

# **McMaster Classics Club Constitution**

## **1. Name and Definition**

- 1.1. The club shall be known as: the McMaster Classics Club (MCC), a McMaster Humanities Society (MHS) ratified club.

## **2. Purpose and Objectives**

The McMaster Classics Club seeks to continue the traditions established by the formerly dynamic Classics Club, which has been a part of the club's history since the 1930s. We aim to create a community for the discussion of and appreciation for all aspects of ancient history, as well as an environment which facilitates dialogue between upper and lower level students through mentoring and tutoring. Furthermore, the McMaster Classics Club seeks to provide a welcoming and inclusive environment for members to come and create meaningful connections with their peers.

## **3. Membership**

- 3.1. Membership to the club is limited to the following:
  - 3.1.1. All full-time undergraduate students who support the Purpose of the club and are enrolled in the Faculty of Humanities
  - 3.1.2. Part-time undergraduate students who support the Purpose of the club and have paid the MHS fee
- 3.2. Honorary Membership for interested parties who are not represented by the MHS shall be approved and bestowed by the executive or membership committee of the MCC upon majority ruling
  - 3.2.1. Honorary Members shall not hold executive positions, allocate funds, have voting status, or participate in any MCC events which are restricted to non-honorary members.
- 3.3. Members' primary responsibility is to attend events and show support for the club.
- 3.4. Members have the privileges of voting and nominating peers for executive elections.
- 3.5. Membership shall be attendant upon attendance at a minimum of two (2) all-ages events of different types.

## 4. Executive

4.1. The Club executive will consist of; President, Vice-President, Treasurer, Secretary, Media Coordinator, Upper Year Representative, Lower Year Representative, and First Year Representative.

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 the day-to-day operations of the club.

4.2.4. Ensure the club's adherence to University policies.

4.2.5. Handle all EOHSS paperwork and ensure the appropriate distribution of waivers if necessary.

4.2.6. Be the main liaison between the McMaster Classics Department and its Club.

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. Be in charge of the Club filing cabinet.

4.3.3. Be in charge of the club's webspace (both website and Facebook page).

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

4.4. The **Treasurer** shall:

4.4.1. Keep the account books of the club, 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. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.4.4. Be in charge of the petty cash box and shall include a summary report of the account within the petty cash box at each meeting.

4.5. The **Secretary** shall:

4.5.1. Keep the minutes of all official meetings and be responsible for all correspondence of the association.

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

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

4.5.4. Be the chief person in charge of the club's email account, checking frequently and responding to all incoming emails in a timely manner. If the Secretary is unable to do so for any reason, the President or Vice-President will assume this responsibility.

4.6. The **Upper Year Representative, Lower Year Representative, and First Year Representative** shall:

4.6.1. Engage with each of their respective years and encourage further membership.

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

4.6.3. Advertise all events of the Club to the student body.

4.6.4. Act as Liaison(s) between the Club Executive and the student body.

4.7. The **Media Coordinator** shall:

4.7.1. Be the chief person in charge of any of the club's social media accounts, including Facebook, Twitter, and Instagram.

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

4.7.3. Maintain the display board in the basement of Togo Salmon Hall.

4.7.4. Print all relevant flyers and promotional materials for events.

4.7.5. Design and create all relevant advertisements and promotional materials for events.

## **5. Finances**

6.1. The club is eligible for allocated funding from the MHS.

6.2. The club may use the allocated funding for means pertaining to the Purpose and Objectives outlined in the constitution.

6.2.1. The club shall be prepared to present proof of purchase to the MHS and proof of funding allocation as granted by the **MHS Vice President of Internal Affairs**.

6.3. Monies received shall not involve any obligation of the MHS.

6.4. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the **MHS Vice President of Internal Affairs** (henceforth **VP Internal**).

6.5. The club's books may be subject to an annual audit by the MHS and shall be filed with the **MHS VP Internal** within five business days of the request for audit.

## **6. Hiring and Elections**

6.1. Save for First Year Representative(s), all Executive members must be elected by April 1st and must take office by May 1st

5.1.2. All vacant Executive positions must be filled by subsequent elections by September 15th, and take office by September 30th.

6.2. First Year Representative(s) must take office by September 30th.

6.3. The President shall have at least one year of experience as an Executive of the Club

and shall have been a member of the Club in the year in which they campaign for the Presidency.

6.4. In the event that only one individual is nominated for an Executive Office, other than the Office of the President, that Office shall be filled by appointment.

6.5. Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the President shall cast the deciding vote except when they are seeking re-election to office, in which case another executive shall cast the deciding vote.

6.6. Elections shall occur at a general meeting held in March each year.

6.7. Term of office shall be one year commencing from the day after the elections, ending on the day the next the new officer's term begins.

6.8. Notice will be given to all club members and the Clubs Administrator of all executive changes.

6.9. In the event that anyone desires to remove an executive member, the motion must be put to the executive council at large, and a majority vote of the executive council can forward the motion with the result that the executive member will be removed.

6.10. If an executive seat becomes vacant, an election almost identical in form to the general elections for executives will take place. The only difference will be that only one position is being voted upon.

## **7. Meetings**

### 7.1. General

7.1.1. General meetings shall be open to all club members

7.1.2. Only the President may call general meetings

7.1.3. At least one general meeting shall be called by the President per academic term.

7.1.4. 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.

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

### 7.2. Executive

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

7.2.2. Upon the receipt of the President of 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.

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

7.2.4. All Executive members shall attend Executive meetings.

### 7.3. Quorum

7.3.1. A quorum of 2/3 of the total membership is required for a general meeting.

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

## **8. Equity, Diversity, and Inclusion**

8.1. The MCC acknowledges that as a McMaster affiliated club, the club benefits from the University's location on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.

8.2. The MCC recognizes and works to reflect McMaster University's commitments to equity, diversity, inclusion, and accessibility, to cultivate a community that respects the human rights, integrity, and dignity of all members.

8.3. The MCC does not condone any harassment, violence, and discrimination.

8.4. The MCC shall not attempt to exclude, discriminate, or repudiate in any manner that suggests prejudice against an individual.

8.5. Any failure to adhere to these conditions will result in immediate review and possible recall from the MHS.

## **9. Bylaws and Amendments**

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

9.2. Passage of amendments to the Constitution shall be majority affirmative vote at quorum meeting.

9.3. Each amendment shall be referred to the **MHS VP Internal** and the **MHS President** for approval.

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

9.5. All bylaws and amendments shall be referred to the **MHS Vice President of Internal Affairs** and the **MHS President** for approval.

## **10. Disclaimer**

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

## **11. Recall**

11.1 The MCC shall make every reasonable attempt to fulfill the duties and responsibilities, and to reflect the policies and beliefs of the club as outlined in this constitution.

11.2 The MCC shall make every reasonable attempt to reflect and obey the policies as outlined in the MHS Constitution.

11.3 The members of the MCC shall not use their position in contravention of the legitimate rights and interests of the members' constituents.

11.4 The members of the MCC shall recognize that any failure to respect the conditions stated in this section will result in immediate review and possible recall from the MHS.

## **12. Enabling Clause**

12.1 This Constitution shall take effect October 30, 2020.

12.2. This Constitution has been modified as of April 6th, 2023.