

McMaster Linguistics Society Constitution

1. NAME

- 1.1. The club shall be known as: McMaster Linguistics Society.
- 1.2. The club shall be a part of the larger governing body of the McMaster Humanities Society (henceforth MHS).

2. PURPOSE

- 2.1. The Linguistics Society aims to foster the academic and personal growth of students in the field of Linguistics. We do not limit this aim to students of McMaster, but apply it to all individuals in the local community. Our fundraising allows us to work towards this. By generating funds for both linguistics--based charities and the McMaster Linguistics Department, we strive to better facilitate the study of language--related material in multiple communities. Furthermore, we aim to create an arena in which McMaster Linguistics students can assist others and enjoy their study of Linguistics.

3. MEMBERSHIP

- 3.1. Membership in the club shall be open to all MHS students who support the purpose of the club.
- 3.2. Honorary Membership shall be granted to an interested party (non- MHS students) upon approval by the executive or membership committee of the club.
- 3.3. Honorary Members may not hold executive positions, expend funds, or have voting status at meetings.
- 3.4. General members are not required to pay any fees or submit any applications. All general members have equal status. To join as a general member, each individual will enter their contact information on a sign-up sheet, to allow the Linguistics Society to communicate important information to them.
- 3.5. General members are able to attend all events, express their ideas at general meetings and events, and vote in the Presidential elections.
- 3.6. General members are expected to attend and participate in events, and act as a positive representative of the Linguistics Society.

4. EXECUTIVE

- 4.1. The Club executive will consist of: President, Vice-President, Administrative Coordinator, Academic Coordinator, Fundraising and Finances Coordinator, Events Coordinator, the Promotions Coordinators, Merchandise and Marketing Coordinator, and First Year Representative(s).
- 4.2. The **President** shall:
 - 4.2.1. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
 - 4.2.2. Call all executive meetings and general meetings.
 - 4.2.3. Handle all day-to-day operations of the club.
 - 4.2.4. Ensure the club's adherence to MHS policies.
 - 4.2.5. Act as chief returning officer for the upcoming presidential election.
 - 4.2.6. Preside over the transition process for new executive members.
- 4.3. The **Vice-President** shall:
 - 4.3.1. Perform the duties of the President in the latter's absence and shall assist the President where required
 - 4.3.2. Preside over the Mentorship Program.
 - 4.3.3. Have informal wellness check-ins with executive members at least once per term.
 - 4.3.4. Keep the minutes of all official meetings
 - 4.3.5. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.4. The **Fundraising and Finance Coordinator** shall:
 - 4.4.1. Keep the account books of the club and shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
 - 4.4.2. Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
 - 4.4.3. Form and maintain connections with external organizations for whom we will be fundraising for.

4.4.4. Brainstorm fundraising activities and ensure club success.

4.4.5. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.5. The **Administrative Coordinator** shall:

4.5.1. Maintain the club's membership list and archival documents.

4.5.2. Be the primary coordinator of all internal and external club communication

4.5.3. Work with the Events Coordinator to complete administrative duties related to events, such as booking rooms and organizing catering.

4.5.4. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.6. The **Academic Coordinator** shall:

4.6.1. Preside over all academic committee affairs.

4.6.2. Discuss and update development of academic initiatives with other executive members at executive meetings

4.6.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.7 The **Events Coordinator** shall:

4.7.1. Be the primary facilitator of all events held by the McMaster Linguistics Society

4.7.2. Work with the McMaster Humanities Society to organize and coordinate all events run by the Society, acting as primary coordinator for such events.

4.7.3. Create an event itinerary for every facilitated event.

4.7.4. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.8. The **Merchandise Coordinator** shall:

4.8.1. Be responsible for contacting potential companies, creating a detailed cost comparison chart, and finalizing design options, all of which must be presented to the executive team for approval.

4.8.2. Work with the Fundraising and Finances Coordinator to maintain cost effectiveness and include the opportunity to donate at the end of each sale.

4.8.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.9. The **Promotions Coordinator (Design)** shall:

4.9.1. Create relevant and engaging posters and other promotional materials for all club events and initiatives

4.9.2. Maintain a theme and ensure accessibility for all social media posts

4.10. The **Promotions Coordinator (Media)** shall:

4.10.1. Be responsible for all advertising and promotions of events and club activity, including but not limited to speaking to classes, working with the Department of Linguistics & Languages to find ways to connect with students.

4.10.2. Be the primary coordinator of all club communication over Facebook and Instagram (this includes comments and direct messages)

4.11. The **First-Year Representative** shall:

4.11.1. Give a first-year perspective to the executive team, to ensure all years are being included in events.

4.11.2. Be responsible for outreach to fellow first-year students to promote club activities.

4.11.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.

5. COMMITTEES

5.1. The **Academic Committee**:

5.1.1. The academic committee is to consist of the Academic Coordinator and Academic Committee member(s)

5.1.2. Selection of committee members shall be by application. Each individual will complete an application and the President and Academic Coordinator will select the successful candidate(s)

5.1.3. Number of committee member positions to be offered is at the discretion of the Academic Coordinator (dependent on the scope of the academic initiatives planned) and is to be announced at the beginning of the application period.

5.1.4. Application for committee members is to occur at the beginning of September each year.

6. ELECTION

6.1. All Executives shall be McMaster undergraduate students.

6.2. The President shall be nominated and elected by the executive and participating general club membership through Microsoft Forms. The form will be overseen by a third-party executive member.

6.2.1 Eligible Presidential candidates will have served as an executive member for at least one academic term and will not be permitted to nominate themselves. Only valid nominees may apply for the position of President (*see section 6.2.3*).

6.2.2. Nominations for President can be made by any executive or general member, and can occur any time from the beginning of February of the year when the President will be elected (i.e. February 2022 if the President is elected in March 2022 for the 2022-2023 year) until the deadline for submitting presidential candidates.

6.2.3 Valid nominations will include the nominee's name and a short paragraph (50 words minimum) that details why this person should serve as President.

- 6.2.4. Elections shall occur online in March each year.
- 6.2.5. Campaigning will involve an approximately 250-500 word paragraph from each candidate about their experience and why they believe they should be elected. There will be no formal process (such as posters or class announcements) involved.
- 6.2.6. A third party representative from the executive team will be responsible for name-blinding the applications.
- 6.2.7. Candidates shall not be permitted to disclose any information that will interfere with the anonymity of their application. Both general and executive members have the right to report this offense to the third party representative (*see 6.2.6*), who will decide if the evidence provided is sufficient to verify the guilt of the candidate. If a candidate is found guilty of this offense, they will be disqualified from the Presidential election.
- 6.2.8. Election shall be on Microsoft Forms and require a majority vote. In case of a tie, the Vice-President shall cast the deciding vote, except when they are a candidate, in which case another executive (Administrative Coordinator) shall cast the deciding vote.
- 6.3. Selection of remaining executive officers shall be by application. Each individual will complete an application (indicating their relevant experience and why they are interested) and the current and incoming Presidents will select the successful candidates.
- 6.3.1. Applications are open to general members and existing executive members.
- 6.3.2. The official announcement about elections shall be posted at least one week before applications open.
- 6.3.3. Applications will be open for one week and shall be followed by a three day deliberation period by the current and incoming Presidents.
- 6.3.4. All executive applications will be name-blinded by the Administrative Coordinator to prevent bias.

- 6.4. Term of office shall be one year commencing from May 1, to April 30, when the new office's term begins.
- 6.5. Notice will be given to all club members of all executive changes.
- 6.5.1. If an executive member is going to be removed, the other executive members must call a meeting without said member and explain their concerns. If this occurs, the President will approach the member and discuss the group's concerns; the member will be allowed an explanation of their behavior, and the executive will vote. A majority vote is required to remove a member, and the President will inform them of the change.
- 6.5.2. If the removed member is the President, the Vice-President will take on the duties listed above (*in section 5.6.1*).
- 6.5.3. In the case where both the President and Vice-President are called to be removed, club activity may be suspended for a maximum of 6 weeks.
- 6.6. If a vacant executive seat must be filled, an application will be released and general members will be invited to apply for the position. The application process will follow the same guidelines as those of the process for applying for the incoming executive team.

7. FINANCES

- 7.1. The club may be eligible to solicit financing from the MHS.
- 7.2. The club may be eligible to solicit financing from other supporting avenues as well, such as the Department of Linguistics and Languages or Special Project Funding, when the club follows all rules and regulations and can demonstrate relevance and need.
- 7.3. The club may determine an annual membership fee with approval from the McMaster Humanities Society.
- 7.4. Monies received shall not involve any obligation of the MHS.
- 7.5. The club may use any means consistent with the constitutional purpose and in its membership to raise funds for its program.
- 7.6. The club's books may be subject to an annual audit by the McMaster Humanities Society and shall be filed with the MHS VP Internal within five business days of the request for audit.
- 7.7. The club will utilize the McMaster Linguistics Society's PACE Credit Union business account for club expenses. Executive members are not permitted to use the funds for personal or unrelated transactions.
- 7.8. All transactions shall be authorized by the Fundraising & Finance Coordinator and the President. Outgoing transactions will not be authorized until both parties have approved.
- 7.9. If either the Fundraising & Finance Coordinator or the President is unavailable to transfer the signing authority in the summer, the Vice President may act as a temporary co-signer until the unavailable party is able to sign.

8. MEETINGS

8.1. General

8.1.1. General meetings shall be open to all club members.

8.1.2. At least one general meeting shall be called by the Events Coordinator (see 5.7.1) per academic year.

8.1.3. Upon the receipt of five signatures by the President from club members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.

8.1.4. Voting procedure for regular business at a general meeting shall be by simple majority.

8.2. Executive

8.2.1. At least one executive meeting shall be called by the President per academic term.

8.2.2. At least one executive meeting shall be called before the academic year starts, in order to transition incoming executive members.

8.2.2. Upon the receipt of the President's written request for an executive meeting, signed by at least 50% of the executive, the President shall call an executive meeting at the earliest possible date.

8.2.3. Voting procedure for regular business at an executive meeting shall be by simple majority.

8.3. Academic Committee

8.3.1. At least one academic committee (AC) meeting shall be called by the Academic Coordinator during each academic term.

8.3.2. Upon the receipt of the Academic Coordinator of written request for an AC meeting, signed by at least 50% of the AC, the Academic Coordinator shall call an AC meeting at the earliest possible date.

8.3.3. Voting procedure for regular business at an executive meeting shall be by simple majority.

8.4. Quorum

8.4.1. A quorum of 1/3 of the total membership is required for a general meeting.

8.4.2. A quorum of 2/3 of the executive is required for an executive meeting.

9. AMENDMENTS

9.1. Passage of amendments to the constitution shall be 2/3 affirmative vote at a quorum meeting.

9.2. All amendments must be approved by the MHS before they can be applied to the constitution.

10. BYLAWS

10.1. Passage of bylaws shall be by at least 60% affirmative vote at a quorum general meeting.

11. DISCLAIMER

11.1. The views and actions of this club in no way reflect the views of all the members of the McMaster Humanities Society.

12. ENABLING CLAUSE

12.1. This Constitution shall be enacted on October 20, 2020.

12.2. This Constitution has been modified as of May 9, 2022, by the following executive members:



President


Events Coordinator




Promotions Coordinator (Media)




Fundraising & Finance
Coordinator



Administrative Coordinator



Vice President


Academic Coordinator



Promotions Coordinator (Design)



Merchandise & Marketing
Coordinator

First Year Representative