

McMaster Linguistics Society

Bylaw 1 - Executive Board

1. PURPOSE

- 1.1. The McMaster Linguistics Society's (MLS) Executive Board will act as the organization's governing body, setting policy, and supervising all organization-wide operations.

2. THE EXECUTIVE BOARD STRUCTURE

- 2.1. The Executive Board shall comprise of eleven (11) to thirteen (13) members:
 - 2.1.1. Elected Position:
 - i. President(s) (1-2)
 - 2.1.2. Primary Applied Positions:
 - i. Vice President (Internal) (1)
 - ii. Vice President (Administration) (1)
 - iv. Vice President (Finance) (1)
 - v. Vice President (Academics) (1)
 - vi. Vice President (Events) (1)
 - vii. Vice President (Promotions)
 - viii. Vice President (Merchandise & Marketing) (1)
 - ix. Media Design Coordinator (1)
 - 2.1.3. Secondary Applied Positions:
 - i. Junior Events Coordinator (1)
 - ii. First Year Representative (1-2)
- 2.2. The President(s) will be elected before the end of the March and will hold office from May 1 to April 30.
- 2.3. Primary Applied Positions will be selected by the President(s) and will hold office from the day they have confirmed their position to April 30.
- 2.4. Secondary Applied Positions will be selected in September or October and will hold office from the day they have confirmed their position to April 30.

2.5. The Executive Board will be divided into three sub-teams:

2.5.1. The Logistics Team will consist of:

- i. Vice President (Administration)
- ii. Vice President (Finance)

2.5.2. The Relations Team will consist of:

- i. Vice President (Academics)
- ii. Vice President (Events)
- iii. Junior Events Coordinator

2.5.3. The Promotions Team will consist of:

- i. Vice President (Promotions)
- ii. Vice President (Merchandise & Marketing)
- iii. Media Design Coordinator

2.5.4. The President(s) will be *ex-officio* member of all sub-teams

(*see 4.1.3.*).

3. OVERARCHING EXECUTIVE RESPONSIBILITIES

3.1. The Executive Board shall:

- 3.1.1. Attend all executive meetings and general events when available.
- 3.1.2. Demonstratively participate in all executive meetings.
- 3.1.3. Have the right to request Constitutional amendments.
- 3.1.4. Fulfill the responsibilities of their position (*see section 4*) with reasonable attempt.

4. POSITION RESPONSIBILITIES

4.1. The President or Co-Presidents shall:

- 4.1.1. Be nominated and elected by the MLS membership.
- 4.1.2. Preside over the application process for the Executive Board.
- 4.1.3. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
- 4.1.4. Call all executive meetings and general meetings.
- 4.1.5. Attend the MHS Presidents meetings and relay relevant information to the executive team.
- 4.1.6. Ensure the club's adherence to MHS policies.
- 4.1.7. Handle all day-to-day operations of the club.
- 4.1.8. Be a co-signer of the MLS Pace Credit Union account.
- 4.1.9. Act as chief returning officer(s) for the upcoming presidential election.
- 4.1.10. Have the right to instate a punitive system to ensure that executive members are following appropriate conduct to the best of their ability. All executive members must be informed of the rules of the punitive system before the system can take effect.
- 4.1.11. Preside over the transition process for the Executive Board.
- 4.1.12. In the case of Co-Presidents, the above responsibilities will be delegated among each other equitably.

4.2. The Vice President (Internal) shall:

- 4.2.1 Perform the duties of the President(s)' in the latter's absence and shall assist the President(s) where required.
- 4.2.2. Assume the position of Co-President in the case of a recall.
- 4.2.3. Promote internal relations within the club.
- 4.2.4. Preside over the Mentorship Program. This entails:
 - i. Presiding over the application process.
 - ii. Pairing up mentors and mentees.
 - ii. Coordinating with members of the Mentorship Program once a month for progress updates and challenges for the pairs.
- 4.2.5. Have informal wellness check-ins with executive members at least

once per term.

4.2.6. Perform such other duties that are from time to time assigned by the President(s).

4.3. The Vice President (Administration) shall:

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

4.4.2. Create all Microsoft Forms for the club, excluding those pertaining to elections and executive applications.

4.4.3. Keep the minutes of all executive meetings.

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

4.4.5. Work with the Vice President (Events) to complete administrative duties related to events, such as booking rooms, outreach, and organizing catering.

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

4.4. The Vice President (Finance) 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. Provide a finance plan for the year to all members of the Executive Board, detailing budgeting for events, merchandise, and promotions.

4.4.3. 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.

4.4.4. Be a co-signer of the MLS Pace Credit Union account.

4.4.5. Coordinate with the Vice President (Merchandise & Marketing) for merchandise pricing in order to maximize club profits.

4.4.6. Form and maintain connections with external organizations for whom we will be fundraising for.

4.4.7. Brainstorm fundraising activities and ensure club success.

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

4.5. The Vice President (Academics) shall:

- 4.5.1. Preside over all Academic Committee (AC) affairs. This entails:
 - i. Presiding over the application process.
 - ii. Presiding over all meetings with the AC.
 - iii. Overseeing all academic initiatives by the AC.
 - iv. Allocating responsibilities to the committee members equitably.
- 4.5.2. Discuss and update development of academic initiatives with other executive members at executive meetings.
- 4.5.4. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.6. The Vice President (Events) shall:

- 4.6.1. Be the primary facilitator of all events held by the McMaster Linguistics Society.
- 4.6.2. Work with the McMaster Humanities Society to organize and coordinate all events run by the Society, acting as primary coordinator for such events.
- 4.6.3. Coordinate with the Vice President (Academics) to ensure a coherent event schedule for the academic year.
- 4.6.4. Coordinate with the President(s) to onboard the Junior Events Coordinator.
- 4.6.5. Delegate tasks to the Junior Events Coordinator in the facilitation of club events.
- 4.6.6. Create an event itinerary for every facilitated event.
- 4.6.7. Perform such other duties that are from time to time assigned by the President, executive or general membership.

4.7. The Vice President (Promotions) shall:

- 4.7.1. Coordinate with the Media Design Coordinator and Vice President (Merchandise & Marketing) to establish branding for visual cohesion in promotional material.
- 4.7.2. Create and maintain the posting schedule for all active social media.
- 4.7.3. Coordinate with the Vice President (Academics) to maintain the marketing

plan and schedule among the general MLS posts and the AC posts.

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

4.7.5. Be responsible for all advertising and promotions of events and club activity, including but not limited to:

i. Speaking to classes.

ii. Working with the Department of Linguistics & Languages to find ways to connect with students.

4.8. The Vice President (Merchandise & Marketing) shall:

4.8.1. Create the designs for official MLS merchandise and decide on the medium of the merchandise, which will be shown to the Executive Board for approval.

4.8.2. Research and contact potential companies to work with to produce merchandise.

4.8.3. Coordinate with the Vice President (Finance) to look into price comparisons and to create a detailed breakdown of expenses, pricing to sell the merchandise, potential risks, and profits.

4.8.4. Create physical promotional material such as posters to promote non-event related MLS activity.

4.9. The Media Design Coordinator shall:

4.9.1. Create relevant and engaging social media posts for all club events and initiatives and present them to the Executive Board for approval.

4.9.2. Maintain a theme as decided by the Vice President (Promotions) and ensure accessibility for all social media posts.

4.10. The Junior Events Coordinator shall:

4.10.1. Complete event-related tasks delegated to them by the Vice President (Events)

4.10.2. Create promotional posters for MLS events.

4.10.3. Act as the primary events coordinator for at least one virtual event per

semester.

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. Shadow three executive members during their term.
- 4.11.4. Attend general events, especially any open house events, and homework hangouts.
- 4.11.5. Sign up to be a mentee in the MLS Mentorship Program.
- 4.11.6. Perform such other duties that are from time to time assigned by the President, executive or general membership.

5. RECALL

5.1. Notice will be given to all executive members of all executive changes.

5.1.1. 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(s) 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.

5.1.2. If the removed member is one of the Co-Presidents, the Vice President (Internal) will assume the position of Co-President.

5.1.3. In the case where both the President(s) and Vice President (Internal) are called to be removed, club activity may be suspended for a maximum of 6 weeks.

5.2. 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.