club are optional but they can be helpful for formalizing the way that your Club is run.

## LAND ACKNOWLEDGEMENT

*The **MSAC** acknowledges that McGill University is situated on the traditional territory of the Haudenosaunee and Anishinaabe nations, a place which has long served as a site of meeting and exchange amongst Indigenous peoples. The MSAC recognizes and respects these nations as the traditional custodians of the lands and waters on which it is located.*

## Definitions

- a) “SSMU” shall refer to the Student Society of McGill University/L'Association Etudiante de l'Université McGill, the corporation duly incorporated pursuant to the laws of the Province of Quebec pursuant to the Act Respecting the Accreditation and Financing of Students' Associations, CQLR c A-3.01;
- b) “Conflict of Interest” shall refer to any situation that is sufficient to affect, or provide incentive to affect, the Concerned Individual's impartiality in their conduct of Club activities;
- c) “Unpaid Internships” shall refer to situations outlined in the SSMU Policy on Unpaid Internships;
- d) “PGSS” shall refer to the Post Graduate Student Society of McGill University;
- e) “Memorandum of Agreement” shall refer to the contract signed by the PGSS and SSMU;



- f) “*General Meeting*” shall refer to the body of the Club established in accordance with section 7 of the Club Constitution;
- g) “*Executive Committee*” or “*EC*” shall refer to the body of the Club established in accordance with section 4 of the Club Constitution;
- h) “*Chief Electoral Officer*” or “*(CEO)*” shall mean the person appointed in accordance with Article 8 of the Club Constitution;
- i) “*Simple Majority*” shall mean over fifty percent (50%) of the votes cast of the Executive Committee or General Meeting.

## 1. Article I: Name

- 1.1. The McGill Student’s Anime Club, also known as MSAC, also referred to hereinafter as the Club.

## 2. Article II: Mandate

- 2.1. The Club’s mandate shall be to:

- 2.1.1. Expose the members of our club to a wide variety of anime and cultivate an expanded appreciation for the medium.
- 2.1.2. Provide a social space for those who share this common interest, stimulating social interaction through dinners and events.
- 2.1.3. Discuss anime and manga as well as the societal trends, popular genres, and significant figures in the industry that contribute to the creation of new anime.
- 2.1.4. Provide a space for relaxation and temporary rest from the rigours of university life and assignments.

- 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 orientation, 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.
- 2.2.3. The Club is a legal entity of the SSMU and shall not enter into contracts or agreements.

- 2.3. Language



2.3.1. Both English and French shall be the official languages of the Club.

2.4. Conflict of Interest

2.4.1. Club signing officers should not have a conflict of interest, meaning any situation that is sufficient to affect, or provide incentive to affect the individual's impartiality in their conduct of Club activities and finances.

2.5. Student Group Civility

2.5.1. The Club will maintain cordial and respectful relations with all other Clubs, services, independent student groups, and SSMU staff.

2.5.2. 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.

2.5.3. If problems arise between groups, a member of the executive committee of the Club shall be responsible for contacting the SSMU Vice President of Student Life, in their absence, the SSMU President and attempting to remedy and solve the problem in a collegial fashion.

2.6. Environment

2.6.1. The Club shall make attempts to regularly monitor the environmental impact of all its events and operations.

2.6.1.1. 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 environment-focused SSMU services, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators.

2.6.1.2. 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, 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 orientation, 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 except otherwise outlined in the Memorandum of Agreement signed by the society
- 3.3. Associated non-voting membership is open to all others with no commitment.

## 4. Article IV: Executive Committee

- 4.1. The Executive Committee (EC) shall administer the Club and oversee its events.
  - 4.1.1. There shall be a minimum of five executive portfolios.
- 4.2. The EC is composed of the following portfolios:
  - 4.2.1. President
  - 4.2.2. Vice President External
  - 4.2.3. Vice President Internal
  - 4.2.4. Vice President Finance
  - 4.2.5. Vice President Communications
  - 4.2.6. Vice President Technology
  - 4.2.7. Vice President Arts
- 4.3. The EC shall meet as frequently as it deems fit.
- 4.4. Quorum of the executive committee shall be a simple majority and is required for the meeting to proceed.
  - 4.4.1. In circumstances where a physical or virtual presence of members in order to reach quorum and the rescheduling of the meeting are both unfeasible, the meeting may proceed without quorum, though with a minimum of three members of the EC.
  - 4.4.2. One member of the EC will serve as secretary to the meeting, taking the minutes of the meeting.
- 4.5. Votes of the Executive Committee shall be carried by a simple majority of those members present, where a tie is not sufficient for the vote to pass.
  - 4.5.1. In the case of an EC meeting as described in 4.4.1, voting for any matters brought up in the meeting may be done *in absentia*, with the vote only being considered valid if a minimum of six members of the EC have voted on it.
    - 4.5.1.1. A vote conducted in the above manner has a time limit of 7 days. If the minimum number of votes has not been met in that amount of time, it is automatically considered invalid.



- 4.6. Except for the portfolio of the President, there is no limit to the number of executives chosen for each portfolio.
- 4.7. An executive may be assigned to multiple portfolios.

## 5. Article V: Portfolios

### 5.1. The President shall:

- 5.1.1. Be the chief representative, and chief spokesperson of the Club.
- 5.1.2. Ensure that an up-to-date copy of the Club Constitution is on file with the SSMU VP Student Life.
- 5.1.3. Oversee all aspects of the Club.
  - 5.1.3.1. Aspects which have been delegated to other members of the EC are not required to be overseen by the president.
- 5.1.4. Be the main point of contact between the SSMU VP Student Life and the Club
- 5.1.5. 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.
- 5.1.6. Chair all EC meetings.
- 5.1.7. In the case of a tie, the President may cast a second, deciding vote.
- 5.1.8. Co-sign all financial transactions with another executive.
- 5.1.9. Co-sign all minutes with the secretary of the meeting.
  - 5.1.9.1. In the event that the President is the chosen secretary for the meeting as specified in 4.4.2, another executive may be chosen to co-sign the minutes of the meeting.
- 5.1.10. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
  - 5.1.10.1. Be responsible for ensuring Club representatives attend all mandatory SSMU workshops and trainings as required.
- 5.1.11. Ensure that the Club is abiding by the Constitution, By-laws and Policies of McGill University.

### 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 University, 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 an updated contact list of all members of the Club with first and last names, email address, student ID, position, date of joining and date of leaving.
  - 5.3.3. Oversee and coordinate the programming activities and events of the Club.
- 5.4. The Vice President Finance 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 another executive.
  - 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.
  - 5.4.6. The Executive Committee 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.
- 5.5. The Vice President Communications shall:
  - 5.5.1. Provide updates about upcoming events to the club members as well as any changes that may occur.
  - 5.5.2. Remind and alert members about regular meeting times.
  - 5.5.3. Communicate any ideas from general members to the EC about how the Club can be improved.
- 5.6. The Vice President Technology shall:
  - 5.6.1. Create or find software for the use of Club events.
  - 5.6.2. Manage the Club's social media presence and website, including Facebook and Discord.
  - 5.6.3. Provide aid for any tech-related issues during club activities and events.
- 5.7. The Vice President Arts shall:
  - 5.7.1. Create art for promotional materials pertaining to Club events.
  - 5.7.2. Assist with design for materials made by VP Communications and VP Technology.

## 6. Article VI: Fees

- 6.1. The Club's membership fee shall be \$0 dollars per year.



- 6.1.1. A club card may be purchased, conferring the benefits granted by the relevant sponsorships. Possession or purchase of this card is not required for voting membership of the Club.

## 7. Article VIII: Meetings

- 7.1. There shall be at least one General Meeting, open to all Club members, per semester.
  - 7.1.1. Quorum for a general meeting shall be no less than a simple majority of the Club membership.
  - 7.1.2. General Meetings may be held in-person or online.
  - 7.1.3. Special General Meetings shall be called at any time by the EC.
- 7.2. Regular Executive Meetings shall be held throughout the fall and winter terms.

## 8. Article IX: Electoral Procedures

- 8.1. The Executive Committee shall appoint a Chief Electoral Officers (CEO) to oversee the running of elections.
  - 8.1.1. There shall be one General Meeting, open to all Club members, held in the fall semester before the fall final exam period for the purpose of ratifying the appointment of the Chief Electoral Officer by the Club membership.
- 8.2. There shall be one General Meeting, open to all Club members, held in the winter semester before the beginning of the winter final exam period for the purpose of electing new members to the EC.
  - 8.2.1. The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
  - 8.2.2. Candidates shall inform the CEO three days prior to the election at the latest.
  - 8.2.3. Candidates may make a speech if the election is at a general meeting or write a blurb if the election is conducted online.
- 8.3. Executives shall be appointed by a  $\frac{2}{3}$  majority of the members in attendance at the general meeting or participating in an online vote.
  - 8.3.1. Elections are to be conducted by secret ballot.
  - 8.3.2. Elections may be held in-person or online.
- 8.4. The SSMU Vice-President (Student Life) should be notified immediately by the CEO in the event of contested electoral results or violations of any governance procedure that would affect the electoral results.



- 8.4.1. The Vice-President (Student Life) of SSMU or their representative shall have final authority over electoral procedures and validity of results.

## 9. Article X: Removal from Office

- 9.1. Any Executive member or the CEO may be removed from office for impropriety violations of the provisions of the SSMU or Club Constitution or the SSMU's Internal Regulations, delinquency of duties or misappropriation of the Club's funds by way of a resolution adopted at a Special General Meeting called exclusively for this purpose, by a two-thirds ( $\frac{2}{3}$ ) vote of the Club's Members present.
- 9.2. The Executive member against whom a request for removal from office is directed shall be notified of the place, the date, and the time of the General Meeting called to remove them within the same time frame as that provided by the Club Constitution for the calling of such a General Meeting. Any Executive member shall have the right to attend and address the meeting or, in a written statement and read to at the General Meeting, to put forth the reasons why the Executive member opposes the proposed removal from said Executive position.
- 9.3. The SSMU Vice President Student Life may remove or suspend an executive or CEO at any point for violation(s) or for the purpose of investigating suspected violation(s) of the McGill, SSMU or Club rules, regulations or policies.

## 10. Article XI: Affiliations

- 10.1. The Club shall be affiliated with its sponsors, if such sponsorships come to fruition.
  - 10.1.1. The Club shall remain under SSMU legal supervision and no affiliate relation shall conflict with this legal obligation.

## 11. Article XII: 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 favour of the proposed amendment.
- 11.3. All amendments shall be submitted to the Clubs Administrative Coordinator, will be reviewed by the Clubs Committee and ratified by the SSMU Legislative Council and Board of Directors before they take effect.

## 12. Article XIII: By-Laws and Policies

- 12.1. The Club may create and maintain by-laws that cover the operations of the Club which are not specified in the Constitution.





**Students' Society of McGill University**

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*Located on Haudenosaunee and Anishinaabe, traditional territories*

- 12.2. The Club's by-laws shall not contravene the Club Constitution, in the event of conflict or ambiguity the Club constitution shall prevail.
- 12.3. The Club by-laws must be available to any member of the SSMU when and if requested.
- 12.4. The by-laws should be submitted for approval through the same process as the constitution, and should be attached once ratified.

## 13. Article XIV: SSMU Constitution, By-Laws and Policies

- 13.1. In case of any inconsistencies between the Club Constitution and the SSMU Constitution and Internal Regulations, the SSMU Constitution, Internal Regulations, and Policies shall take effect.
- 13.2. If there are any areas not covered in this Constitution, the SSMU Constitution, Internal Regulations and Policies shall take effect.