

McMASTER MUSIC SOCIETY CONSTITUTION

*McMaster Music Society, McMaster University
1280 Main St. West, Hamilton, Ontario, L8S 4L8*



1. Name

1.1. The club/society shall be known as: **McMaster Music Society** (here out referred to as the MMS), a McMaster Humanities Society (here out referred to as the MHS) ratified club.

2. Purpose

2.1. MMS is an academic club that represents all McMaster University music students as well as ensembles run by the School of the Arts (here out referred to as SOTA). MMS aims to provide students involved in music at McMaster with a support network in their studies of music as well as a community through social means.

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 MMS and are enrolled in the Faculty of Humanities.

3.1.2. Part-time undergraduate students who support the Purpose of the MMS 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 MMS upon majority ruling.

3.2.1. Honorary Members shall not hold executive positions, allocate funds, have voting status, or participate in any MMS events which are restricted to non-honorary members.

4. Executive

4.1. The MMS executive will consist of both internal and external executive members. The internal members are: President, Secretary, Treasurer, Merchandise Coordinator, Fundraising Coordinator. The external members are Vice President, Social Coordinator, Public Relations, Community Outreach, First Year Representatives (x2).

4.2. Membership to the MMS executive is restricted to full-time undergraduate students.

4.3. Any executive member may be recalled by power of a 2/3 majority vote at an executive meeting with a Quorum present.

- 4.4. **The President** (Internal) shall:
 - 4.4.1. Acts as primary contact (along with Vice-President - External) to the MHS and SOTA.
 - 4.4.2. Be responsible for running all executive and general meetings.
 - 4.4.3. Oversee all Internal executive positions including: Secretary, Treasurer, Merchandise Coordinator, Fundraising Coordinator, one (1) First Year Representative.
 - 4.4.4. Assist overseen positions as necessary.
 - 4.4.5. Responsible for all MHS related paperwork (i.e. club forms, finance forms [with Treasurer], etc).
 - 4.4.6. Handle the day-to-day operations of the club including sending all club email correspondence.
 - 4.4.7. Sustain an acceptable level of performance among the executives, as detailed by this constitution.
 - 4.4.8. Guarantee that club programming represents students from the McMaster University music program.
 - 4.4.9. Ensure the club's adherence to MHS policies and Constitution.
- 4.5. **The Vice President** (External) shall:
 - 4.5.1. Be responsible for all non-music major outreach (ex. All Ensembles, Music Cognition Society, Greater McMaster Community, Music Alumni, Greater Hamilton Community [with Community Outreach Coordinator]).
 - 4.5.2. Assist given position holder when running joint events.
 - 4.5.3. Oversees all External Executive Positions: Socials Coordinator, Public Relations, Community Outreach, one (1) First Year Representative.
 - 4.5.4. Assist all overseen positions as necessary.
 - 4.5.5. Acts as primary contact (along with President - Internal) to the MHS, and SOTA.
 - 4.5.6. Assists the President in running meetings, elections, and paperwork as necessary.
 - 4.5.7. Be present on and help create any committees deemed necessary by overseen position holders (ex. Formal Committee, etc).
 - 4.5.8. Perform the duties of the President in the latter's absence and shall assist the President where required.
 - 4.5.9. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.6. **The Treasurer** (Internal) shall:
 - 4.6.1. Keep the account books for the club, shall arrange for the custody and distribution of each funds pursuant to the executive and general membership's direction.

- 4.6.2. Give a report of the finances of the club at each executive meeting and have the books available on request of any member of the club.
- 4.6.3. Be responsible for the reimbursement of all executives, proof of purchase, and proof of funding allocation.
 - 4.6.3.1. Duties outlined in section 5 (Finances) of the Constitution.
- 4.6.4. Assist with club fundraising where necessary.
- 4.6.5. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.7. **The Secretary** (Internal) shall:
 - 4.7.1. Keep the minutes of all official meetings and be responsible for all the correspondence of the association.
 - 4.7.2. Maintain the club's membership list and archival documents.
 - 4.7.3. Responsible for creating completed minutes which are to be shared in MMS Google Drive folder prior to the next meeting.
 - 4.7.4. Run club meetings where necessary.
 - 4.7.5. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.8. **The Events Coordinator** (External) shall:
 - 4.8.1. Be responsible for running a minimum of two social events per term.
 - 4.8.2. Organize event-planning logistics and be responsible for booking locations.
 - 4.8.3. Be responsible for using the assigned budget as needed.
 - 4.8.4. Work with the Treasurer and the Vice President to ensure expenditure is appropriate.
 - 4.8.5. Give a report of event-planning progress to the club executive at each executive meeting as needed.
 - 4.8.6. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.9. **The Communications Coordinator** (External) shall:
 - 4.9.1. Be responsible for advertising of all MMS and SOTA events, concerts and the music program in general through social media and graphics/posters.
 - 4.9.2. Keep a record of all communications between other societies and clubs for event collaboration and be responsible for receiving and transmitting pertinent information to other societies and clubs.
 - 4.9.3. Monitor club members and content within MMS social media platforms to promote and maintain welcoming and safe environment
 - 4.9.4. Give a report of communication information with other societies and clubs to MMS club executives at each executive meeting.

- 4.9.5. Works closely with the all club members who include communications in their club projects to ensure one collective voice is being used to promote MMS events and messages.
- 4.9.6. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.10. **The Merchandise Coordinator** (Internal) shall:
 - 4.10.1. Be responsible for organizing and distributing a minimum of one merchandise item per year (ex. MMS branded sweaters, jackets, etc).
 - 4.10.2. Gather information on suppliers and present possible options to the Executive Members.
 - 4.10.3. Be in contact with apparel companies and coordinate contracts with said companies.
 - 4.10.4. Work closely with the Treasurer to decide on the budget for the year and report all expenses to the Treasurer.
 - 4.10.5. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.11. **The Community Outreach Coordinator** (External) shall:
 - 4.11.1. Be responsible for outreach in the Hamilton and Music Community.
 - 4.11.2. Be responsible for running a minimum of one Community Outreach Event per year.
 - 4.11.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.12. **The First Year Representatives [x2]** (1 Internal & 1 External) shall:
 - 4.12.1. The two (2) First Year Representatives are elected by the executive members in September of the year of holding.
 - 4.12.2. Be responsible for connecting first year music students to the MMS.
 - 4.12.3. One (1) First Year Representative will shadow External position holders and One (1) First Year Representative will shadow Internal position holders.
 - 4.12.4. Each First Year Representative will report to the President (Internal) or Vice-President (External) that corresponds to their position shadowing.
 - 4.12.5. At the end of the first semester of the academic school year, they will be given the option to switch positions in order to have the opportunity to shadow all roles on the executive team.
 - 4.12.6. In case of an event where no other members fulfill a role, a first year may take on any role with the exception of the President and Vice-President.
 - 4.12.7. Perform such other duties that are from time to time assigned by the President, executive or general membership.

5. **Finances**

- 5.1. The MMS is eligible for allocated funding from the MHS.
- 5.2. The MMS may use the allocated funding for means pertaining to the Purpose and Objectives outlined in the constitution.
 - 5.2.1. The MMS 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**.
- 5.3. The MMS may use any reasonable means consonant with the constitutional purpose to raise funds for its program.

6. **Hiring and Elections**

- 6.1. All Officers shall be MHS members.
- 6.2. All Officers shall be elected by the general club membership.
- 6.3. 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 the President is seeking re-election to office, in which case another executive shall cast the deciding vote.
- 6.4. Save for First Year Representative(s), all Executive members must be elected by the sitting Executive Team by April 1 and take office by May 1.
- 6.5. First Year Representative(s) must take office by October 1.
- 6.6. Notice will be given to all club members and the MHS of all executive changes.
- 6.7. Selection for new executive members will be conducted by the executive team. A request for consideration must be sent to the Executive Team and a meeting with potential new executive members will be conducted in order to determine whether an individual is a good fit for a role that needs to be filled.
- 6.8. In the event of less than two candidates for Presidency, the sole candidate shall assume Presidency.
- 6.9. In the aforementioned circumstances, a Vice-President must be elected.

7. **Meetings**

- 7.1. General
 - 7.1.1. Only the President may call general meetings.
 - 7.1.2. General meetings shall be open to anyone with a relation to the McMaster University music program.
 - 7.1.3. At least one general meeting shall be called by the President per month of the 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.
- 7.1.6. Notice of a general meeting must be sent to **MHS Vice President of Internal Affairs** no less than one (1) week prior.
- 7.2. Executive
 - 7.2.1. At least one executive meeting shall be called by the President per academic term.
 - 7.2.2. All members of the executive team must submit what they would like to speak about prior to the date when a meeting is held.
 - 7.2.3. Any information that each executive member would like to speak about at a meeting will be shared with other executive members during the time of the meeting.
 - 7.2.4. Prior to a meeting, a specific amount of time will be decided and given to each member of the executive team to speak about anything pertaining to their role.
 - 7.2.5. Upon the receipt of the President's written request for an executive meeting, signed by at least 1/2 of the executive, the President shall call an executive meeting at the earliest possible date.
 - 7.2.6. Voting procedure for regular business at an executive meeting shall be by simple majority.
- 7.3. Quorum
 - 7.3.1. A quorum of 1/3 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. Events Protocol

- 8.1. Any larger event planned by any member of the executive team must strictly adhere to this protocol.
- 8.2. Any updates or changes to an event must be made clear with all executive members involved and with the entire executive team as needed.
- 8.3. If an event is large enough, the President and Vice-President can allow for a small committee to be formed within the executive team to plan and manage the event (ex. formal committee).
- 8.4. If a committee is formed in collaboration with another club for an event, the Treasurer, Social Coordinator, Public Relations and the President and/or Vice-President must be involved.

- 8.5. The executive member in charge of running the event will be responsible for organizing event-planning logistics and be responsible for booking locations.
- 8.6. A budget must be decided between the Treasurer and the executive member or executive committee running an event and it must be approved by all members of the executive team before any purchases are made.
- 8.7. Any changes to the approved budget must be re-finalized with the Treasurer and President immediately.
- 8.8. Any executive team member that makes a purchase towards an event must sign their original receipt and fill out an MHS Expense Reimbursement Form and give it to the Treasurer at the earliest convenience.
- 8.9. If needed, a single executive member will be appointed to make purchases for an event.
- 8.10. Attendance of an executive member in charge of a large event must attend all upcoming meetings prior to the event date.

9. **Equity, Diversity, and Inclusion**

- 9.1. The MMS acknowledges that as a McMaster affiliated society/club, the club/society 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.
- 9.2. The MMS 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.
- 9.3. The MMS does not condone any harassment, violence, and discrimination.
- 9.4. The MMS shall not attempt to exclude, discriminate, or repudiate in any manner that suggests prejudice against an individual.
- 9.5. Any failure to adhere to these conditions will result in immediate review and possible recall from the MHS.

10. **Bylaws and Amendments**

- 10.1. Bylaws may be adopted or amended following a majority vote of all members of the Executive Board.
- 10.2. Passage of amendments to the Constitution shall be majority affirmative vote at quorum (minimum attendance) meeting.
- 10.3. All bylaws and amendments shall be referred to the **MHS Vice President of Internal Affairs** and the **MHS President** for approval.

11. Recall

- 11.1. The MMS 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 MMS shall make every reasonable attempt to reflect and obey the policies as outlined in the MHS Constitution.
- 11.3. The members of the MMS shall not use their position in contravention of the legitimate rights and interests of the members' constituents.
- 11.4. The members of the MMS 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. Disclaimer

- 12.1. The views and actions of the MMS in no way reflect the views of McMaster University, the MHS, or SOTA.

13. Enabling Clause

- 13.1. This Constitution shall take effect May 1, 2021.