

Master Policies

January 1st 2024



Table Of Contents:

- Alumni Board Policy..... 6**
- 1. Scope.....6
- 2. Membership.....6
- 3. Appointment.....7
- 4. Duties of Board Members.....7
- 5. Administrative Duties.....7
- 6. Meetings.....8
- Branding & Communications Policy..... 9**
- 1. Scope.....9
- 2. Visual Identity of the MUS.....9
- 3. Visual Identity of Services and Events under the MUS..... 12
- 4. MUS Clothing.....12
- 5. Email Signatures.....13
- 6. Rebranding Procedures.....13
- 7. Use of MUS Marketing Channels.....14
- 8. Promotions.....14
- 9. Postering.....15
- 10. External Communication and Media Relations..... 16
- 11. Enforcement of the Branding & Communications Policy.....16
- 12. Consequences for Policy Infractions.....17
- Bull & Bear Policy..... 18**
- 1. Preamble.....18
- 2. Publication Status.....18
- 3. Mission Statement.....18
- 4. Membership.....18
- 5. Voting Rights.....19
- 6. Ethics.....19
- 7. Constitutional Ratification.....19
- 8. Constitutional Amendments.....19
- 9. Executive Succession under Normal Operations.....20
- 10. Executive Succession under Contingency Planning.....20
- 11. Exceptional Circumstances Clause.....21
- 12. Proprietary Rights.....21
- 13. Rights Provided by the MUS.....21
- 14. Financial Support by the MUS.....22
- 15. Rights Provided by the Publication.....22
- Clubs Policy.....23**
- 1. Club Classification.....23

2. Club Roster.....	23
3. Requirements and Responsibilities of MUS Recognized Clubs.....	24
4. Application Process to Become an MUS Recognized Club.....	24
5. Annual Club Assessment.....	25
6. MUS Club Entitlements.....	27
7. Financial Subsidy for Clubs.....	27
8. MUS Responsibilities towards Clubs.....	28
9. Residual Powers.....	28
Corporate Relations Policy.....	30
1. Scope.....	30
2. Corporate Relations Team.....	30
3. Representation of the Management Undergraduate Society.....	32
4. Classification of Sponsors.....	33
5. Access to Restricted Sponsors.....	33
6. Access to Non-Restricted Sponsors.....	33
7. Communication.....	34
8. Invoices.....	34
9. Contracts.....	34
10. Sponsorship Packages.....	35
11. Follow-Up Process.....	35
Council Policy.....	38
1. Membership to Council.....	38
2. Duties of Council Members.....	39
4. Council Meetings.....	42
Elections & Referenda Policy.....	44
1. The Elections Committee.....	44
2. Candidate Eligibility.....	44
3. Timeline.....	45
4. Pre-Nomination Procedures.....	45
5. Nomination Process.....	46
6. Campaign Procedures and Regulations.....	47
7. Candidate Endorsement.....	48
8. Candidates Forum Procedures.....	48
9. Voting Procedures.....	49
10. Voting Results.....	50
11. Appeal Procedure.....	50
12. Penalties for Policy and Elections Infractions.....	51
13. Policy Enforcement.....	52
14. Referenda.....	52
Equity Policy.....	54
1. Definitions.....	54
2. Scope.....	54

3. Policy Statement.....	55
4. Ombudsperson.....	56
5. Complaints.....	56
6. Discipline and Resolution of Complaints.....	57
7. Documentation – Equity Log.....	57
Executive Policy.....	59
2. Common Responsibilities of All Executives.....	59
3. President of the Society.....	60
4. Vice President of Academic Affairs.....	61
5. Vice President of Communications.....	62
6. Vice President of Competitions.....	63
7. Vice President of Corporate Relations.....	64
8. Vice President of Events.....	65
9. Vice President of Financial Affairs.....	66
10. Vice President of Internal Affairs.....	67
Financial Policy.....	68
Section 1: Reimbursements.....	68
1.1. Liability.....	68
1.2. Processing Times.....	68
1.3. Procedures.....	69
1.4. Replacement for Receipt Procedures.....	69
1.5. Signing Authority (Chartered Clubs).....	70
1.6. Improper Reimbursements.....	71
1.7. Restricted Items.....	71
1.8. Overriding Powers.....	72
1.11. Systems of Reimbursement.....	72
Section 2: Internal Reporting.....	73
2.1. Finance Committee.....	73
2.2. Board of Directors.....	73
Section 3: External Reporting.....	74
3.1. Desautels Faculty of Management.....	74
Conferences and Competitions Policy.....	75
1. Case Competition Classification.....	75
2. Case Competitions Roaster.....	75
3. Requirements and Responsibilities of MUS Recognized Competitions.....	76
4. Application Process to Become an MUS Recognized Competition.....	76
5. Annual Renewal of Competitions’ Status.....	77
6. MUS Responsibilities towards Clubs.....	78
7. REFEAC.....	78
Involvement Policy.....	80
1. Scope of Involvement.....	80
2. Common Responsibilities.....	80

3. Intellectual Property of the MUS.....	81
4. Multiple Positions.....	81
5. Financial Compensation for Work Completed Within the MUS.....	101
Recruitment Policy.....	102
1. Definitions and References.....	102
2. Jurisdiction.....	104
3. Training of HR Managers.....	104
4. Available Positions.....	104
5. Before the Interview.....	106
6. During the Interview.....	107
7. After the Interview.....	108
8. Appeal Procedure.....	109
9. General Provisions.....	109
10. Revision of the Recruitment Policy.....	110
Sustainability Policy.....	111
1. Responsibility for Sustainability.....	111
2. Role within the Desautels Faculty of Management.....	111
3. Role within MUS Events and Services.....	112
Sustainable and Ethical Practice And Purchasing Guidelines (SEPP).....	113
1. Office Management and Administration.....	113
2. Event Organization and Promotion.....	113
3. Transportation.....	114
4. Health and Well-Being.....	115
5. Ethical Purchasing Policy.....	115
6. Sustainable Purchasing Policy.....	115

Alumni Board Policy

Last Updated February 12th, 2014

The purpose of the MUS Alumni Board, hereafter referred as the “Board”, is to provide strategic advice, feedback and an alumni perspective to the Council as a means to aid in the definition, refinement and attainment of MUS’ goals.

1. Scope

1.01

The Board serves as a tool to ensure consistency of goals and transition of multi-year initiatives between executives on a year over year basis.

1.02

Board members will strive to achieve these core goals:

1. Provide strategic and transition advice and feedback with regards to operational decisions, in an effort to improve the sustainability of the MUS;
2. Provide a forum of promotion for MUS charitable initiatives within Montreal’s business community;
3. Provide human capital support to aid the personal and professional development of the students, in the form of:
 - i. Mentors – for career opportunities
 - ii. Speakers – to improve the quality of the MUS conferences and Club events
 - iii. Judges – to improve the quality of MUS conferences and internal academic competitions
 - iv. Coaches – to increase the competitiveness of the MUS at external academic competitions
4. Provide a forum for feedback as it relates to MUS’ performance;
5. Develop the MUS community through an active interest in the Society.

1.03

The Board will have no binding voting power over the actions of the Council.

2. Membership

2.01

The Board shall be comprised of a minimum of seven (7) alumni. There is no limit to the addition of members past the quorum.

2.02

The term of office of Board members shall be a minimum of one (1) year, with a maximum of three (3) years.

3. Appointment

3.01

Appointment decisions are made by the MUS Council on an ad hoc basis at the end of the term of office of Board members. The Council reserves the right to defer their selection responsibility to the MUS Executive at any time.

3.02

The Council receives alumni applications by the Vice President Corporate Relations in conjunction with the Executive.

3.03

Criteria for the selection of Committee members include, but are not limited to, the following:

1. Experience with MUS (or the other precursory organizations) and the Montreal business community;
2. Current interest and involvement in MUS and the Desautels community at large;
3. Diversity that the nominee can bring to the Board in terms of professional and MUS experience.

4. Duties of Board Members

4.01

The roles and expectation of the Board members include, but are not limited to, the following:

1. Attending and participating in four (4) MUS Council meetings per year;
2. Attending MUS events as possible;
3. Act as an ambassador of the MUS and the Desautels Faculty of Management to the wider Montreal community, specifically the business community.

4.02

The minimum expected yearly time commitments are outlined below:

1. Four (4) MUS Council meetings 7 – 8 hours
2. Event attendance (minimum 1 per year) 2 – 6 hours
3. Peer-to-peer recruitment of future Board members 2 – 4 hours
4. One ad-hoc meeting on a specific topic 2 – 4 hours

Board members have the flexibility to add significantly more value over their term at their discretion by getting involved in many different MUS initiatives.

5. Administrative Duties

5.01

The Vice President of Corporate Relations will act as a liaison member with the following duties:

1. **Liaison** – responsible for liaising between the Council and Board members throughout the year as required. The Vice President of Corporate Relations will be MUS' single point of contact to reach Board members.
2. **Coordinator** – In charge of coordinating meeting agendas, preparatory documents and facilities in

conjunction with the MUS President.

5.02

In the event that the Director of Corporate Relations is unable to attend a meeting, the MUS President will be responsible for coordinating and facilitating the meeting.

6. Meetings

6.01

The Board members will attend a minimum of four (4) MUS Council meetings on a yearly basis. The Board can also meet as an independent body to discuss specific topics as deemed necessary by the Council.

6.02

Meetings must be announced at least seventy-two (72) hours in advance. The proposed agenda shall be distributed at least forty-eight (48) hours prior to the meeting.

6.03

Board members are asked to provide notification of their anticipated absence for any meetings. If a member is consistently absent from meetings, the Board and the MUS Council may ask the member to reconsider their role on the Council.

6.04

The Vice President of Corporate Relations along with the MUS President will provide all new Committee members with an orientation package at the start of each year. The package will include, but is not limited to, the following:

1. The Board's guiding principles
2. Contact list of the members
3. MUS Constitution and Policies
4. Memorandum of Agreement with McGill University
5. MUS Calendar of Events
6. MUS Corporate Relations Package
7. Previous meeting minutes and agendas

Branding & Communications Policy

Last Updated June 26th, 2023

In an effort to protect the brand equity of the Management Undergraduate Society and to educate those working within the Society, the Branding & Communications Policy standardizes all marketing procedures. Deviations from this policy shall not be allowed at any time, as the brand equity of the Management Undergraduate Society is critical to the success of its operations.

1. Scope

1.01

The Branding & Communications Policy shall apply to all services and events under the jurisdiction of the Management Undergraduate Society (MUS), and any person or organization using branding under the control of the Management Undergraduate Society

1.02

Services under the jurisdiction of the MUS include:

1. Internal services and events, defined as activities that are supported by the MUS and are attended predominantly by the Desautels and McGill community. This encompasses all MUS recognized clubs and Executive portfolio committees and representatives.
2. External services and events, defined as activities that are supported by the MUS and are attended by people outside of the Desautels and McGill community
3. MUS Executive
4. MUS Council

1.03

Branding under the control of the MUS include:

1. The MUS logo, any related imagery and/or colors
2. All logos or imagery of services directly affiliated with the MUS as outlined in subsection 1.02 of the Branding & Communications policy

2. Visual Identity of the MUS

2.01

The MUS logo is the primary element of the MUS visual identity system and must appear on all official MUS communications. For modifications to the MUS logo, see Section 4, Rebranding Procedures.

2.02

Appropriate uses for various logos

1. The official logo of the Management Undergraduate Society is:



This is the brand identity of the MUS as seen by external entities and should be used in official communications with external parties e.g. Sponsorship

2. For use of all internal communications, the abbreviated logo can be used:



2.03

The official colour of the MUS is Red (identical to the corporate branding of McGill University and the Desautels Faculty of Management):

1. Pantone 485
2. CMYK 0C 100M 90Y 0K
3. RGB R:216 G:30 B:5

2.04

In all cases where quality reproduction of the MUS logo is impossible, the following MUS logos may be used instead in MUS black and white:



2.05

Any variation of the logo must be approved by the VP communications.

The two official fonts used by the Management Undergraduate Society are Garamond and Gotham. These fonts are to be used for official MUS documents and PowerPoint presentations

1. Gotham is used commonly in print for headings, sidebars, and captions
2. Garamond is used commonly in print for in-body text, thank-you cards, and news releases Alternative

versions of these fonts as listed below are also permitted.

1. Garamond

- i. ABCDEFGHIJKLMNOPQRSTUVWXYZ
- ii. abcdefghijklmnopqrstuvwxyz 1234567890

2. Gotham Family

- i. ABCDEFGHIJKLMNOPQRSTUVWXYZ
- ii. Abcdefghijklmnopqrstuvwxyz 1234567890

2.06

Any person who uses the MUS logo must abide by the policies and procedures as outlined in Section 3, Visual Identity of Services and Events under the MUS

2.07

In accordance with subsection 1.02 of the Branding & Communications Policy, all services of the MUS must use the MUS logo on all marketing materials that contain the service or event logo. Marketing materials include, but are not limited to:

1. Brochures
2. Posters
3. External sponsorship packages
4. PowerPoint Presentations
5. Any material used to promote a MUS supported service or event

2.08

All social media accounts should mention the club affiliation with the MUS as follows: "Club operating under the Management Undergraduate Society".

3. Visual Identity of Services and Events under the MUS

3.01

Any service under the MUS is required to have the official tailored logo that can be only adjusted by the Office of the Vice-President Communications

3.02

All logos of services as outlined in subsection 1.02 and any related imagery are the intellectual property of the MUS. Any person who uses a logo or related imagery under the control of the MUS must abide by the policies and procedures as outlined in this Policy

3.03

All committees, with exceptions decided upon by the MUS President, are required to have the MUS logo visually present on the following items:

1. Promotional billboards (posters, banners, signs, etc)
2. Homepage of Website

3.04

All above publications must use the full color MUS logo as specified in Section 2, Visual Identity of the MUS. In cases of conflict with the size or cost of the full color MUS logo, see subsection 2.04. Exceptions will be approved upon by the office of the VP Communications

3.05

Any club, service or event logo must be used in conjunction with the MUS logo. The former must not exceed 2/3rds of the size of the MUS logo.

4. MUS Clothing

4.01

The MUS logo is required to be used on all internal clothing items, to be handled on a case-by-case basis by the Office of the Vice-President of Communications or **reimbursements for orders will not be given**. The following colours shall be used for MUS apparel

1. The MUS logo should be red, white or black, as provided in article 2.02.
2. Apparel can be of any color.

If the Desautels logo is going to be used, it must be in accordance with the Desautels Branding Policy .

4.02

MUS supported services and events are required to use the MUS logo on clothing items if in accordance with Section 2, Visual Identity of the MUS. All internal clothing design must be approved by the Office of the Vice-President communications **or reimbursements for orders will not be given**

This is with the exception of Hype Week and Winter Carnival

4.03

Depending on the color of the garment, the following logos will be used:

1. For dark colored apparels, the White MUS.png logo shall be overlaid
2. For light colored apparels, the MUS logo in the color of the print should be used

5. Email Signatures

5.01

Email signatures for MUS email accounts must include a signature which includes the person's full name, position title, address of the Desautels Faculty, and contact information which includes telephone numbers, email addresses and a fax number

5.02

Signatures should abide by the following format:

1. Title: Red, Gotham, Size 12 font
2. Body: Grey, Gotham, Size 12 font

5.03

Below is an example of the required email signature:

Example:



First Name, Last Name

Position | | Club | Management Undergraduate Society

Desautels Faculty of Management | McGill University

1001 Sherbrooke Street West, Suite XXX

Montréal, Québec, Canada H3A 1G5

T: 514.398.7292 | C: XXX.XXX.XXX | W: www.musmcgill.com and/or club website

6. Rebranding Procedures

6.01

Rebranding shall be defined as a change in any portion, size, shape, color, text, position, or look of a logo or related imagery.

6.02

Rebranding of any logo affiliated with a MUS service or event as outlined in subsection 1.02 of the Branding & Communications Policy must be approved by the Vice President of Communications.

6.03

Rebranding of the MUS logo and all related imagery must be approved by the Board of Directors by a two thirds (2/3rds) majority vote

6.04

Rebranding shall be permitted for only the following reasons:

1. Loss of brand equity
2. Logo and related imagery is out-of-date
3. Logo is no longer reflective of the service

4. Violation of the MUS Constitution, any MUS Policy or Guideline, MUS Memorandum of Agreement with McGill University, any Desautels regulation or McGill University regulation

6.05

Creation of a new brand for a service or event that has otherwise not had a brand must be approved by the President and Vice President of Communications.

7. Use of MUS Marketing Channels

7.01

All MUS members, as defined in the Constitution, are able to promote their services or events through any marketing channel provided by the MUS

7.02

Available MUS marketing channels include, but are not limited to:

1. MUS weekly mass email
2. MUS website
3. Bull & Bear Newspaper and website
4. Basement television screens
5. Poster boards located in the Bronfman building
6. MUS Social Media Pages

7.03

The Vice President of Communications reserves the right to alter, filter, table, or remove any promotion or use of a marketing channel for an MUS service at any time, including any decisions made by those responsible for the service

7.04

No external service (i.e. non-MUS service) shall be allowed to use any MUS marketing channels without prior approval from either the Vice President of Communications or the President

7.05

The Corporate Relations team and sponsorship coordinators may be allowed to offer exposure through the aforementioned channels upon written agreement from the Office of the Vice President of Communications.

8. Promotions

8.01

All promotions for any services, whether MUS-supported or an external service, must abide by McGill University regulations

8.02

If a fine is levied upon the MUS as a result of the actions of an individual conducting promotions, the fine will be passed along to that specific individual.

8.03

All marketing materials, as deemed by the Vice President of Communications, distributed in promotion of a service controlled by the MUS or an external service, or supported by the MUS, must be of an equitable nature

as described in the Equity Policy

8.04

Leaflet distribution can be allowed if it is distributed in promotion of a service controlled by the MUS. It needs to be approved by either the Vice President of Communications or President. Leaflet distribution will not be approved if they are:

1. Promoting a gathering that would disrupt the University activities and/or environment, or promote hatred or violence
2. Not regarding relevant and beneficial information for MUS members
3. Of religious or sexual nature
4. Promotion of external political parties or issues

9. Postering

9.01

All promotional posters to be placed in the Bronfman basement must be approved by either the Vice President of Communications or President with the official stamp subject to the following directives:

1. Only posters that promote student activities relevant to the student body will be allowed in the Bronfman basement and second floor
 - i. All posters must be hung on boards provided in the Bronfman basement and second floor using provided tacks by the MUS
 - ii. Exceptions include the doors located at the bottom of the Bronfman basement stairs and posters can only be posted using sticky tack in order to prevent damage
2. All posters placed in the Bronfman basement must be approved with a 'MUS Approved' stamp
3. All MUS services and events are allowed a maximum of four (4) posters during the two weeks leading up to the advertised event or activity
 - i. Poster size must remain between 3 x 4 inches to 11 x 17 inches
4. All non-MUS activities are allowed a maximum of two (2) posters
 - i. Poster size must remain between 3 x 4 inches to 11 x 17 inches

9.02

Posters must be removed one day after the date of the event, or the offending group shall be penalized

1. The penalty shall be decided by the Vice President of Communications
2. If posters are not removed within one week, future postering privileges will be revoked

9.03

Posters will not be approved if they are:

1. Promoting a gathering that would disrupt the University activities and/or environment, or promote hatred or violence
2. Not regarding relevant and beneficial information for MUS members
3. Of religious or sexual nature
4. Promotion of external political parties or issues

9.04

In the event the MUS Executive is uncertain about a poster, the Building Director would be authorized to

make the final decision.

10. External Communication and Media Relations

10.01

The President shall be the official spokesperson of the MUS unless he/she designates a Vice President to be the spokesperson on behalf of the Society.

10.02

In accordance with the Corporate Relations Policy, any person acting on behalf of the MUS must use the MUS logo on any material to be distributed

10.03

Any person other than the spokesperson of the Society may only speak on behalf of the MUS under the direction of the Vice President of Communication or be constrained to information publicly available on the MUS website

10.04

Any person wishing to comment on any issue of interest may do so at their discretion, but must clearly state the following: “[The following] is not the position of the Management Undergraduate Society”

10.05

Any form of mass media communication shall be under the direction of the Vice President of Communications in consultation with the President of the MUS.

Mass media communication shall be defined as media that is of a public nature, reaching beyond the McGill campus, and considered a reliable source of information for the general population

10.06

Any form of communication claiming to be speaking on behalf of MUS must come from the email address of the President or Vice President of Communications.

11. Enforcement of the Branding & Communications Policy

11.01

Branding and communications within the MUS shall be kept to a high standard and in accordance with any regulations of McGill University

11.02

Deviations from the Branding & Communications Policy shall not be tolerated at any time and will be dealt with on a case-by-case basis by the Vice President of Communications.

11.03

The Vice President of Communications is the primary enforcer of the Brand & Communications Policy. Any concerns with the Branding & Communications Policy should be directed towards the Vice President of Communications.

12. Consequences for Policy Infractions

12.01

If it is found that the MUS logo has been used in a malicious or inappropriate manner meant to derogate the image or name of the MUS, the Society may, at their discretion, take legal action against the offending party

12.02

Any unintentional misuse of the MUS logo by an individual shall be removed and/or corrected by the Vice President of Communications

12.03

Any person found to be using any marketing channel under the control of the MUS without the permission of the Society as per Section 5 of the Branding & Communications Policy shall have their content removed immediately

1. Repeat offenders shall be banned indefinitely at the discretion of the Vice President of Communications.
2. The removal of any ban will be at the discretion of the Vice President of Communications.

12.04

Any person found to be making a statement on behalf of the MUS without authorization shall be reprimanded under the following procedures:

1. If the person is an appointed individual
 - i. A verbal warning shall be issued for the first offense by the Vice President of Communications.
 - ii. A written warning shall be issued for the second offense (email or otherwise) by the President.
 - iii. After a second warning, the offending person shall be removed from their position by the Executive.
2. If the person is an elected individual
 - i. A verbal warning shall be issued for the first offense by the Vice President of Communications.
 - ii. A written warning shall be issued for the second offense (email or otherwise) by the President.
 - iii. The Council shall be notified if a third offense occurs and, at the discretion of the Board of Directors, the offending person may be censured. A “censure” shall be defined as a formal reprimand to the individual in question.
 - iv. Upon a fourth offense, the individual shall be impeached in accordance with Section 4.05 of the Constitution.

Bull & Bear Policy

Last Updated May 31st, 2023

Founded in 2003, The Bull & Bear has served as the authoritative voice of the Desautels Faculty of Management as the official publication of the Management Undergraduate Society. Monthly issues combine factual reports, discussion pieces, and entertainment articles in a newspaper format. The publication served to represent the unique faculty and student body within Desautels on campus and maintained a business oriented theme. This policy comprises an amalgamation of the Bull & Bear Constitution and its Memorandum of Agreement with the MUS.

1. Preamble

1.01

The publication shall be known as “The Bull & Bear” (herein referred to as “the Publication”).

1.02

The Publication operates as a publication of the Management Undergraduate Society with official status as an MUS Publication, falls under the MUS Communications portfolio, and is in accordance with the Constitution & Policies of the MUS.

2. Publication Status

The Publication is recognized as an entity governed by the Bull & Bear Policy of the MUS.

3. Mission Statement

The mission of The Bull & Bear is to serve as a platform of knowledge, insight, and inspiration to the McGill community. As the premier student magazine on campus affairs, we seek to advance insightful reporting and the presentation of in-depth analysis, with the ultimate goal of establishing The Bull & Bear as McGill University’s most reliable and enriching source of information.

4. Membership

4.01

Application for membership is open to all students currently registered at McGill University.

4.02

Currently enrolled and qualified applicants within the Desautels Faculty of Management will not be denied membership based on their faculty association.

4.03

Membership shall be awarded following application to become a full time staff member in accordance with The Bull & Bear Recruitment Policy and the MUS Recruitment Policy.

4.04

Students who are no longer enrolled at McGill University are not eligible for membership.

4.05

Current members of The Bull & Bear who are no longer enrolled at McGill University are considered to have membership terminated.

5. Voting Rights

5.01

A voting member of the Publication can only be an editor of one of the five operating sections (News, Markets, Lifestyle, Opinion, or Media), support functions (Chief Layout Editor, Web Editor, Advertising Director, Marketing Director), or Executive roles (Executive Editor, Managing Editor).

5.02

The Editorial Board shall consist of the following: Executive Editor, Managing Editor, Media Editor(s), News Editor(s), Business Editor(s), Lifestyle Editor(s), Opinion Editor(s), Advertising Director(s), Marketing Director(s), Web Editor(s), and Chief Layout Editor(s).

6. Ethics

6.01

Any errors published on The Bull & Bear platform shall be rectified as soon as possible.

6.02

Content containing or inciting discrimination or harassment on the grounds of sex, sexual orientation, race, disability, religious belief, or age shall not be published.

6.03

All possible steps shall be taken to ensure content is of a fair and accurate nature, citing sources where possible.

6.04

Falsified or distorted information shall not be published.

6.05

The Bull & Bear shall operate within the bounds of the Constitution of Canada, the Criminal Code of Canada, the Civil Code of Quebec, and the Copyright Act of Canada.

7. Constitutional Ratification

The Bull & Bear Constitution shall be in effect when first approved by a vote of two-thirds of the Editorial Board and the MUS Council.

8. Constitutional Amendments

The following changes to the Bull & Bear Constitution require a vote of at least two-thirds (2/3rds) in favour of the Editorial Board and MUS Board of Directors in order for ratification:

1. Alteration to the format by which the Publication is produced.
2. Amending the Constitution in any manner or interpretation.

9. Executive Succession under Normal Operations

9.01

Appointment of new Executive roles shall take place at minimum one month prior to the end of each Winter semester.

9.02

Official transference of title for the Executive roles shall take place on May 1 every year.

9.03

Editorial appointments are for a twelve (12) months term effective May 1st to April 30th

9.04

The current Executive Editor shall accept applications only from the Editorial Board.

9.05

The Executive Editor and Managing Editor shall be trained in HR policies in line with the MUS Recruitment Policy.

9.06

The current Executive Editor, along with the Managing Editor, shall conduct interviews in line with the MUS Recruitment Policy with a select group of applicants.

9.07

In the event of the Managing Editor applying for an Executive position, he or she shall be excluded from interviewing other applicants.

9.08

The Executive Editor shall appoint his or her successor subject to approval by a two-thirds majority of the Editorial Board, excluding the Executive Editor in this instance.

1. In the event of an evenly drawn vote, the Executive Editor shall cast the deciding vote. 2. In the event of non-approval, it shall be the responsibility of the Executive Editor to put forth a second candidate for voting.

10. Executive Succession under Contingency Planning

10.01

In the event of illness, injury, or death, which makes the Executive Editor unable to fulfill his or her duties, the Managing Editor shall assume the title Executive Editor as such time as an Executive Editor can be appointed by the Editorial Board.

10.02

In the event of illness, injury, or death, which makes the Managing Editor unable to fulfill his or her duties, the Executive Editor shall assume the title Managing Editor as such time as a Managing Editor can be appointed by the Editorial Board.

10.03

In the event of illness, injury, or death, which makes both the Executive Editor and Managing Editor unable to

fulfill their duties, the Editorial Board shall appoint an Executive Editor and Managing Editor within the period of forty-eight hours.

10.04

In the event of resignation of the Executive Editor, the Managing Editor shall assume the title of Executive Editor and appoint a replacement with Editorial ratification.

10.05

In the event of resignation of the Managing Editor, the Executive Editor shall appoint a replacement with Editorial ratification.

11. Exceptional Circumstances Clause

11.01

In the event of exceptional circumstances where immediate action is required, the Executive Editor shall, at his or her discretion, assume full Editorial power.

11.02

In such case, notice must be provided by official electronic mail to all members of the Editorial Board, citing the reason for invocation and a period of time where Editorial power is provided, following which authority returns to the Editorial Board.

12. Proprietary Rights

As per the Memorandum of Agreement with the MUS, it is recognized that the following are property of the MUS under operation of The Bull & Bear:

1. The legal entity title "The Bull & Bear"
2. The online domain name "bullandbearmcgill.com"
3. Any hardware purchased or provided by the MUS including but not limited to:
 - i. Camera equipment
 - ii. Computers and related equipment

13. Rights Provided by the MUS

As per the Memorandum of Agreement with the MUS, it is recognized that the following shall be provided by the MUS to support the growth, development, and operation of The Publication:

1. Respect of The Publication's editorial freedom to choose what content to produce and the nature of that content
2. Promote The Publication on all available channels throughout the Desautels Faculty of Management
3. Provide The Publication with a list of all events the MUS would expect The Publication to cover for the relevant academic year such that those events are feasibly included into non-faculty content coverage
4. Provide The Publication with proper access to cover any MUS events without delay or hindrance and to afford any assistance as may be necessary
5. Provide exclusive campus publication coverage rights over all MUS and subsidiary events to The Publication
6. Provide The Publication with human resources managers throughout the hiring process
7. First priority on all marketing channels as outlined in the Branding and Communications Policy
8. Provide liability approval and room bookings on behalf of the MUS

9. Provide office and storage space with the MUS
10. Provide a mailbox in the MUS office
11. Provide any required hardware, funded by the MUS, as agreed upon between The Publication and the MUS

14. Financial Support by the MUS

As per the Memorandum of Agreement with the MUS, it is recognized that the following financial support is provided by the MUS for The Publication:

1. Financial support for ongoing operating expenses of The Publication
2. Adequate long-term capital financing and investment for growth and development, upon approval by the executive staff of The Publication, the MUS, and the Board of Directors

15. Rights Provided by the Publication

As per the Memorandum of Agreement with the MUS, it is recognized that the following shall be provided by The Publication to the MUS in line with its role as an entity of the MUS:

1. Provide coverage (either through media, written content, or both) of MUS events, agreed upon between the Vice President of Communications and the Executive Editor before September 1st of each year.
 - i. Agreed coverage shall accurately reflect the event in its entirety
 - ii. Agreed coverage for MUS events shall be provided free of charge
2. The Publication's mission statement shall be mutually agreed upon by the MUS and The Publication's editorial staff
3. The Publication shall display on its printed cover page:
 - i. The MUS logo
 - ii. Name of The Publication
 - iii. Notice: "A publication of the Management Undergraduate Society of McGill University"
4. The Publication shall display on its inside front cover in 9 point font:
 - i. "The Bull & Bear is published by the Management Undergraduate Society. The content of this publication is the responsibility of the Management Undergraduate Society and does not necessarily represent the views of McGill University."
5. The Publication shall not display the McGill name, crest, or logo on the front cover or masthead
6. Provide finalized reconciliation of revenues and expenses by May 1st of the prior academic year
7. Provide an operating budget for the next fiscal year by May 1st
8. Provide an annual outline of social activities and events for the upcoming year
9. Provide a list of the editorial team including each member's name, position, student number, faculty, and contact information
10. Provide an updated long-term plan

Clubs Policy

Last Updated July 30th, 2023

As per Article 6 of the Constitution, relations and responsibilities of the MUS Recognized Clubs are defined by this Clubs Policy. MUS Recognized Clubs are responsible for catering towards the specific needs of students within the specific specializations of the Bachelor of Commerce degree and expose students to unique areas of business that are outside the academic realm. Deviations from this policy shall be the decision of the MUS Board of Directors or their respective Vice President.

1. Club Classification

1.01

An MUS Recognized club is any Inactive, Interim or Chartered club that has been active at any point in the last five years. All “MUS Recognized Club” shall be sub-classified depending on their maturity within the MUS. Each sub-classification shall have different requirements to maintain their MUS Recognized Club status.

1.02

All clubs shall be sub-classified as one of the following:

1. A MUS Interim Club: A club currently in their trial year as an “MUS Recognized Club”.
2. A MUS Chartered Club: A club having successfully proven capable of satisfying the requirements and responsibilities of an “MUS Recognized Club”, as outlined in section 3.1.
3. An Inactive Club: A club deemed incapable of satisfying expectations of an “MUS Recognized Club”.

1.03

Any club that is listed as “inactive” must have valid reasons for that classification.

1.04

Club classification will be granted by the Board of Directors of the Council by a simple majority vote.

2. Club Roster

2.01

The following clubs, in conjunction with their club status, are considered to be MUS Recognized Clubs

1. MUS Interim Clubs

- I.McGill Ventures
- II.Consulting Academy McGill
- III.McGill Banking International Association

2. MUS Chartered Clubs

- I.McGill Investment Club
- II.International Management Association
- III.Desautels Accounting Society
- IV.Management Marketing Network
- V.Desautels Sustainability Network
- VI.Management Consulting Association
- VII.McGill Sports Management Club

- VIII. Junior Enterprise Desautels
- IX. Desautels Women in Business
- X. Desautels Exchange Network
- XI. McGill Data Network
- XII. Dtech
- XIII. Asia Business Association

3. MUS Inactive Clubs

- I. Organizational Behavior/Human Resources Network
- II. OUTlook on Business

2.02

Section 2 of the Clubs Policy shall amend automatically upon a change of a club status as approved by the Board of Directors of the Council.

3. Requirements and Responsibilities of MUS Recognized Clubs

3.01

To be an MUS Recognized Club, all clubs must meet the following requirements:

1. Have a purpose that is aligned with the MUS Mission Statement and does not overlap with that of any existing club
2. Not controlled financially or operationally by an external organization
3. Not a for-profit organization or recruiting students for employment
4. Properly account for all revenues, expenses, and transactions through the fiscal year in order to properly consolidate the MUS reporting at year-end. All transactions shall appear as a line item on the MUS annual budget.
5. Club members should be composed of a simple majority of management students.
6. Comply with the yearly renewal requirements as outlined in section 5 of the Club Policy
7. Finalize Executive Director I transition by the first week of May.
8. Submission of the club's executive team members to the MUS by May 31st.
9. Submission of a Club Assessment by communicated date, as defined in subsection 5.04
10. Each club executive team cannot exceed 13 members, consisting of up to two executive directors and their respective directors.
11. A club executive team must be composed of a majority of management students.
12. Clubs must provide a mission statement to the MUS along with a tentative agenda for their planned events in the coming year by communicated date. The club's mission statement must be aligned with the vision and objectives of the MUS.

4. Application Process to Become an MUS Recognized Club

4.01

First time applicants that wish to become an MUS recognized club must complete the application process. First time applicants shall only have the right to apply for an interim status, and will only be able to apply for Chartered status upon successful completion of one year as an MUS interim club.

4.02

To be recognized as an interim club the following materials must be submitted to the Vice President of Internal Affairs at least seven (7) days prior to the Executive Council meeting where approval to present to the board of directors may be granted.

1. A one-page statement of purpose
2. A list of the current Executive Committee, including name, position, student number, faculty, and contact information
3. A statement of the club membership and club membership fees
4. A plan outlining expected club activities and social events for the coming year with a corresponding operating budget

A presentation to the Executive Council must be made, outlining how the club will meet the requirements mentioned in section 3 of the Policy.

4.03

Interim clubs wishing to become a Chartered clubs, shall submit of the following documents one week before they present to the MUS Executive:

1. A copy of the previous fiscal year financial statements
2. A one year action plan outlining club activities and social events for the coming year
3. A one-year budget completed in the MUS budget template accounting for the upcoming fiscal year
4. A brief marketing plan outline of how the club and their events will be promoted
5. A copy of the club's current constitution
6. Copy of current executive and member rosters
7. A statement of purpose outlining the reason for the change in status
8. A bank-opening document requesting the signatures of the MUS President and the MUS Vice President of Finance.

A presentation to the Executive Council by the applying Club shall outline how they meet the requirements mentioned in section 3 of the Policy.

4.04

Approval for a MUS Chartered Club must be ratified by the Board of Directors of the Council.

4.05

In the event that an Interim club is deemed unfit to be given Chartered status, either because of a failure to pass yearly evaluation or other relevant reasons, reclassification to Interim status will be subject to a simple majority vote by the Board of Directors. Failure to achieve a majority vote will result in the club's demotion to Inactive.

5. Annual Club Assessment

5.01

In an effort to increase the accountability and performance of the MUS Clubs, annual status renewal shall be contingent on the clubs' previous fiscal year's performance. While MUS recognition shall be renewed every year upon submission of the following materials, their status renewal will depend on their rubric evaluations.

5.02

In order to renew their MUS Clubs Status, each club shall submit the following documents by May 31st of the upcoming fiscal year.

1. Previous fiscal year's finalized reconciliation of revenues and expenses (Actual Budget)
2. An operating budget for the next fiscal year
3. A plan outlining club activities and social events for the coming year
4. A brief marketing plan outlining how the club and their events will be promoted (updated versions of the previously submitted copies will be accepted)
5. A copy of the club's current constitution if needed
6. A list of the new Executive Committee members, including name, position, student number, faculty, contact information, and relevant experience
7. A statement of the club membership roster and club membership fees for the previous year

5.03

If a club fails to re-apply for MUS Club Status, the club will be considered an Inactive Club, subject to a majority vote of the Board of Directors.

5.04

Each Club President shall be responsible for the preparation of a Club Assessment of his/her club's accomplishments to be submitted by the end of Winter Semester. The Club Assessment shall contain the following:

1. The goals of the Club, as outlined at the beginning of the fiscal year
2. Discuss specific actions taken with the intention of progressing towards strategic objectives
3. Emphasize any shortfalls, and corrective actions that will be taken in improving club's operations

5.05

Each Club's assessment is to be included in the MUS Annual Report and is evaluated by VP internal who will oversee the process and VP finance who will review the financial audit.

5.06

Failure to abide by these requirements could result in club demotion back to Interim status at the discretion of the Board of Directors. In the event of club demotion, the latter will be subjected to the requirements of an Interim club, including those for reapplication for Chartered status.

5.07

Club Status Renewal will be contingent on the club's performance in the previous fiscal year. Clubs will be subject to evaluation at the end of every Winter Semester on the following criteria:

1. Abiding to their budget projections
2. Ability to follow through with their marketing plan and one year action plan outlining events and activities.
3. Timely submissions of material
4. Attendance and Participation at club council meetings
5. Consistent communication with their members, ensured by adding the Vice President Internal to the clubs' Listserv

Clubs will have the opportunity to update their activities before second semester, by submitting a new marketing and action plan before January 1st

6. MUS Club Entitlements

6.01

Interim Clubs will be entitled exclusively to the following:

1. A financial subsidy as outlined in Section 7 of the Clubs Policy
2. 2nd priority on all marketing via MUS official marketing channels as outlined in the Branding and Communication Policy
3. A voting power on 1 non-voting representative to the Clubs' Council

6.02

Chartered Clubs will be entitled to the following:

1. A financial subsidy as outlined in Section 7 of the Clubs Policy
2. First priority on all marketing via MUS official marketing channels as outlined in the Branding and Communications Policy
3. Liability approval and room bookings on behalf of the MUS via SSMU Room Bookings
4. Office and storage space with the Management Undergraduate Society depending on available resources and needs
5. A mailbox in the MUS office
6. The ability to use the MUS office as the official mailing address of the club

7. Financial Subsidy for Clubs

7.01

MUS Recognized Clubs will be entitled to apply for a financial subsidy by submitting a budget outlining their operations and financial needs in the upcoming fiscal year. The subsidy requests will be due by communicated date and limited in the following ways:

1. Clubs are not entitled to MUS Sponsorship directly but to a maximum allowable loss that would be covered by the MUS and be considered a sponsorship amount. Such coverage is not guaranteed and clubs shall strive to remain financially autonomous.
2. Interim club subsidies will not exceed the total of a \$1000 fixed contribution and an additional \$5 for every member of the club.
3. Chartered club subsidies will not exceed the total of a \$2500 fixed contribution and an additional \$5 or \$10 for every member of the club, matching the club's membership fees revenue.
4. Current number of club members (club roster) will be due on September 30th in order to determine the variable limit to the clubs' subsidies for the upcoming year.
5. In any given year, the total club subsidies provided by the MUS shall not exceed \$35,000.
6. Actual subsidies provided will depend on the needs of the clubs and the constraints of the MUS. The final decision on the amount allocated will be made at the discretion of the MUS Vice President of Financial Affairs.
7. The MUS will rely on the following audit score framework to determine the amount of financial subsidies to be granted:

Requirements	Score
Previous fiscal year's finalized reconciliation of revenues and expenses (Actual Budget) along with original receipts and bank statements of all the expenses and revenues made during the year	/3
An operating budget for the next fiscal year	/2
Variance between budgets and actuals of the previous fiscal year	/3
Completeness of the Financial Statements and Reconciliation Statements	/2
Total Audit Score	/10

8. MUS Responsibilities towards Clubs

8.01

For Interim Clubs, the MUS shall be responsible for the following:

1. Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy
2. Ensuring access to MUS marketing channels
3. Providing a copy of the MUS Restricted List of Sponsors
4. Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy and the Clubs Policy

8.02

For Chartered Clubs, the MUS shall be responsible for the following:

1. Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy
2. Ensuring access to MUS marketing channels
3. Providing a copy of the Branding and Communications Policy, and the Clubs Policy
4. Allocating time for additional funding requests at the MUS Executive Council meetings and/or MUS Board of Directors meetings
5. Freely accessible storage space for club materials
6. An accessible mailbox in the MUS office
7. Inclusion of the President or the official designate of all Chartered Clubs in the Clubs' Council

9. Residual Powers

9.01

Should a Chartered MUS Club close or see its charter revoked for any reason, the balance in their account will automatically be transferred back to the MUS in accordance with subsection 8.05.05 of the Constitution.

9.02

The MUS shall be entitled to all profits generated by the MUS Recognized Clubs and retains final authority to their distribution.

Corporate Relations Policy

Last Updated February 17th, 2023

The Corporate Relations Policy of the McGill Management Undergraduate Society is to serve as a guide for handling all sponsorship matters for the Society as well as provide and implement the sponsorship strategy and goals to be followed. The Corporate Relations team is responsible for ensuring that external relations with companies, individuals, and organizations are conducted in a fair, ethical, professional and unbiased manner at all times. The Corporate Relations team is to act as a mentor to all portfolio members of MUS as by ensuring proper training and development pertaining to all matters of Corporate Relations.

1. Scope

1.01

Corporate Relations is defined as interaction and communication between a representative of an external company, firm or organization and the MUS aimed at creating, developing, and nurturing on-going and quality relationships.

1.02

Sponsorship is defined as the exchange of services and/or material between the MUS and an external company, firm, individual or organization.

1.03

Sponsorship is composed of, but not limited to, the following **receivables**:

1. Monetary support
2. In-kind donations
3. Venues
4. Discounts
5. Services
6. Representatives of an external company, firm or organization.

1.04

Sponsorship is composed of, but not limited to, the following **deliverables**:

1. Logo exposure.
2. Advertising in print or online.
3. Networking and Face-to-Face opportunities.
4. Company profiling and representation.
5. Event access.
6. Speaking and judging opportunities.
7. Resume Banks.
8. Exclusive and Personalized events.

2. Corporate Relations Team

2.01

The Corporate Relations (CR) Team of the Management Undergraduate Society will serve as a centralized point of contact to handle all sponsorship matters for the MUS.

1. Internally, the team serves as a point of mentorship and training for any and all members of the MUS.
2. Externally, the team acts as the first point of contact with the faculty, companies, and other external stakeholders, and will create portfolios for larger budget contracts.

2.02

CR's mission is to create long-term and high-quality relationships with external clients, thereby gaining growing amounts of sponsorship funds. The team will ensure all external relations with the business community are conducted in a fair, ethical, professional and unbiased manner.

2.03

The **Vice President of Corporate Relations** is the head of the Corporate Relations Team and is responsible for ensuring sufficient sponsorship is received for the MUS and its events as well as for determining and implementing the overall sponsorship and external relations strategy of the MUS. The Vice President of Corporate Relations is to be responsible for the proper training and development of the Corporate Relations Team as well as all MUS Portfolios and Clubs Executive Directors.

2.04

The duties of the **Vice President of Corporate Relations** as defined per section 7 of the Executive Policy shall include the following, but shall not necessarily be limited herein:

1. Be responsible for the annual planning, execution, feedback and evaluation process of the MUS sponsorship strategy including all sponsorship-generating events of the Management Undergraduate Society
2. Ensure proper liaison, communication and coordination between all the MUS events, portfolios and club regarding sponsorship opportunities.
3. Represent the Management Undergraduate Society and engage with the business community and alumni of the Desautels Faculty of Management
4. Liaise with the Desautels Development of Alumni Relations Office, Desautels Career Services and the Dean's Office on all affairs relating to the solicitation of sponsorship, alumni participation or networking opportunities for the MUS.
5. Act as the official liaison with other Canadian universities and commerce societies
6. Be responsible for the appropriate and effective sales training and development of the corporate relations team and all event directors in areas including but not limited to sales, relationship management, client relations, and BASE sales database.
7. Approve, collect, organize, and store all contracts between the MUS and external parties.
8. Be responsible for the recording and collection of all sponsorship agreements and their amounts in one database to be held by the Vice President of Financial Affairs.
9. Be responsible for controls to ensure proper transition and continuity of all material, relationships, and knowledge relating to the Sponsorship Strategy of the MUS.

2.05

Corporate Relation Managers shall work directly under the Vice President of Corporate Relations and shall have responsibilities towards external relationships with sponsors and internal relationship with clubs and events.

2.06

The duties of the **Corporate Relation Managers** shall include the following, but shall not necessarily be limited herein:

1. Internal Responsibilities

- i. Serve as a communications liaison between the Executive Directors of the events or clubs allocated to them and the Corporate Relations Team.
- ii. Act as account managers to ensure the collectability of the sponsorship they have acquired.
- iii. Act as mentors and coaches to the members of the committees under their supervision in order to train them in matters related to maintaining relations with sponsors, ensuring contractual agreements are met and general behaviour in a sponsorship relation.
- iv. Ensuring proper follow up procedures are followed with the his/her assigned sponsors as outlined in this Policy.

2. External Responsibilities

- i. Responsible for drafting portfolios and working to create long-term and high-quality relationships with larger scale clients.
- ii. Attend networking sessions, conferences, and corporate events in an attempt to develop new relationships that will raise funds and develop beneficial relationships for the MUS.
- iii. Developing new relationships with organizations or individuals to increase the MUS' outreach and sponsorship objectives.
- iv. Ensure the continuity of all sponsorship relationships under the MUS

2.07

While MUS portfolio or clubs Executive Directors are ultimately responsible to acquire all required sponsorship, the Corporate Relations team will act as a guide, mentor, and communication liaison to facilitate the sponsorship process.

3. Representation of the Management Undergraduate Society

3.01

The following positions, councils, or committees shall be considered representatives of the MUS to an external company, firm or organization:

1. MUS President
2. Vice President of Corporate Relations
3. Corporate Relations Managers
4. Executive Directors under the MUS portfolios

3.01

While all representatives of the MUS are free to interact with an external company, firm or organization, it is understood that the Corporate Relations Team shall act as the primary and official representatives of the MUS in all matters of sponsorship and/or corporate relations unless deemed appropriate otherwise by the Vice President of Corporate Relations and the President.

4. Classification of Sponsors

4.01

The Vice President of Corporate Relations will hold the responsibility of defining whether a sponsor is classified as a restricted or non-restricted sponsor.

4.02

Restricted Sponsors are composed of the two following subcategories:

1. Traditional Sponsor:

i. Defined as a sponsor who consistently sponsors the MUS on an annual basis.

2. Non-traditional Sponsor:

i. Defined as a sponsor who occasionally sponsors the MUS on an annual basis.

4.03

Non-Restricted Sponsors are defined as organizations who have not been in recent contact with the MUS and are not restricted by the Corporate Relations team. Such organizations may or may not have sponsored the MUS in the past.

5. Access to Restricted Sponsors

5.01

If a member of the Management Undergraduate Society wishes to contact a Restricted Sponsor for the purpose of corporate relations and/or sponsorship, they must contact the Vice President of Corporate Relations to make the initial contact.

5.02

The Corporate Relations Team shall handle all interaction with the Restricted Sponsors unless deemed appropriate otherwise by the Vice President of Corporate Relations.

5.03

The Corporate Relations Team shall make available the list of Restricted Sponsors to all members of the Management Undergraduate Society and will continuously update this list of Restricted Sponsors.

6. Access to Non-Restricted Sponsors

6.01

Any representative of the Management Undergraduate Society is free to contact any Non-Restricted Sponsor for the purpose of corporate relations and sponsorship.

6.02

If a Non-Restricted Sponsor shows continual interest with the MUS, that Sponsor may be deemed to be Restricted by the Vice President of Corporate Relations.

1. Once a contract is signed with a Non-Restricted Sponsor, the Sponsor will automatically be added to the Non-Traditional Sponsor (Restricted Sponsor list)

2. If a member of the Management Undergraduate Society has a closer connection to a Restricted Sponsor, he/she may notify the Vice President of Corporate Relations, and with his/her consent approach the Restricted Sponsor.

6.03

If a representative wishes to approach a Non-Restricted Sponsor with deliverables that may come into conflict with the deliverables of the Corporate Relations Team, all sponsorship activity must then be coordinated with the Corporate Relations Team and the Vice President of Corporate Relations.

6.04

All sponsorship activity and relevant information regarding sponsors must be disclosed to the Corporate Relations Team and the Vice President of Corporate Relations.

7. Communication

7.01

For the purpose of ensuring strong, positive and respectful communication, the MUS shall maintain a one-contact system for all Restricted Sponsors. This contact should be introduced to the sponsor for communication throughout the upcoming year before May 1st of the current year.

7.02

To ensure proper communication, all MUS portfolio and clubs directors shall maintain a continuous one-contact system with the Corporate Relations Team.

7.03

Corporate Relations Managers will act as the main contact to events and will be assigned their respective events before the semester during which they are appointed ends.

7.04

The one-contact system shall be governed and maintained by the Corporate Relations Team and the VP Corporate Relations.

7.05

Each member of the Corporate Relations Team shall hold office hours for a minimum of 1.5 hours each week of the academic year term. Office hours shall be disclosed publicly available to the MUS membership.

8. Invoices

8.01

All invoicing to external companies for the receipt of sponsorship receivables is to be handled by the member of the MUS Finance Team responsible for the company in question.

8.02

An official MUS template for invoicing shall be provided by the Vice President of Corporate Relations to all members of the Corporate Relations Team upon their appointment.

8.03

Corporate Relations coordinators have the responsibility to ensure the collectability of the sponsorship receivables of their assigned companies, individuals or organizations.

9. Contracts

9.01

All agreements and/or contracts between a sponsor and the Management Undergraduate Society shall be handled by the Corporate Relations Team unless deemed appropriate otherwise by the Vice President Corporate Relations.

9.02

All contracts with external companies, organizations, or individuals must be signed and approved by the Vice President of Corporate Relations in order to be officially supported and recognized by the MUS and its members.

9.03

All representatives of the MUS shall have a fiduciary duty to act in the best interest of the MUS and shall not allow any personal interests with a sponsor to cause a conflict of interest.

9.04

All contracts and agreements between a sponsor and the Management Undergraduate Society shall be created using the MUS contract template provided by the Vice President of Corporate Relations.

9.05

All contracts sent to external companies, organizations, or individuals must be verified and approved by Corporate Relations Managers before sending the contracts.

10. Sponsorship Packages

10.01

At the beginning of each semester, the Vice President of Corporate Relations must approve all sponsorship packages of any MUS event or club. Approval will only be granted if all deliverables being offered by the event, the aesthetics of the package, and the pricing of different tiers of sponsorship are deemed to be appropriate.

10.02

Any deliverables offered in a sponsorship package that has not been approved by the MUS will not be supported by the MUS and its resources.

10.03

MUS portfolio and clubs are encouraged to consult the Corporate Relations team in preparing their sponsorship packages.

11. Follow-Up Process

11.01

The Corporate Relations Managers are responsible for the follow-up process with corporate sponsors. This is deemed to be the most important part of the Managers' responsibilities as it maintains high-quality, professional, and ethical relationships with external parties.

11.02

The formal follow up procedures shall be defined as follows:

1. Finding the main contact from the sponsor / event supporter
2. Finding the main contact within the MUS that worked with the sponsor.

3. Set up a meeting with the main point of contact within the MUS and ask the following questions:

- i. What was in the contract?
- ii. What were the main goals the company had for sponsoring the event?
- iii. What were their expectations coming in? Both formal and informal.
- iv. Have they sponsored the event previously?
- v. What is the communication style of the sponsoring company?
- vi. Any suggestions in dealing with that organization?

4. Setting-up a meeting with the main point of contact with the sponsor / event supporter. Remember that this meeting's purpose is to follow-up and assess how the previous event went. 5. Prepare questions such as:

- i. What were the main goals your company had for sponsoring the event?
- ii. What were your expectations coming in? Both formal and informal.
- iii. What went well?
- iv. What went wrong?
- v. Hypothetically if you were to sponsor again, what would you change?
- vi. Any feedback?

6. Make sure to leave the meeting with a closure:

- i. If things went wrong at the previous event, make sure to assure them that you will go back to your team and not only make sure it doesn't happen again, but find a way to solve the problem and to provide something to make up for your mistakes.
- ii. When will you talk again?
- iii. Are they interested in discussions to sponsor again?
- iv. Are they potentially interested in any other events?
- v. Make sure they know that you are a resource for them to reach the student body and if they need anything they can e-mail or call you.
- vi. Be grateful, be respectful, and remember that at the end of the day they are the only reason that your events can run

Council Policy

Last Updated October 13th, 2023

The Council is the highest decision making body for the policy and governance affairs of the MUS. The Council has full power, within the restrictions of the Constitution, to create, alter and/or terminate any policy statements, which are considered to be MUS policy, and to deal with any reports, recommendations and/or conclusions of any groups, committees and organizations which fall within the scope of the MUS.

1. Membership to Council

1.01

In accordance with subsection 5.02.01 of the MUS Constitution, the voting members of the Council shall be referred as the Board of Directors:

1. President of the Society
2. Management Senator
3. Representatives to the SSMU – two (2) representatives, one (1) vote
4. First Year Representatives – two (2) representatives , one (1) vote
5. U2 Representative
6. U3 Representative

1.02

In accordance with subsection 5.02.02 of the MUS Constitution, the non-voting members of the Council shall be:

1. Chairperson of the Board
2. Ombudsperson
3. Vice President of Academic Affairs
4. Vice President of Communications
5. Vice President of Competitions
6. Vice President of Corporate Relations
7. Vice President of Events
8. Vice President of Financial Affairs
9. Vice President of Internal Affairs
10. Vice President of Sustainability & EDI
11. Members of the Alumni Council as outlined in the Alumni Board Policy

1.03

The First Year Representatives are composed respectively of a U0 Students Representative and a U1 Students Representative. Both representatives must be entering their first year of studies at McGill as defined in subsection 3.01.02.01 while respectively holding U0 and U1 standing as confirmed by McGill Student Accounts.

1.04

Any changes to the composition of the non-voting members of Council shall be approved by a two-thirds (2/3rd) majority of the Board of Directors.

2. Duties of Council Members

2.01

In addition to the responsibilities outlined in section 5.03 of the MUS Constitution, Council members must:

1. Create or update a 5-year strategic plan for the MUS by the end of September in each academic year.
2. Attend all Council meetings as scheduled.
3. Receive reports from the Executives at each meeting
4. Approve the annual MUS Budget as presented by the Executive Council.
5. Approve budgetary amendments as outlined in the Financial Policy
6. Manage Board of Director Committees
7. Ensure that the Constitution is signed and dated by all current members of the Council.
8. Approve new Council candidates as outlined in the Elections & Referenda Policy

2.02

Executive: The duties of the Executive shall be as outlined in the Executive Policy.

2.03

Management Senator: The duties of the Senator shall include the following, but shall not necessarily be limited herein:

1. Fulfill the duties, responsibilities, and obligations of the position of Undergraduate Senator as dictated by the rules and regulations governing the McGill University Senate
2. Attend all McGill University Senate and Senate Caucus meetings, representing the best interests of the general membership of the MUS
3. Actively participate in at least two (2) Senate Committees.
4. Report the matters discussed at the McGill's Senate to the MUS, the Council, and to the general membership of the MUS
5. Promote strong inter faculty relations.
6. Carry out and have other such powers and responsibilities to better the MUS

2.04

SSMU Representatives: The duties of the SSMU Representatives shall include the following, but shall not necessarily be limited herein:

1. Fulfill the duties, responsibilities, and obligations of the position of the SSMU Representative as dictated by the rules and regulations governing the SSMU Legislative Council meetings as a voting member.
2. Coordinate with the President of the MUS to maintain relations, communications and representation of the general membership of the MUS to the SSMU
3. Communicate with the Board of Directors and the general MUS membership about SSMU affairs.
4. Actively participate in at least two (2) SSMU Committees and take part in SSMU activities.
5. Educate B.Com students on the issues discussed at the SSMU Legislative Council to the Council and seek relevant feedback and support for issues concerning the MUS and the University as a whole
6. Publicize SSMU resources and opportunities to B.Com students and MUS organizations.
7. Promote strong inter faculty relations.
8. Carry out and have other such powers and responsibilities to better the MUS

2.05

Academic Year Representatives: The duties of the Academic Year Representatives shall include the

following, but shall not necessarily be limited herein:

1. Voice first and foremost the interests and concerns of the students within the academic year they have been elected to represent
2. Assume primary responsibility for addressing strategic objectives within his/her year of study.
3. Provide input, feedback, and recommendations for all MUS activities
4. Coordinate with his/her respective area coordinators
5. Carry out and have other such powers and responsibilities to better the MUS

2.06

Ombudsperson: The duties of the Ombudsperson shall include the following, but shall not necessarily be limited herein:

1. Ensure the awareness and the respect of student rights as well as the advocacy of equity issues for the membership of the Management Undergraduate Society
2. The Ombudsperson shall be a(n):
 - a. Advocate concerning equity issues
 - b. Confidential resource person for students regarding their rights and responsibilities at McGill University
3. Represent or ensure representation for any active MUS member in approaching the Desautels Faculty of Management in individual matters.
4. Investigate and make a report based on a complaint or question from a MUS member regarding the Society, a violation for the constitution or a special mandate from the Council
5. Recommend a course of action to the Council or the Executive or any of the MUS's organizations where such action is necessitated.
6. Have the right to attend any meetings of Councils, Committees, and other bodies of the MUS, including meetings held in camera.
7. Act in an impartial and unbiased manner in the exercise of his/her duties.
8. Maintain confidentiality with respect to all matters brought to his/her attention.
9. All other duties as outlined in the Equity Policy.
10. Update and maintain the MUS blacklist, as explained in subsection 9 of the Ombudsperson policies.
11. Hire, train and direct the HR portfolio, as explained in the HR policies and hR handbook.
12. Help the Competitions portfolio or any other portfolio that should require it with selection of bursaries, will decide along with the VP Competitions.
13. In accordance with Section 8.03 of the Events Policies, the Ombudsperson, in accordance with Vice-President of Events, reserves the right to remove leadership/running for Captains of any MUS Drinking Event such as Carnival if there exist substantiated safety concerns (e.g. violation of any contracts with the MUS or another student association) that may jeopardize the well-being of other participants.
14. Carry out and have other such powers and responsibilities to better the MUS.

2.07

Alumni Representatives: The duties of the Alumni Representatives shall be as outlined in the Alumni Board Policy.

2.08

Club Representative: The duties of the MUS Club Representative shall include the following, but shall not

necessarily be limited herein:

1. Voice first and foremost the interests and concerns of the students within their respective clubs they have been appointed to represent.
2. Assume primary responsibility for addressing strategic objectives for all MUS Clubs
3. Provide input, feedback, and recommendations for all MUS Clubs' activities
4. Coordinate and synergize with his/her respective other Club Presidents.
5. Carry out and have other such powers and responsibilities to better the MUS

2.09

The remaining duties of the Council members shall be defined in the Financial Policy

3. Council Committees

3.1

As per section 5.03 of the Constitution, the Council is to administer and manage committees. No restrictions shall be made on the type of committee that can be created, other than outlined in the Council policy. The final decision on matters related to committee affairs shall rest with the Council's Chair.

3.2

A committee shall be formed following a simple majority (50% plus one) vote of the Council. Members of the committee shall be composed of:

1. All members of the Board of Directors for standing committees.
2. At least four members of the Board of Directors for special committees
3. Any number of MUS members at large appointed by the Board of Directors

The Council shall actively promote the introduction of members at large from a broad representation of the general MUS population.

3.3

Standing Committees: shall be defined as a committee that sits for an entire term of the Council and is reformed every year.

A standing committee can be created or dissolved by a majority vote of the Council. If a lack of information is available on the responsibilities of the standing committee, the Chair of the Council shall define the responsibilities.

Upon first meeting, a Chair shall be elected by majority vote of the committee members. The following committees shall be governed as standing committees and have responsibilities as follows:

1. Finance Committee

- i. Oversee the drafting, maintenance and reporting of the MUS Budget
- ii. Meet monthly to review all MUS Budgets
- iii. Review the MUS Budget prior to passing
- iv. The voting membership shall consist of at least the Executive Council President, Vice President of Financial Affairs and the Board of Directors.

2. Governance Committee

- i. Maintain the Constitution and the Policies
 - ii. Update, review, question and benchmark the Constitution and Policies against other business schools and organizations.
 - iii. Act as the deliberative body for all amendments, additions and retractions to the Constitution or Policies.
 - iv. The voting membership shall consist of at least the Executive Council President and the Board of Directors.
- i. Policy Review Committee

Special Committees: are established for the purpose of examining issues on an ad hoc basis where no appropriate standing committee exists, and it has been determined that there is a need for a committee to examine and find solutions to the issue(s). Their terms of reference shall be communicated to Council.

A special committee shall be considered disbanded following the reception of its final report by the Council.

3.4

Committees shall make regular reports and provide information as required by the Council.

1. Committee Chair's must provide a brief verbal report at each meeting of the MUS Board of Directors regarding the activities of the committee since the last meeting of the Board
2. The Speaker of the Board may mandate a committee to prepare detailed minutes of any committee meetings as required

The chair of each committee is responsible to ensure that the objectives of the committee will be achieved in the given time frame and ensure that regular progress reports are made to the Board of Directors

3.5

Each committee may apply to the Board of Directors for the use of funds as set aside by the Board of Directors for the expenses of committees in the annual MUS Budget

3.6

Decisions within the committee are made by a simple majority (50%) vote.

3.7

Decisions or recommendations made by committees are not binding and require approval of the Council for implementation.

3.8

Committees have power to investigate and have access to public information (budgets, agendas, minutes, etc.) of organizations within the MUS for the purpose of achieving objectives

4. Council Meetings

4.01

As per section 5.06 of the Constitution, the Council will meet at least eight (8) times during the course of the academic year, September to April.

4.02

The Chair of the Council will, by default, be the Executive Council President. Should he/she voluntarily relinquish the position, a replacement will be elected by the Board of Directors. The Chair maintains a full vote in all Board decisions.

4.03

Board of Directors meetings may be called by the Chair at any time. The Chair shall convene a Board of Directors meeting if petitioned to do so by a majority vote of the Council or of the Executive Council.

4.04

Records and minutes of all meetings will be kept and maintained by the Office Manager and must be approved by Council (through email approval) before becoming public record.

4.05

Council meetings must be announced at least seventy-two (72) hours in advance. The Chair may convene a Council meeting on no less than a twenty-four (24) hours' notice to the general membership of the MUS should a matter arise requiring urgent intervention.

4.06

The proposed agenda of the Council meetings shall be distributed at least forty-eight (48) hours prior to the meeting except in situations outlined in subsection 4.11

4.07

Failure of a member of the Council to send regrets to the Chair for two (2) consecutive meetings will result in suspension. During this time, the seat will be considered vacant, and will not count for the purposes of quorum. A suspended member of the Council will have two weeks to apply to the Chair for reinstatement. Disciplinary measures will be decided by the Council, and ratified by a two-thirds (2/3rds) majority vote at the next meeting.

4.08

Regulations concerning the quorum, proxies, motions, vacancies, removal or resignation of Council members shall be outlined in the section 5.06 of the Constitution.

Elections & Referenda Policy

Last Updated September 1st, 2023

The Management Undergraduate Society will endeavor to ensure an equitable, sustainable, and transparent voting procedure for the elections conducted within itself. These procedures must be obeyed by the members of the Elections Committee, all candidates, and voters to guarantee the elections are conducted in an efficient and fair manner; this ensures that all candidates are equally represented and that all voters have the ability to gain sufficient knowledge to make an informed vote.

1. The Elections Committee

1.01

The Elections Committee shall be composed of the Chief Returning Officer, the president and the Ombudsperson.

1.02

As per subsection 4.01.02 of the Constitution, the members of the Elections Committee shall be students in good standing with the MUS and shall not:

1. Be a member of the Board of Directors or MUS Executive
2. Be a candidate for any elected or Executive position in the soonest elections

1.03

Should members of the Elections Committee desire to run in an election, they must resign their position at least fourteen (14) days prior to the beginning of the nominations period.

1.04

With respect to the Elections & Referenda Policy, the Chief Returning Officer shall have supreme authority on all matters relating to elections and maintain a fair and equitable elections process at all times.

2. Candidate Eligibility

2.01

All students who are currently members of the MUS, as defined in subsection 3.01.01 of the Constitution, in the year of their candidacy may be nominated for election.

2.02

Exchange students shall not be permitted to run in the MUS elections as defined in subsection 3.01.04 of the Constitution.

2.03

If elected for a position in the Board of Directors of the Council, an individual cannot apply for a position on the Executive of the Society unless they have been elected MUS President, as this position sits on both the Board of Directors and Executive Council

2.04

Candidates must declare any plans, confirmed or otherwise, in the next year for exchange or co-op placements prior to election.

2.05

In the case where elections overlap the standard appointment period, no candidate actively running in an election shall be considered for an Executive position.

3. Timeline

3.01

The following positions shall be elected by the entire membership of the MUS in an election to be held in the winter semester:

1. President
2. Management Senator
3. Representatives to SSMU – two (2) representatives
4. Second-Year Representative – U1 Representative
5. U2 Representative
6. U3 Representative

3.02

The following positions will be elected by students in the appropriate academic years in an election to be held in the fall semester:

1. First Year Representative – U0 Representative
2. First Year Representative – U1 Representative

3.03

Both fall and winter elections shall have their nomination period begin no later than three (3) weeks after the start of the fall and winter semester respectively.

4. Pre-Nomination Procedures

4.01

The Chief Returning Officer shall organize an informational meeting for all members of the MUS who are interested in running for a position in the upcoming elections.

4.02

The informational meeting shall take place in the first two weeks of the second term for the winter elections and of the first term for fall elections.

4.03

At the informational meeting, the Chief Returning Officer shall provide students with information including, but not limited to:

1. Availability and description of positions
2. Electoral and turnover procedures
3. The MUS Elections & Referenda Policy
4. Position duties as outlined in the Constitution and any related policies

5. Nomination Process

5.01

Every eligible member of the MUS shall be permitted to run for only one position in a given election

5.02

The nomination period shall last for at least seven (7) days and the deadline for all nominations shall be announced by the Chief Returning Officer at least seven (7) days prior to the determined date.

5.03

In order to be nominated, each candidate shall submit the following items as proof of intent prior to the nomination deadline:

1. The MUS-issued endorsement sheet signed by one hundred and twenty (120) signatures for President, and eighty (80) signatures for all other elected positions, of MUS members as defined in subsection 3.01.01 of the Constitution.
2. Fill in the MUS Candidate Brief to be displayed publicly on a bulletin board with the briefs of all the other candidates, containing: A write-up stating their candidate platform with a minimum of 200 words. A professional photograph.
3. A signed copy of the Candidate's Agreement, binding the candidate to compliance with all Election procedures and policies.

5.04

An election for any position may not begin should there be less than one non-male identifying candidate for that position.

5.05

If there are not enough candidates intending to run for each position by the nomination deadline, the nomination period shall be extended for the affected positions by a period of seven (7) days, and shall be re extended until the minimum number of candidates for that position is met, by a period of seven (7) days each extension. Only those positions that have not met the threshold for candidates shall have their nomination deadlines extended.

5.06

If there are still not enough candidates intending to run for each position by the extended deadline, the position concerned shall be acclaimed.

5.07

If there is no candidate by the extended deadline, responsibilities of this position shall be absorbed by the Board of Directors until the position is filled. The position shall remain open until someone is elected to the position in question, or until the Chief Returning Officer decides that enough extension periods have elapsed. At least one extension period must elapse for the CRO to close the nomination period.

5.08

Candidates may withdraw from the elections at any time prior to, but not after, the ballot opening by submitting a letter of resignation to the Elections Committee.

6. Campaign Procedures and Regulations

6.01

Campaigning is defined as an active attempt to advertise one's candidacy or intentions to run in an election, including any form of online, print, or verbal communication.

6.02

Prior to campaigning and no more than twenty-four (24) hours after the nomination deadline, a Candidates' Meeting shall be held to review elections procedures.

6.03

The official campaigning period shall begin immediately after the conclusion of the Candidates' Meeting and last for no less than seven (7) days as defined by these policies.

6.04

If it is found that a candidate or any individual or organization (any group formed of students or non-students, affiliated to the MUS or not) acting on behalf of a particular candidate has campaigned in any form in support of a candidate or against a candidate in support of other candidates, directly stated or otherwise, before the conclusion of the Candidates Meeting, the offending or supported candidate(s) will be disqualified from the election.

6.05

If it is found that a member of the MUS has campaigned in support or against a candidate in an attempt to disqualify another candidate before the conclusion of the Candidates Meeting, the affected candidate(s) shall be allowed to run in the election. This decision shall be made at the discretion of the Chief Returning Officer.

6.06

The act of soliciting nominations shall be exempt from 6.04 provided it is done on an individual basis.

6.07

All campaign material, printed or otherwise, must be approved by the Chief Returning Officer before use and are subject to the following regulations:

1. Candidates shall submit all posters to the Chief Returning Officer, or a designated representative, before the Candidates' Meeting, to be marked by the MUS stamp ensuring their compliance to the Elections & Referenda Policy.
2. Campaign materials shall not be added or changed without approval from the Chief Returning Officer.
3. The candidates shall be allowed to put up a maximum of four (4) electoral posters.
4. The only accepted poster size is 8.5 x 11 inches.
5. Posters shall include a picture of the candidate and three (3) main points of his/her platform.
6. All campaigning that is done digitally must be done via election-specific accounts.

6.08

As per subsection 8.04 of the Branding & Communications Policy, the distribution of leaflets is forbidden. Leaflets are defined as printed or handwritten pieces of paper of various sizes, sometimes folded, containing any information or advertisement.

6.09

Classroom speeches shall be governed by the following conditions:

1. Candidates may make a speech before and after class time if permitted explicitly by the instructor
2. Classroom speeches must be limited to 60 seconds per candidate

6.10

Candidates may not form or participate in a slate or party. A slate or a party is defined as an organization to gain political power composed of persons united in opinion or action that makes a concerted effort to promote itself as an organization or each other member. Any candidate found to be in a slate or party, as determined by the Chief Returning Officer, shall be disqualified immediately.

6.11

Candidates shall ensure that all campaigning materials are removed by the end of the campaigning period. For social media campaigning material, election-specific social media accounts must be fully deactivated before the beginning of the voting period.

6.12

Candidates may not advertise their campaign during the voting period. Encouraging constituents to vote is allowed but such messages must remain fully objective and non-promotional. (I.e: "Voting Started").

7. Candidate Endorsement

7.01

The Society shall make no prohibitions on the right of its members to endorse candidates for office. The following exceptions shall apply:

1. The members of the Elections Committee, Ombudsperson, and MUS Council, including the Executive Council and Board of Directors, are bound by neutrality and shall under no circumstances endorse any candidate(s) other than themselves. Members of the MUS Council may still run for elected office themselves, but may not endorse anyone besides themselves who is running.
2. Any individual running for office may not publicly support any other candidate(s) in the election pursuant to this policy's position on slating as per subsection 6.10.

8. Candidates Forum Procedures

8.01

A forum system shall be used with the intent of making it simpler for voters to gain sufficient knowledge and make an educated vote.

8.02

A forum shall be held for all candidates running for elected positions in the MUS.

8.03

All candidates running for the same position shall be present for the duration of their respective forum.

8.04

The location and time of the forum shall be publicly announced by the Chief Returning Officer at least seven (7) days prior to the first forum.

8.05

Length of speeches shall be determined by the Chief Returning Officer contingent on the number of candidates.

8.06

If a candidate is more than thirty (30) minutes late from the beginning of the debate, this candidate shall be disqualified from the elections. Any exceptions to this rule shall only be made by the Chief Returning Officer.

9. Voting Procedures

9.01

The voting period shall be at least two (2) days in duration and shall begin immediately upon completion of the campaigning period.

9.02

All voting in the MUS shall be conducted as follows:

1. Voting shall be conducted online through a secure website or a secure paper ballot. 2. Each ballot form, online or otherwise, shall have only a single page per position with all candidates for whom the student is eligible to vote.
3. Each ballot shall be secured by a login system that ensures candidates can only cast their vote(s) once.
4. The names of the candidates shall appear on the page given name first, but alphabetized by surname. 5. The voting system shall have the names of all candidates shown only once and of equivalent typography
6. An "Abstention" option will be available for each position.
7. Voters shall choose one candidate for each of the positions of President, Management Senator and Ombudsperson.
8. Voters shall choose two candidates for the position of Management Representative to SSMU
9. Voters may only vote for their relevant category of Academic Year Representatives in accordance with section 4.03 of the Constitution.
10. The voting system shall only display the relevant Academic Year Representatives to individual students by cross referencing their university email to a student information database.
11. The voting system shall be thoroughly tested before each election to ensure quality control, accuracy, and security.

9.03

The Chief Returning Officer shall determine the number, location, and hours of operation of any polling stations for the duration of the voting period. Polling stations must be set up for a minimum of six (6) hours for every week day of the voting period.

9.04

The use of electronic devices (e.g. laptops, cell phones, etc.) with the intention of using them as voting devices to solicit other students without the permission of the Chief Returning Officer is strictly prohibited

9.05

All members of the Election Committee including the Chief Returning Officer are not allowed to vote

10. Voting Results

10.01

The accuracy of the voting results shall be verified by the Chief Returning Officer, Vice President of Internal Affairs and President of the Society prior to public release.

10.02

A breakdown of the results shall be distributed to the outgoing Council members within twelve (12) hours of the final results becoming available to the Chief Returning Officer.

10.03

The Chief Returning Officer shall individually contact each candidate immediately after voting results have been compiled to inform them of the election results.

10.04

The voting results shall be publicly released only after the Chief Returning Officer contacts all candidates or twenty-four (24) hours after the results have become available for the Chief Returning Officer, whichever comes first.

10.05

Results shall be publicly released via the mass email and public announcement

10.06

A tie is defined as a situation in which two or more candidates received exactly the same number of votes in a given election.

10.07

If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is less than or equal to the number of available positions, where the winner of the election is impossible to determine, all tied candidates shall be declared the winner, and the next highest-vote getting candidates shall be declared winners until all available positions are filled.

10.08

If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is greater than the number of available positions, where the winner of the election is impossible to determine, the Chief Returning Officer shall hold an immediate re-vote within two (2) days of the closure of the election period, during which no formal campaign period shall be allowed and in which the voting period is no longer than twenty-four (24) hours. In such a re-vote only the individuals tied for the position shall be included in the following ballot; individuals receiving fewer votes shall be excluded from the ballot. Candidates may decline to be included in any re-vote (“forfeit”) and an individual may be acclaimed to a position in such a case of a tie wherein all other tied candidates forfeit within twenty-four (24) hours of receiving the election results.

11. Appeal Procedure

11.01

Any candidate may challenge the results of the elections by submitting a written letter of appeal to the Chief Returning Officer or the President of the Society. Reasons for appealing the election procedure include but are not limited to:

1. Breaking of the Elections & Referenda Policy
2. Mishandling of electoral procedure by the Elections Committee or Chief Returning Officer

11.02

The appeal should include clearly stated reasons for candidate's appeal as well as the following information: 1.

Full name

2. Student number
3. Phone number
4. Email address
5. Mailing address

11.03

Appeals shall be submitted within twenty-four (24) hours after the results of the election have been publicly released. No appeal shall be processed prior to the release of the elections results.

11.04

The Elections Committee and the Ombudsperson, OR the Board of Directors and the Ombudsperson, depending on who the appeal was submitted to, shall make a ruling within 24 hours of receiving the appeal.

11.05

Should the Elections Committee find ethical cause to recuse itself from the appeal decision, the Ombudsperson shall make a ruling:

1. The outgoing Ombudsperson must decide on the verdict within twenty-four (24) hours of receipt of the appeal.
2. The Ombudsperson may investigate the complaint through any means of communication available to them.
3. The Ombudsperson shall be ineligible to rule on any election concerning their own election to a position, should they run in any such election.
4. Should the Ombudsperson find ethical cause to recuse themselves from the appeal decision, the outgoing Council shall make a final ruling.

11.06

Results of an election shall only be overturned in such cases as where the relevant parties find there to have been significant breaches of electoral procedure or integrity that materially affected the election results beyond reasonable doubt, and shall not overturn such results where they believe the elected candidate(s) or successful referendum campaigners to have acted in good faith and not have been subject to meaningfully advantaged status as a result of any actions on which the election or referendum results are being appealed.

12. Penalties for Policy and Elections Infractions

12.01

With exception, penalties for the violations of the Elections & Referenda Policy, or any other regulation during elections, shall be at the discretion of the Elections Committee.

12.02

All penalties shall be in proportion to the seriousness of the offence and consistently applied to all similar offences.

12.03

Evidence of any offences shall be attested by the Elections Committee prior to the penalty imposition.

12.04

Depending on severity and likelihood of repeated offences, sanctions shall be effectuated by the Elections Committee, as defined by the following:

1. A formal warning
2. Removal of one campaign right including, but not limited to, the right to poster, make classroom speeches, or have online content
3. A prohibition on campaigning
4. A disqualification from the election

12.05

In situations where offences or irregularities may have seriously skewed the election results, the Elections Committee may declare the election invalid and call for a re-election

12.06

Any deduction and/or reallocation of votes shall not be permitted

12.07

No unwritten rules shall be valid

12.08

New policies or rules adopted during the election will only be valid for the next election

13. Policy Enforcement

13.01

Elections within the Management Undergraduate Society shall be kept at a high standard in accordance with the Constitution and the Elections & Referenda Policy.

13.02

Deviations from the Elections & Referenda Policy shall not be tolerated at any time.

13.03

The Chief Returning Officer and the Elections Committee, and potentially the Board of Directors, are consultants and enforcers of the Elections Policy.

13.04

Any concerns with the Elections & Referenda Policy should be directed towards the Chief Returning Officer, or the Board of Directors

14. Referenda

14.01

All referenda shall be conducted in accordance with the section 4.04 of the Constitution

14.02

During the campaigning period, a “yes” campaign and a “no” campaign can be conducted.

14.03

With exception to the MUS Elections Committee, any student within the general membership of the MUS shall be allowed to campaign in favor or against the referendum question

14.04

All procedures of the Elections & Referenda Policy shall apply and any adaptations of this policy shall apply with consultation of the Elections Committee to conduct a referendum.

Equity Policy

Last Updated October 13th, 2023

The Management Undergraduate Society (MUS) will seek to represent, protect and promote the views of its members.

1. Definitions

‘Appellant’: the person or group which has experienced the alleged discrimination and/or harassment

‘Complaint’: formal written declaration of a violation of the Equity Policy to the Equity Officers

‘Disadvantage’: situation occurring occurs when a group or person is denied equal treatment, access to resources and opportunities, respect, and/or safety of person

‘Discrimination’: the differential treatment of an individual, typically to their disadvantage **‘Harassment’:** an overt act of discrimination

‘Marginalization’: the creation of a dominant group of people which is defined as the “normal” group, creating classes of people who do not fit into the dominant group. These groups are thus “at the margins” of society, and deemed not belonging to society or not worthy of certain rights or privileges

‘Minority’: a group or individual having little power or representation relative to other groups within society

‘Oppression’: the exercise of power by a group of people over another group of people with specific consideration of cultural, historical, and living legacies

‘Privilege’: a benefit, right, advantage, or immunity usually allocated to and held by a small, "dominant" group of persons to the disadvantage of others

‘Respondent’: the person or group which has been accused of committing an action which may be defined as harassment or discrimination as defined in this policy

2. Scope

2.01

This policy shall apply to:

1. The members of the MUS as per section 3.01 of the Constitution.
2. Activities and events hosted, funded, and promoted by the MUS and the affiliated clubs and services
3. Written or graphic material that is published, distributed, endorsed or funded by the MUS

2.02

Neither this policy in general, nor its definitions in particular, shall be applied in such a way as to detract from

the right of members to engage in open discussion of potentially controversial matters.

2.03

No individual student or student group shall have the effect of limiting dialogue on legitimate topics provided that such discussion is conducted in a respectful, non-coercive, collegial manner that conforms to the policy on discrimination and harassment set out in Section 4 of this policy.

3. Policy Statement

3.01

The MUS has a responsibility as a leader, representative, and service provider to a diverse membership to conduct itself by the highest standards of respect, fairness, integrity, safety and equitable treatment for all persons.

3.02

At the forefront of this responsibility are respect for personal and professional integrity, dignity, academic freedom, diversity, personal and social property, and safety.

3.03

The MUS shall strive to create a community that exceeds social standards of equitable treatment, creating a safe haven for all of its members where collegial debate and marginalized ideas can flourish in a culture of respect.

3.04

To support this responsibility as well as the MUS mission statement, representation, and leadership, the MUS will promote a functional anti-oppressive environment achieved through:

1. Recognizing that systematic processes and cultural biases disadvantage certain groups of people on the basis of irrelevant personal characteristics.
2. Taking proactive steps to challenge and acknowledge the current and historical processes and biases that affect the safety and wellbeing of these disadvantaged groups.
3. Acknowledging that certain groups of socially privileged people knowingly or unconsciously benefit from this process and do not have the same experience of disrespect and exclusion as those in disadvantaged groups.
4. Taking proactive steps to challenge the actions, attitudes, and assumptions that result from this social privilege.

3.05

The MUS condemns harassment or discrimination of disadvantaged groups on the basis of, but not limited to gender, gender expression, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, size, or social class.

The MUS regards harassment or discrimination on the basis of these considerations as serious offences.

This does not prevent any program or activity whose purpose is to improve the conditions of a specific disadvantaged individual or group from conducting events or activities.

3.06

The MUS will actively support projects and policies that aim to end discrimination or to promote accessibility and inclusiveness in their community. In accordance with this, the MUS and its affiliated clubs and services will not affiliate or collaborate with organizations known to promote or engage in the previously mentioned discrimination or harassment.

4. Ombudsperson

4.01

The purpose of the Ombudsperson shall be to ensure the awareness and the respect of student rights as well as the advocacy of equity issues at Desautels.

4.02

The Ombudsperson shall advocate concerning equity issues and shall be a confidential resource person for students regarding their rights and responsibilities at McGill University.

4.03

The Ombudsperson shall:

1. Present a report monthly to the Council.
2. Meet monthly with SSMU Equity Commissioner and other faculty Equity Commissioners
3. Be available to answer students' concerns regarding grievances and equity issues in general
4. Keep students informed about their rights and responsibilities and promote their respect
5. Complete all equity training as deemed necessary by the Council and/or the SSMU
6. Make known to the members of the MUS that he/she is available for the hearing of complaints or questions by posting on his/her office door and website:
 - i. Specific office hours to be held
 - ii. Contact information of the Ombudsperson
7. Announce and hold no less than one (1) office hours per week, excluding exam periods.
8. Refer unresolved cases, or cases with an actual or perceived conflict of interest, to the SSMU Equity Office or the McGill Ombudsperson Office.
9. Provide verbal reports on all Ombudsperson related activities to the Council at least once per month.
10. Make a report of the Ombudsperson available to all concerned parties.
11. Not be eligible to vote on any committee or council he/she is a member of, nor hold any MUS leadership position while serving his/her term as Ombudsperson.

4.04

Upon selection, the Ombudsperson will be publicly advertised

5. Complaints

5.01

All complaints shall be submitted in writing, or addressed in writing to the Ombudsperson.

5.02

A complaint can be submitted anonymously.

5.03

All complaints submitted will be investigated, provided the appellant party is willing to assist the Ombudsperson in a capacity that will not put their personal safety or the safety of any other individual or group at risk.

The Ombudsperson shall investigate any information that is not explicitly confidential.

Complaints will be investigated primarily by the Ombudsperson; in certain cases, the SSMU Equity Committee, and/or the faculty Executive Committee will be consulted for further investigation and procedural matters.

5.04

All complaints will be resolved as per the stipulations in section 6 of the Equity Policy.

5.05

The Ombudsperson will be given a page on the Management Undergraduate Society Website with their contact information, an online complaint form and a copy of the Equity Policy

6. Discipline and Resolution of Complaints

6.01

Acts of discrimination and harassment will be considered an offence and subject to disciplinary action.

6.02

Disciplinary action in the case of Management Undergraduate Society volunteers is a human resources matter and is at the discretion of the Ombudsperson, Executive Council and Human Resources Director.

6.03

Disciplinary actions and resolutions include, but are not limited to:

1. Letter(s) of apology
2. Suspension of the respondent from their position within the Management Undergraduate Society and its affiliated clubs, services, or publications
3. Suspension of financial support by the Management Undergraduate Society for clubs, services, or publications that violate this policy
4. Dismissal of the respondent from their position within the Management Undergraduate Society
5. In the case of more serious violations, the complaint may be referred to the administrative powers of the University, or to an external legal source

7. Documentation – Equity Log

7.01

Any formal decision and/or action shall be documented in writing and provided to the appellant and to the respondent.

7.02

A copy of the report must be signed by the Ombudsperson and a witness, confirming that the report was received by both appellant and respondent.

7.03

A copy of all written complaints shall be kept in the Equity Log.

7.04

Any informal action undertaken shall be noted in the Equity Log, along with that signature of the Ombudsperson.

7.05

The Equity Log will be a Confidential Document.

Executive Policy

Last Updated December 29th, 2023

Operations of the Management Undergraduate Society shall be governed by those sitting on the Executive Council. While the Executive Policy outlines the various responsibilities of each executive, other duties may arise to ensure the successful operation of the Management Undergraduate Society.

Definitions

'Portfolio': the amalgamation of events or services for which an individual member of the Executive is responsible

'Portfolio Committee Member': a person who has at least partial responsibility for organizing an event or providing a service

1. Executives of the Management Undergraduate Society

1.01

In accordance with subsection 2.02.02 of the Constitution, the following executives shall be hired by the Council:

1. Vice President of Academic Affairs
2. Vice President of Communications
3. Vice President of Competitions
4. Vice President of Corporate Relations
5. Vice President of Events
6. Vice President of Financial Affairs
7. Vice President of Internal Affairs
8. Vice President of Sustainability and EDI

1.02

No other person, other than the President, shall be considered to be a part of the Executive Council beyond those listed in subsection 1.01 of the Executive Policy.

1.03

All executives shall be hired no later than February 15th the prior academic year of their term, unless otherwise not possible.

2. Common Responsibilities of All Executives

2.01

In accordance with subsection 2.03.02 of the Constitution, the following shall be common responsibilities of all executives of the Management Undergraduate Society:

1. Uphold the MUS Mission Statement, the MUS Constitution, and all official policies of the Management Undergraduate Society
2. Act as the primary contact point for all members of the MUS.
3. Implement the strategic directives set forth by the Board of Directors of the Council.
4. Fulfill activities required for the successful, sustainable operation of the MUS.
5. Select, appoint, and oversee all portfolio positions and ensure the sustainability of all portfolio events and committees.
6. Hold no other MUS chair or committee position.
7. Approve non-recurring initiatives, subject to the approval of the Council and budgetary powers as per subsection 8.03 of the Constitution.
8. Make recommendations to the Council for recurring initiatives to be included in the annual budget and/or to have a corresponding portfolio position created or abolished.
9. Have the power to remove appointed Portfolio Members by a two-thirds (2/3rds) majority vote of the Executive, for derogation of the MUS name or a failure to fulfill their MUS duties as outlined in the Policies.
10. Provide input and feedback during the turnover process on the selection of the incoming Executive
11. Report regularly to all Executive meetings.
12. Provide verbal reports to the Council at least once a month.
13. Keep accurate written records of their meetings and activities and ensure strong continuity during turnover of those members of the committees in each Executive's portfolio and to the Executive's successor
14. Announce and hold office hours twice per week, totaling no less than 3

2.02

As the MUS President is the Chair, and consequently a member, of the Executive of the Management Undergraduate Society, the MUS President shall abide by the procedures outlined in subsection 2.01 of the Executive Policy.

2.03

The Executive shall have no restrictions on the types and size of committees to be created to provide MUS events and services.

Any decision to shift events or services between Executive Council portfolios shall be made by a majority (50% plus one) vote of the standing Executive Council.

Any decision to eliminate or add events or services to an Executive Council portfolio shall be made by a two thirds (2/3rd) majority of the standing Executive Council.

3. President of the Society

3.01

The duties of the **President** shall include the following, but shall not necessarily be limited herein:

1. Chair all Executive meetings
2. Reserve the right to designate another member as Chair of the Executive in his/her stead
3. Announce and hold office hours at least twice weekly, totalling no less than three (3) hours per week
4. Exercise due diligence at meetings and refer to this Constitution, the Policies and Robert's Rules of Order where there exists a question of order or procedure
5. Enforce compliance with this Constitution

6. Supervise, coordinate, and direct the duties of Executive members
7. Act as spokesperson for the MUS in dealing with all external parties, unless a replacement is appointed
8. Maintain relations and communications with key Desautels Faculty of Management and McGill University administration members
9. Maintain relations and communications with SSMU and all other student societies on campus
10. Ensure the long-term financial stability and viability of the MUS
11. Coordinate with the Clubs' Council to provide supervision and direction for clubs
12. Perform duties required to further the mission of the MUS
13. Receive a copy of all written exit reports from the Executive and the Board of Directors of the Council to be held for continuity prior to turnover.
14. Reside within the Greater Metropolitan Area of Montréal for the entire term of his/her office

3.02

The portfolio of the **President** shall contain the following:

1. Governance of the MUS (Constitution and Policies)
2. MUS Council
3. SSMU President Roundtables
4. Administrative Team
5. Human Resources Team
6. Undergraduate Program Committee (UPC)
7. Academic Committee (AC)
8. Faculty Council (FC)
9. Career Services Advisory Committee (CSAC)
10. Memorandum of Agreement with the Office of the Deputy Provost, Student Life and Learning
11. Regroupement des Étudiant des Facultés d'Administration d l'Est du Canada (REFAEC)
12. Canadian Association of Business Students (CABS)
13. External Conferences
 - i. Regroupement des Étudiant des Facultés d'Administration d l'Est du Canada (REFAEC) meetings
 - ii. Eastern Conference Leadership Retreat (ECLR)
 - iii. National Business School Conference (NBSC)
 - iv. CABS Roundtable

4. Vice President of Academic Affairs

4.01

The duties of the **Vice President of Academic Affairs** shall include the following, but shall not necessarily be limited herein:

1. Liaise with the Desautels Bachelor of Commerce Office and Dean's Office on all academic affairs
2. Represent the MUS and the student body on the Desautels Undergraduate Program Committee, Academic Committee and Faculty Council
3. Build strong rapport between the MUS and the Desautels Career Services
4. Foster and maintain a working relationship with the University Affairs representative
5. Create opportunities for student-professor interaction at events such as Meet Your Profs and services such as Class Ambassadors.
6. Communicate regularly with academic area representatives for insight on program-specific issues
7. Develop,

monitor, and implement feedback mechanisms pertaining to developments in academic areas

8. Inform the student body of academic requirements, opportunities and developments that pertain to the Bachelor of Commerce degree

9. Ensure classroom facilities are up to date and are employed to the benefit of student learning 10. Actively scan the external environment for opportunities to combine technology with pedagogy in ways that enrich student experience and enhance student learning

11. Connect MUS Tutorial Services to Faculty members and ensure that all tutorial material is used with consent of the relevant professor(s)

12. Mediate grading and other issues between students and professors

13. Work closely with the University Affairs Representative to host, contribute to, and support Academic Roundtable discussions

14. Represent the unified student voice on all academic issues and concerns

15. Promote a strong, positive academic environment

4.02

The portfolio of the **Vice President of Academic Affairs** shall contain the following:

1. Undergraduate Program Committee (UPC)
2. Academic Committee (AC)
3. Faculty Council (FC)
4. Career Services Advisory Committee (CSAC)
5. Academic Roundtable
6. Management Achievement Awards (MAA)
7. Tutorial Services
8. Majors & Concentrations Fair
9. Meet Your Professors
10. Mentorship Program
11. Class Ambassadors
12. External Conferences
 - i. CABS Roundtable

5. Vice President of Communications

5.01

The duties of the **Vice President of Communications** shall include the following, but shall not necessarily be limited herein:

1. Enforce the MUS Branding and Communications Policy
2. Oversee and manage all marketing and communications of the Management Undergraduate Society, including but not limited to:
 - i. Advertising (print, email, or otherwise)
 - ii. Public relations
 - iii. Market research
 - iv. Sales
 - v. Brand management
 - vi. Marketing strategy
3. Maintain and update all MUS digital media, including but not limited to:

- i. MUS website
- ii. MUS social media (Facebook, Twitter, LinkedIn, etc.)
- iii. MUS mass email
- iv. MUS calendar of events
- 4. Be responsible for communication between the MUS Executive, MUS Council, and the MUS General Membership
- 5. Act as a marketing consultant for portfolio Chairs, Co-Chairs and their committee members.

5.02

The portfolio of the **Vice President of Communications** shall contain the following:

- 1. Desautels Communications Team
- 2. Bull & Bear
- 3. MUS Agenda
- 4. Mass Emails
- 5. Widget (Yearbook)
- 6. musmcgill.com
- 7. Social Media/MUS Now
- 8. Brand Management
- 9. Survey Task Force (STF)
- 10. First Year Involvement Team
- 11. External Conferences
 - i. CABS Roundtable

6. Vice President of Competitions

The duties of the **Vice President of Conferences and Competitions** shall include the following, but shall not necessarily be limited herein:

- 1. Handle relations with external entities, be it through competitions or student associations
- 2. Be the point of contact for the coordination of all internal MUS conferences and competitions and provide direction for organizing committees
- 3. Attend and represent the MUS at various conferences across Canada as well as organize the transportation and registration
- 4. Maintain relations and communications with key Desautels Faculty of Management, and McGill University administration members as well as competition coaches
- 5. Sit on the Faculty Case Committee as a representative of Undergraduate Students and work closely with the Case Coordinator of the Desautels Faculty of Management
- 6. Coordinate with the Case Committee and Case Coordinator to help with the Recruitment of students for International Competitions
- 7. Work with its events co-chairs to provide supervision and direction for the committees
- 8. Improve McGill's competitiveness at external competitions.
- 9. Collaborate with the committee of any considerably large event beyond the control of the Management Undergraduate Society

6.02

The portfolio of the **Vice President of Conferences and Competitions** shall contain the following:

1. Desautels Management Leadership Seminar (DMLS)
2. Desautels Preparatory Case Competition (DPCC)
3. MUS Case League
4. BOLT
5. Desautels Management Competition Committee (DMCC):
 - i. Jeux du Commerce (JDC)
 - ii. Jeux du Commerce Central (JDCC)
 - iii. Financial Open (FO)
 - iv. Happening Marketing (HM)
 - v. Symposium GRH
6. Undergraduate level case competitions inside and outside the scope of the MUS
7. External Conferences:
 - i. Regroupement des Étudiant des Facultés d'Administration d l'Est du Canada (REFAEC) meetings
 - ii. Eastern Conference Leadership Retreat (ECLR)
 - iii. National Business School Conference (NBSC)
 - iv. CABS Roundtable

7. Vice President of Corporate Relations

7.01

The duties of the **Vice President of Corporate Relations** shall include the following, but shall not necessarily be limited herein:

1. Be responsible for the annual planning, execution, feedback and evaluation process of the MUS sponsorship strategy including all sponsorship-generating events of the Management Undergraduate Society
2. Ensure proper liaison, communication and coordination between all the MUS events, portfolios and clubs regarding sponsorship opportunities.
3. Represent the Management Undergraduate Society and engage with the business community and alumni of the Desautels Faculty of Management
4. Liaise with the Desautels Development of Alumni Relations Office, Desautels Career Services and the Dean's Office on all affairs relating to the solicitation of sponsorship, alumni participation or networking opportunities for the MUS.
5. Act as the official liaison with other Canadian universities and commerce societies
6. Be responsible for the appropriate and effective sales training and development of the corporate relations team and all event directors in areas including but not limited to sales, relationship management, client relations, and BASE sales database.
7. Approve, collect, organize, and store all contracts between the MUS and external parties.
8. Be responsible for the recording and collection of all sponsorship agreements and their amounts in one database to be held by the Vice President of Financial Affairs.
9. Be responsible for controls to ensure proper transition and continuity of all material, relationships, and knowledge relating to the Sponsorship Strategy of the MUS.

7.02

The portfolio of the **Vice President of Corporate Relations** shall contain the following:

1. Corporate Relations Team
2. MUS Alumni Board

3. Desautels Development of Alumni Relations Office with consultation from the Desautels Career Services Office, the Dean's Office and the Desautels Communications Team
4. Canadian Association of Business Students (CABS)
5. External Conferences
 - i. Eastern Conference Leadership Retreat (ECLR)
 - ii. National Business School Conference (NBSC)
 - iii. CABS Roundtable

8. Vice President of Events

8.01

The duties of the **Vice President of Events** shall include the following, but shall not necessarily be limited herein:

1. Oversee the risk management of alcoholic events under the MUS
 - i. Protect the existence of high-risk events through careful risk management practices in back end operations, participant communications, and public relations
 - ii. Accept ultimate responsibility for all liquor permits filed on behalf of the MUS i. Liaise with McGill Security, Risk Management, Student Housing & Hospitality, Fire Prevention, Campus Space & Planning, the Bronfman Building Director, the SPVM 20 Community Relations Officer, the SPVM Morality division, and the "Régie des alcools, des courses et des jeux" to ensure the expedient processing of liquor permit applications
 - iii. Aid other Vice Presidents and MUS clubs in their own permit applications
2. Liaise with the SSMU VP Internal, AUS VP Social, EUS VP Internal, SUS VP Internal, CASA JMSB VP Events, and other key stakeholders for McGill's Integrated Orientation Week and other collaborative initiatives throughout the year
3. Liaise with, and send orders to, the current beer supplier for McGill student associations
4. Continuously ensure the profitability, sustainability, and high quality of all social events; continuously strive to further philanthropic initiatives and fundraising records
5. Function as a high-level event-planning resource for other MUS portfolios and clubs
6. Promote involvement and volunteerism within and beyond the MUS

8.02

The portfolio of the **Vice President of Events** shall contain the following:

1. Social Events
 - a. Management Frosh
 - b. Management Carnival & Hype Week
 - c. 4à7 Faculty Bar
 - d. MUS Concerts
2. Miscellaneous Internal Events
 - a. MUS Awards
 - b. Desautels Graduation Ball
 - c. Convocation Cocktail

8.03

In accordance with Section 2.06, sub-clause 13 of the Council Policy, the Vice President of Events, in accordance with the Ombudsperson reserves the right to remove leadership/running for Captains of any MUS

Drinking Event such as Carnival if there exists substantiated safety concerns that may jeopardize the well-being of other participants

9. Vice President of Financial Affairs

9.01

The duties of the **Vice President of Financial Affairs** shall include the following, but shall not necessarily be limited herein:

1. Act as Treasurer of the Management Undergraduate Society.
2. Enforce Article 8 of the Constitution and all Articles of the Financial Policy
3. Maintain fiscal responsibility and accountability of the Management Undergraduate Society on all matters including, but not limited to:
 - i. Financial strategy
 - ii. Financial controls
 - iii. Systems of reimbursement
 - iv. New ventures of the Management Undergraduate Society
 - v. Sponsorship
 - vi. Reporting
 - vii. Auditing
 - viii. Taxation, where applicable
 - ix. Any financial allocation as directed by the MUS Council or Executive.
 - x. Bookkeeping
 - xi. Cash Management
 - xii. Banking
 - xiii. Insurance
 - xiv. Risk Management & Compliance
4. Liaise with SSMU on all financial matters, including the processing of any financial instruments
5. Assist portfolio Chairs, Co-Chairs and their committee members on all budgeting matters including, but not limited to:
 - i. Pricing
 - ii. Expense forecasting and research
 - iii. Contract negotiations
 - iv. Resource acquirement
6. Publish an Financial Annual Report once per academic term no later than the first day of the exam period as defined by the Constitution and the Financial Policy
7. To enact the Financial Policy with the Constitution on all financial operations for the MUS

9.02

The portfolio of the **Vice President of Financial Affairs** shall contain the following:

1. Financial Services
2. MUS Annual Report
3. Financial Consultants
4. External Auditors
5. MUS Finance Committee
6. MUS 21st Century Fund

7. MUS Ambassador Fund
8. MUS Green Fund

10. Vice President of Internal Affairs

10.01

The duties of the **Vice President of Internal Affairs** shall include the following, but shall not necessarily be limited herein:

1. Be responsible for Dave Store's operations, merchandising, and product offerings.
2. Liaise with the Desautels Faculty of Management Building Administration
3. Be responsible for MUS elections and referenda management
4. Liaise with the MUS Clubs on all matters
5. Be responsible for all MUS owned equipment and property, including upkeep
6. Be responsible for sustainability initiatives throughout MUS Activities
7. Be responsible for initiatives improving the MUS members' experience at Desautels

10.02

The portfolio of the **Vice President of Internal Affairs** shall contain the following:

1. MUS Clubs
2. Dave's Store
3. Bronfman Cafeteria
4. Clubs & Activities Night
5. Bronfman Pays it Forward
6. Elections Committee
7. Environmental Consultants
8. IT Consultants
9. Sports Intramurals
10. MUS Executive and Clubs Offices
11. Bronfman Concourse Bookings
12. Facilities Improvement
13. Table Bookings
14. Recreational Equipment

Financial Policy

Last Updated February 12th, 2014

The Management Undergraduate Society (MUS) is solely operated by the undergraduate students of the Desautels Faculty of Management. The following regulations govern the financial transactions and reporting of the MUS for all events and services. This policy gives considerable guidelines to all the financial representatives of the MUS clubs, committees and events on the procedures, protocols and requirements regarding the financial aspects of their operations.

Section 1: Reimbursements

1.1. Liability

1.01.01

The financial liability of the Management Undergraduate Society is limited to the funds budgeted for it in the current approved budget of the MUS

1.01.02

The Annual Budget of the MUS, once approved by the Board of Directors of the MUS, will not be changed, altered and/or modified in any way. This clause helps identify deviations of the actuals from the budgeted figures.

1.01.03

Expenses made on behalf of the MUS are made under the decree they are fair, meaningful transactions that have had prior consideration

1.01.04

If any Board of Directors Member, Executive or general committee member incurs a liability that is greater than funds budgeted, then such liability may become personal obligation of the individual incurring or authorizing such cost.

1.01.05

The Vice President of Financial Affairs holds the right to review such liability and determine if the cost authorized by the Board Member, the Executive and general committee member is within reasonable means

1.2. Processing Times

1.02.01

All contracts, invoices, and reimbursements will require time to be processed. The times listed in the following only include time after reimbursements are given to the Vice-President of Financial Affairs:

1. Contracts: Ten (10) Business Days
2. Invoices and Cash/Cheque Reimbursements: Ten (10) Business Days (plus mailing time) These processing times are effective if all supporting documents are complete.

1.02.02

Requests to confirm a payment and reimbursement will only be carried out after these dates of submission. Notifications will be provided.

1.02.03

In instances where contracts, invoices, reimbursement or any procedures needing to be done faster than these dates, the Vice-President of Financial Affairs shall be notified as soon as possible. However, there is no guarantee that funds will be provided more quickly than the minimum processing time, as the Vice-President of Finance has to maintain the liquidity requirement for its operations.

1.3. Procedures

1.03.01

A reimbursement will only be processed when proper supporting documentation is submitted. Proper documentation consists of:

1. One copy or photocopy of the original receipt/Invoice (purchase receipt only)
2. Reimbursement/Cheque request form (or equivalent)
3. Signatures from all required parties

Credit Card Statements or equivalent records will not be accepted as proof of a reimbursable transaction, but rather serve as evidence that a transaction occurred

1.03.02

Receipts can be submitted up to two (2) months after date of purchase for reimbursement.

1.03.03

Outstanding reimbursements over sixty (60) days will not be processed.

1.03.04

Reimbursements that are completed inconsistently with the requirements of section 1 will not be processed.

1.03.05

All signing of cheques required by Chartered Clubs will go through the approval of the Vice President of Financial Affairs of the MUS. In the case where the Vice President of Financial Affairs is not available, then only will the cheques go through the President of the MUS. All signing of cheques for Chartered Clubs expenses can take approximately five (5) days to process.

1.4. Replacement for Receipt Procedures

1.04.01

Under extraordinary circumstances, Memos can replace receipts when the receipts are missing, not issued, or that the nature of the reimbursement does not provide a receipt (such as, but not limited to, refunds for MUS event). Some form of evidence is required to prove transactional occurrence.

1.04.02

The memo shall be written by the Executive Director of the respective Club or Committee to which the expense belongs to, with prior approval by the corresponding Portfolio Vice President

1.04.03

The memo shall be first approved by the corresponding Portfolio Vice President overseeing the activity and subject to final approval by the MUS Vice President of Financial Affairs and the MUS President.

1.04.04

Please take note that Memos will only be accepted under extreme circumstances which will be evaluated by the Vice President of Financial Affairs. If, for some reason, the Vice President of Financial Affairs denies the Memo, an explanation for the denial will be provided within five (5) business days.

1.5. Signing Authority (Chartered Clubs)

1.05.01

Signing authority for Chartered Clubs shall be restricted to the Clubs representatives that meet the following criteria:

1. Have one or the equivalent of the following committee positions
 - i. Executive Director
 - ii. Director of Finance
 - iii. Unspecified role, but has budgetary responsibility for the committee
2. Have been authorized in writing by the Vice-President of the respective portfolio, and must have submitted the following to the Vice President of Financial Affairs prior to August 1 of the respective year
 - i. Full Name
 - ii. Position on Committee
 - iii. Signature of Person
3. Additions or changes to those with signing authority after August 1 of the respective year shall take place under the following conditions
 - i. Change in personnel
 - ii. Leave of absence by one with signing authority
 - iii. Significant event that prevents one from completing duties
 - iv. Initial committee hiring

1.05.02

No committee member with signing authority may authorize their own reimbursements.

1.05.03

Any other committee member with signing authority may authorize reimbursements.

1.05.04

Reimbursements submitted by those without signing authority shall not be processed.

1.05.05

In cases where there are two Co-Presidents of a Chartered Club, only one President will be granted signing authority. The decision on which President will be given signing authority will be determined from a mutual agreement between the Presidents only.

1.6. Improper Reimbursements

1.06.01

Any reimbursement in conflict with the requirements of this policy shall be deemed as an “improper reimbursement”.

1.06.02

Improper reimbursements shall be returned to the respective committees. If this is not possible, the reimbursements shall be put on hold, and the initiator shall be notified.

1.06.03

The Management Undergraduate Society is not liable for consequences resulting from reimbursements putting on hold.

1.06.04

The Vice President of Financial Affairs reserves the right to question any value.

1.06.05

The Vice President of Financial Affairs is responsible for systematically tracking suspicious expenses and accurately analyzing data to prevent recurred offence.

1.7. Restricted Items

1.07.01

Any item that has been approved and referenced in the MUS Master budget is not considered a restricted item.

1.07.02

Any restricted item in question for reimbursement must be brought to the attention of the Vice President of Financial Affairs prior to submission for reimbursement.

1.07.03

The following items will only be reimbursed to individuals as determined by the Vice-President of Financial Affairs, and with his/her prior approval on special conditions:

1. Delegate fees for required conference/event attendance
2. Anything deemed to be beneficial to the operations of the MUS
 - i. Examples include, but are not limited to, project management software and stand-- up banners with MUS logo and branding

1.07.04

The following items will only be reimbursed with authorization of the Vice President of Financial Affairs

1. Gas
2. Parking Fees
3. Meals

1.07.05

The following items will not be reimbursed under any circumstances

1. Any type of fines incurred that otherwise would have been avoidable

2. Tips in excess of 18% or tips above pre-applied gratuity

1.8. Overriding Powers

1.08.01

In all previous sections, unless otherwise specified, the President shall have equal responsibilities and powers of the Vice President of Financial Affairs.

1.08.02

In the case of any discrepancies, the President may rule in place of the Vice President of Financial Affairs or overturn any decision made by the Vice President of Financial Affairs.

1.9. Procedures for Disputes and Appeal

1.09.01

Reimbursement disputes must first be submitted in writing to the Vice President of Financial Affairs.

1.09.02

The Vice President of Financial Affairs must respond within five (5) business days with a ruling on the complaint.

1.09.03

Appeals of the initial ruling of the Vice President of Financial Affairs may be made to the Board of Directors no more than one (1) week afterward.

1.09.04

If an appeal is made to the Board of Directors, a new ruling must be made within five (5) business days.

1.10. Dates and Fiscal Year

1.10.01

The fiscal year of the Management Undergraduate Society takes place from May 1st to April 30th.

1.10.02

Expenses fall into the fiscal year in which they are incurred.

1.10.03

All reimbursements for a fiscal year must be given to the Vice President of Financial Affairs ten (10) business days before the last day of the fiscal year.

1.10.04

A reimbursement that is deemed to be improper during the final ten (10) days of the fiscal period shall be dealt with on a case-by-case basis in determining if the reimbursement shall be granted.

1.11. Systems of Reimbursement

1.11.01

While it is the responsibility of the Vice President of Financial Affairs to oversee all procedures referenced within the Reimbursement Policy, it shall be the authority of the Vice President of Financial Affairs to create

and manage systems of reimbursement (paper, electronic, or otherwise)

Section 2: Internal Reporting

2.1. Finance Committee

2.01.01

Every semester, the Vice President of Financial Affairs will be required to present the Finance Committee of the Board of Directors with the following:

1. Finalized statement of operations for all events concluded one week prior to the Finance Committee meeting, disregarding those that were already presented.
2. The statements shall be approved by the corresponding Vice-Presidents of the Portfolios and the Vice President of Financial Affairs
3. Balance Sheet concluded one (1) week prior to the Finance Committee meeting
4. Update on the financial status of the Management Undergraduate Society concluded one (1) week prior to the Finance Committee Meeting .

2.01.02

The Vice-President of Finance should provide the following material to the Finance Committee at the end of every semester:

1. Update of tax filing – Sales taxes (GST and QST), payroll taxes and income taxes.
2. Updated presentation of the actual results, including but not limited to the Bull and Bear, Dave's Store, and Clubs.
3. Update on the Audit of the MUS.

2.2. Board of Directors

2.02.01

The Vice President of Financial Affairs shall present the MUS Master Budget for the Fiscal Year to the Board of Directors in the month of August, or September at the latest, for approval. The Budget would include the following statements:

1. MUS General Budget
2. MUS Income Statement for all Clubs, Events and Charities

2.02.01

The Vice President of Financial Affairs shall present the Board of Directors, a financial report at the end of every semester consisting of:

1. Finalized statement of operations for all events concluded one (1) week prior to the Finance Committee meeting, disregarding those that were already presented.
2. The statements shall be approved by the corresponding Vice-Presidents of the Portfolios and the Vice President of Financial Affairs.
3. Balance Sheet concluded one (1) week prior to the Finance Committee meeting.
4. Update on the financial status of the Management Undergraduate Society concluded one (1) week prior to the Finance Committee Meeting.

Section 3: External Reporting

3.1. Desautels Faculty of Management

3.01.01

The Vice President of Financial Affairs shall present the MUS Master Budget for the Fiscal Year to the Faculty of Management in the month of August (Or at September Latest) for sponsorship approval. The Budget would include the following statements:

1. MUS General Budget
2. MUS Income Statement for all Clubs, Events and Charities

3.01.02

The Vice-President of Finance should provide the following material to the Faculty of Management in meetings in November and March:

1. Update of tax filing – Sales taxes (GST and QST), payroll taxes and income taxes.
2. Updated presentation of the actual results, including but not limited to the Bull and Bear, Dave's Store, and Clubs.

Conferences and Competitions Policy

Last Updated March 22nd, 2022

The Conferences and Competitions Policy of the McGill Management Undergraduate Society is to serve as a guide for handling all conferences and competitions matters for the Society as well as provide and implement the Conferences and Competitions strategy and goals to be followed. The Conferences and Competitions team is responsible for ensuring that external relations with companies, individuals, and organizations in the context of Conferences and Competitions are conducted in a fair, ethical, professional and unbiased manner at all times. The Conferences and Competitions team is to act as a mentor to all portfolio members of MUS as by ensuring proper training and development pertaining to all matters of Conferences and Competitions. Furthermore, the Conferences and Competitions team is responsible for the representation of McGill in external and internal conferences and competitions.

1. Case Competition Classification

1.01

All case competitions classified as a “MUS Registered Competition” shall be sub-classified upon their status within the MUS and each sub-classification shall have different requirements to maintain their status as MUS Registered Competition.

1.02

All Case Competitions shall be sub-classified as one of the following:

1. A MUS Interim Case Competition
2. A MUS Registered Case Competition
3. A MUS Inactive Case Competition

1.03

Case Competition classification will be granted upon approval by the MUS VP Conferences and Competitions and the MUS VP Internal Affairs.

2. Case Competitions Roaster

2.01

The following case competitions, in conjunction with their club status, are considered MUS Recognized Case Competitions

1. MUS Interim Case Competitions
 - a. IMA Case Competition
 - b. ABA Case Competition
 - c. MDN Case Competition
2. MUS Registered Case Competitions
 - a. Baker Tilly x DAS Case Competition
 - b. MIC Stock Pitch Competition
 - c. MSBN Social Impact Case Competition

- d. D'Tech Case Competition
- 3. MUS Inactive Competitions

2.02

Section 2 of the Conferences and Competitions Policy shall amend automatically upon a change of a club status as approved by the MUS VP Conferences and Competitions and MUS VP Internal Affairs.

3. Requirements and Responsibilities of MUS Recognized Competitions

3.01

To be an MUS Recognized Case Competition, all competitions must meet the following requirements:

1. Have a purpose that is aligned with the MUS Mission Statement and the parent club mission statement
2. Not controlled financially or operationally by an external organization
3. Not a for-profit organization or recruiting students for employment
4. Properly account for all revenues, expenses, and transactions through the fiscal year in order to properly consolidate the MUS reporting at year-end.
5. Comply with yearly renewal requirements as outlined in section 5 of the Competitions Policy
6. Submission of a Competitions Assessment by May 1st, as defined in subsection 3.02

3.02

Each Competition Executive Director and/or Club President shall be responsible for the preparation of a Competition Assessment of their competitions's accomplishments to be submitted May 1st every year. The Competition Assessment shall contain the following:

1. The goal of the Case Competition, as outlined at the beginning of the fiscal year
2. Discuss specific actions taken with the intention of progressing towards strategic objectives
3. Emphasize any shortfalls, and corrective actions that will be taken in improving the competition

3.03

Each Competition's assessment is to be submitted to the MUS VP Conferences and Competitions and shall be included in the MUS Annual Report.

3.04

Failure to abide by these requirements could result in competition demotion at the discretion of the MUS VP Conferences and Competitions and MUS VP Internal Affairs.

4. Application Process to Become an MUS Recognized Competition

4.01

First time applicants that wish to become an MUS Recognized Competition must complete the application process. First time applicants shall only have the right to apply for interim status, and will only be able to apply for Registered status upon successful completion of one year as an MUS Interim Competition.

4.02

To be recognized as an interim competition, the following material shall be submitted to the Vice President of

Conferences and Competitions:

1. A one-page statement of purpose
2. A list of the Organizing Committee charged with the organisation of the competition, including name, position, student number, faculty and contact information.
3. A plan outlining the competition, its features, sponsors and a corresponding operating budget.
4. A brief marketing plan outline of how the competition will be promoted.

A presentation to the MUS VP Conferences and Competitions and MUS VP Internal Affairs must be made, outlining how the organizing committee will meet the requirements mentioned in section 3 of the Policy.

4.03

Interim competitions wishing to become a Registered competition shall submit all of the following documents to the MUS VP Conferences and Competitions and MUS VP Internal Affairs:

1. A copy of the previous year financial statements
2. A one year action plan outlining the competition, its features and sponsors.
3. A one year budget completed in the MUS budget template accounting for the upcoming fiscal year
4. A brief marketing plan outline of how the competition will be promoted.
5. A copy of the current organizing committee
6. A statement of purpose outlining the reason for the change in status.

A presentation to the MUS VP Conferences and Competitions and MUS VP Internal Affairs must be made, outlining how the organizing committee will meet the requirements mentioned in section 3 of the Policy.

4.04

Although application for the MUS competition recognition is open throughout the academic year, approval will only be granted by the MUS in the months of November and March.

4.05

Approval for a MUS Registered Competition must be ratified by the MUS VP Conferences and Competitions and MUS VP Internal Affairs

5. Annual Renewal of Competitions' Status

5.01

In an effort to increase the accountability and performance of the MUS Competitions, annual status renewal shall be contingent on the competitions' previous fiscal year's performance. While MUS recognition shall be renewed every year upon submission of the following materials, their status renewal will depend on their rubric evaluations.

5.02

In order to renew their MUS Competitions Status, each competition shall submit the following documents by May 31st of the upcoming fiscal year.

1. Previous fiscal year's finalized reconciliation of revenues and expenses (Actual Budget)
2. An operating budget for the next fiscal year
3. A plan outlining the competition, its features and sponsors for the upcoming year.
4. A brief marketing plan outline of how the competition will be promoted.
5. A list of the new Organizing Committee members, including name, position, student number, faculty, contact information, and relevant experience

5.03

If a competition fails to re-apply for MUS Competition Status, the competition will be considered an Inactive Competition, subject to the MUS VP Conferences and Competitions and MUS VP Internal Affairs.

5.04

Competition Status Renewal will be contingent on the competition's performance in the previous fiscal year. Competitions will be subject to evaluation on the following criteria:

1. Abiding to their budget projections
2. Ability to follow through with their marketing plan and one year action plan.
3. Timely submissions of material
4. Student turnout and impact of the competition

6. MUS Responsibilities towards Clubs

6.01

For Interim Competitions, the MUS shall be responsible for the following:

1. Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs and Competitions Policy
2. Ensuring access to MUS marketing channels
3. Providing a copy of the MUS Restricted List of Sponsors
4. Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy, Clubs Policy and the Competitions Policy

6.02

For Registered Competitions, the MUS shall be responsible for the following:

1. Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs and Competitions Policy
2. Ensuring access to MUS marketing channels
3. Providing a copy of the Branding and Communications Policy, the Clubs Policy and Competitions Policy
4. Allocating time for additional funding requests at the MUS Executive Council meetings and/or MUS Board of Directors meetings
5. Freely accessible storage space for competition materials

6.03

MUS Competitions Bursaries: Decisions of the bursaries

The Ombudsperson and MUS VP of Competitions will jointly assess bursary applications and give their decision based on impartial assessments of the applications

7. REFEAC

The following section outlines the MUS VP of Competitions and the DMCC Executive Director's responsibilities at REFAEC

1. The MUS VP Competition is responsible for representing the Management Undergraduate Society including the MUS President and the MUS students. The MUS VP Competitions' decisions must reflect the MUS' best interest at the REFAEC presidential table.
2. The MUS gets one voting right at the REFAEC presidential table. The MUS VP Competitions and DMCC Executive Director can discuss and debate upon a decision involving a vote. The MUS VP Competitions has the final decision and voting right.
3. The MUS VP Competition must be present at the REFAEC presidential table.
4. If for extenuating circumstances the MUS VP Competitions cannot attend the REFAEC presidential table, the DMCC Executive Director is responsible for representing the Management Undergraduate Society and vote on decisions that reflect the MUS' best interest.
5. In the event where both the MUS VP Competitions and the DMCC Executive Director cannot be present at the RAFAEC. The MUS President or a DMCC director must be present at the REFAEC presidential table and vote on decisions that reflect the MUS' best interest.
6. The MUS VP Competitions and the DMCC Executive Director are responsible for the academic development of REFAEC Competitions at Desautels

Involvement Policy

Last Updated February 12th, 2014

The Management Undergraduate Society is solely operated by the undergraduate students of the Desautels Faculty of Management. Any student who has obtained a position within the MUS should, to the best of their abilities, serve the purpose of fulfilling the MUS Mission Statement.

1.Scope of Involvement

1.01

To be eligible for involvement within the MUS, an individual must be considered a member of the MUS as per Article 3 of the Constitution.

1.02

All members of the MUS are afforded the same rights and opportunities to participate in MUS or MUS- related activities.

1.03

Non-members of the MUS are afforded the privilege of participating in MUS or MUS-related activities, but members shall always take precedence

1.04

Any student who holds a position shall act in a manner that is representative of the values of the MUS when involved in activities related to the MUS

2. Common Responsibilities

2.01

All students within the MUS are to carry out their responsibilities within their role to the best of their abilities to a reasonable standard.

2.02

All students within the MUS shall strive towards an open and equitable environment within their respective committees and/or councils.

2.03

No student shall use their role within the MUS to promote or help achieve the objectives of the individual for personal profit, an external organization, or another MUS service without prior consultation of either the MUS Council.

2.04

Upon completion of all activities related to a Committee or an Executive role within the MUS, a continuity report (**transition document**) shall be submitted in a timely manner to the position's superior

1. A "timely manner" shall be defined as 30 days following the conclusion of all duties related to the service or event or annual turnover, whichever occurs first.
2. A continuity report shall contain, at minimum, the following:
 - i. A reasonable description of the past year's events
 - ii. All key contacts related to the role
 - iii. Any files related to the event, activity, or role
 - iv. Any other items required to fulfill the role
3. A continuity report shall follow a template provided by the MUS Council.

3. Intellectual Property of the MUS

3.01

It is understood that when an individual accepts a position within the MUS, all work and material completed for MUS organized events shall be deemed property of the Management Undergraduate Society.

3.02

Upon completion of a role within the MUS, an individual is allowed to retain a copy of all work and materials completed, unless deemed inappropriate.

3.03

No past work or material is to be shared outside of the general membership of the MUS without prior authorization.

3.04

Items that are considered to be intellectual property include, but are not limited to, the following:

4. Logos
5. Event, activity and committee titles
6. Posters
7. Taglines or symbolic phrases
8. Budgets
9. Artwork and graphics (digital or otherwise)
10. Videos

4. Multiple Positions

4.01

All applicants are allowed to apply for multiple positions in the MUS within the portfolios of the Executive.

4.02

Appropriate number of appointed positions shall be determined by the Executive.

4.03

The MUS shall take no opinion on the roles an involved individual may hold external to the MUS unless the external role causes a conflict of interest.

4.04

The MUS shall take no opinion on the level of involvement an individual can sustain unless there is clear evidence that supports otherwise.

4.05

Any student with more than one position within the MUS must carry out each role to the best of their abilities to a reasonable standard for each position.

5. Financial Compensation for Work Completed Within the MUS

5.01

All positions within the MUS shall be entirely volunteer based.

5.02

Every committee member will have access to the same services and privileges as a participant. Should the committee choose, the committee may access benefits of equal or lesser value, pending approval of Vice President of Financial Affairs.

5.03

The following positions within the MUS shall be granted financial compensation:

11. MUS Tutors
12. Dave's Store Employees

5.04

Financial compensation must be approved during budgeting period

Recruitment Policy

Last Updated March 17th, 2023

This policy intends to ensure that:

1. Applicants to any MUS positions receive fair, equitable, and accessible treatment
2. Interviews conducted during the MUS recruitment process are done so with objective and relevant criteria
3. Throughout the whole recruitment process, any interviewer or member of the interviewing party are free from bias and prejudice

This policy complements and upholds the mission of the McGill Undergraduate Society (MUS) to cultivate the personal, academic, and professional development of all Bachelor of Commerce students within the Desautels Faculty of Management.

The overarching mission of this policy is to limit biases in the before, during, and after hiring process for the McGill Undergraduate Society.

1. Definitions and Resources

1.01

The **“Management Undergraduate Society”** may be referred to as the **“MUS”**.

“Human Resources” may be referred to as **“HR”**.

The terms **“applicant”** and **“candidate”** may be used interchangeably.

A **“probing question”** is a question that seeks further clarification.

An **“interviewer”** is a hiring party party, not including a Human Resource Director.

1.02

The Human Resource Department consists of Human Resource Directors.

1.03

Executive Portfolio Committees shall consist of the following positions:

1. Tier A positions, as defined by:
 - A position reporting directly to an Executive Council member
2. Tier B positions, as defined by:
 - A position reporting directly to a Tier A position
3. Tier C positions, as defined by:
 - A position reporting to both Tier A and B positions

4. Volunteer positions, as defined by:
 - a. A temporary position requiring time during an event
 - b. Reporting to a Tier A and/or B position

1.04

This Recruitment Policy governs the following areas:

1. The Executive Council
2. The Human Resource Department
3. Executive Portfolio Committee positions, with the exception of volunteers
4. The Executive of a MUS Club

1.05

The Human Resource team falls under the Ombudsperson portfolio and consequently directly reports to the Ombudsperson.

1.06

As the Human Resource team is under the Ombudsperson, the position of Human Resource Director will be under “Ombudsperson” on the Spring and Fall MUS packet, and the Ombudsperson will hire a minimum of 2 Human Resource Directors, with no maximum.

2. Training of HR Directors

2.01

Human Resource Directors must attend a mandatory training session organized by the Ombudsperson. Any Human Resource Director who does not attend such training may be required to cede their position.

2.02

A Human Resource Director should be adequately informed and familiar with the position being interviewed for prior to the start of the interview. This responsibility falls on the Human Resource Director.

3. Available Positions

3.01

All available positions shall be posted on the MUS’ website and widely promoted by the MUS. The use of additional channels does not substitute for the required posting on the MUS’ website and inclusion in the MUS listserv.

3.02

All positions shall be advertised for no less than seven (7) business days from the date of posting on the MUS website, unless the position has been deemed urgent by the President of MUS and expedited. If the position has been expedited, the position should be advertised for no less than four (4) business days from the date of posting.

3.03

Advertisement of the positions shall cease once the application deadline has been reached. Where the hiring party decides to extend the application deadline, the extension shall be between three to seven business days (3 to 7).

3.04

Job postings shall include the following:

1. Position title;
2. Party to whom the candidate shall report;
3. Roles and responsibilities;
4. Potential events, trainings, and dates on which attendance is required;
5. Start date and end date
6. Application deadline

3.05

The hiring party may at their discretion accept late applications, although it should be on a very limited basis and with a strong rationale.

3.06

In the event of a lack of qualified candidate(s) for a Tier A position, the Vice President may select an applicant for a Tier B position under the same committee for an interview without extending applications. The Human Resources Director(s) must be notified of this immediately in writing.

3.07

Should an applicant not be chosen for a position, they will automatically be permitted to re-interview for a lower-tier position under the same committee. The Human Resource Director(s) must be notified of this immediately through email.

3.08

In the event of a lack of qualified candidate(s) for a Tier B or C position, the Tier A hiring party (with written approval from their Vice-President) may select another applicant from a different, equivalent tier position under the same committee without extending applications. Should this applicant have already interviewed for this committee, another interview is not necessary. The Human Resource Director(s) must be notified of this in writing.

3.09

In the event of no qualified applicants for a given position, and:

- (1) the steps outlined in 4.06–4.08 have been exhausted
- (2) the job posting has been extended at least once,
- (3) and the position is time-sensitive,

then the respective hiring party may interview an individual who has not applied through traditional means. This should only occur if all conditions stated above have been met and the Human Resource Director(s) are notified of this decision in writing.

3.10

Should an applicant have applied to more than one (1) Tier B or C positions under the same committee, their interview may be consolidated into one (1). The Human Resource Director(s) must be notified of this immediately and in writing.

4. Before the Interview

4.01

The Board of Directors of the Management Undergraduate Society shall be informed that they have a right to a Human Resource Director throughout their recruitment process. The Vice-President shall be responsible for acquainting the Board of Directors with the positions under their portfolio.

4.02

Human Resource Directors shall audit the interviews conducted by the Board of Directors in the Management Undergraduate Society to enforce this Recruitment Policy and to promote fair treatment during the interview process. Human Resource Directors should aim to attend at least 50% of interviews for a given VP position. While attending an interview, the Human Resource Director should follow the guidelines set forth in Section 5 of this Recruitment Policy.

4.03

To ensure all interviews are held to a fair and ethical standard, the Board of Directors will be required to partake in training before the hiring period. Furthermore, the “HR Handbook” should be shared with Vice-Presidents. This aims to standardize interviews and encourage fair and equitable hiring in the case a Human Resource Director is not present.

4.04

The hiring board for interviews for the Vice-President positions should also be made aware of this training. The training will be designed by the Human Resource Directors and approved by the Ombudsperson. The slides should be saved in the Human Resource Director email Sharepoint.

4.05

This training intends to provide the hiring board and Vice-Presidents (1) how an interview should be run (2) appropriate interview questions (3) limiting bias in interviewing (4) how to objectively select the best candidate. This training will also draw attention to the assessment of information used in making hiring decisions.

4.06

The Human Resource Director(s) are responsible for developing, researching, and sharing an interview question bank for the hiring board and Vice-Presidents. This interview bank should be shared through email, Slack, or Sharepoint.

4.07

After a screening of the applications received, the hiring party shall send an email to the selected applicants at least seventy-two (72) hours in advance of their interview, notifying them of the following:

1. Date;
2. Time;
3. Location (and directions where necessary);
4. Vice-President’s contact information (e-mail address)

4.08

In the event of a time-sensitive position, permission may be granted from the Management Undergraduate Society President or Human Resource Director(s) to send notice of an interview only twenty-four (24) hours in advance. Expedited interviews should be listed as such in the initial job posting.

4.09

Applicants shall, where possible, provide notice to the interviewer(s) at least twenty-four (24) hours before the start of their interview if they are no longer able to attend at the scheduled date and time. If given this notice, the hiring party shall make reasonable efforts to accommodate the applicant in determining an appropriate time and date for the interview.

4.10

The hiring party reserves the right to refuse an applicant their interview if the applicant:

1. Arrives late for their scheduled interview with no valid excuse
2. Fails to notify the interviewer(s) of their absence within twenty-four (24) hours from the start of their interview

4.11

The interviewers shall begin an interview at the time it is scheduled for if all involved parties, including interviewer(s), interviewee(s), and Human Resource Directors are all present. Under no circumstances should an interview begin early if all involved parties are not present.

4.12

Under exceptional circumstances, a club can choose to hire internally. Internal hiring constitutes a club not including their positions in the involvement package. This should only be done in certain cases and the club must receive written approval from the Human Resource Directors and the MUS President.

4.13

Suppose a club wishes to hire internally. If that is the case, they must write an email detailing why they would like to hire internally and send it to (1) the Ombudsperson (2) the Human Resource Directors and (3) the MUS President.

4.14

HR Directors are responsible for signing an NDA prior to the start of any interviews.

4.15

If screening candidates is to be used in a hiring decision, there should be clear and objective criteria established before about what specifically would put a candidate in the “no” pile.

5. During the Interview

5.01

When present in an interview, an HR Director can interrupt and/or deny a probing question to a candidate if the HR Director feels that it has been phrased inappropriately or works against fair, equitable, and accessible treatment.

This includes, but is not limited to, (1) questions about gender, sex, or sexual orientation (2) questions regarding nationality or ethnicity (3) questions that were not asked to other candidates for the role (4) questions resulting from any bias.

5.02

Individuals who are not a party to the interview shall not be present during the interview. Suppose an individual not a party to the interview participates in the hiring process. In that case, the interview may be audited by an HR Director who has the authority to nullify the interview.

5.03

All interviews shall follow a structured and consistent format. For all candidates of a given position, questions asked by the interviewer(s) shall not differ in content or order.

5.04

If an interview is to be recorded, the interviewer(s) must ask for verbal permission to record before proceeding with the questions.

5.05

Applicants have a right to refuse the recording of an interview. This will not in any way, shape, or form affect their interview or candidacy for the role.

5.06

Note-taking during each interview should occur. Note-taking should only include objective comments; no opinions or subjective comments should be present in the documented notes.

5.07

After each interview, the notes should be stored securely, preferably in a SharePoint, and must be retained for at least one (1) year. If a Human Resource Director is present at an interview, then they must receive a copy of all notes and store them in their SharePoint for at least a year.

5.08

The interviewer(s) shall not use abusive, violent or discriminatory language and/or communicate in any manner that will offend the interviewee or cause the individual to be offended. Neither shall the interviewee use abusive, violent or discriminatory language and/or communicate in a manner that will offend the interviewer(s) or cause them to be offended.

5.09

Interview questions should assess the core competencies of the role being interviewed for. At the beginning of the hiring process, the Human Resource Directors must share an "Interview Bank" document with a range of appropriate interview questions to the interview panels.

6. After the Interview

6.01

After interviews, the interviewer(s) must review the interview notes, submitted resumes, submitted cover letters, and any additional data required for the application. This data must be compared objectively.

6.02

Suppose a member of the interview panel recognizes that they know a candidate well enough that it would cloud their judgment. In that case, they are responsible for notifying the panel and removing themselves from decision-making power for that particular candidate. Suppose a Human Resource Director recognizes that a member of the interviewing panel has too much bias toward a candidate. In that case, they have the authority to remove them from decision-making power for that particular candidate. This authority is solely conferred to the Human Resource Director and can only be amended by the Ombudsperson.

6.03

Suppose a Human Resource Director suspects an interview was held contrary to the stated missions of fairness, accessibility, and equality. In that case, they have a right and a mission to audit the interview. They should notify, by email, (a) the Ombudsperson and (b) the interviewer(s) and inform them which interview will be audited. Human Resource Directors have seven (7) business days to perform the audit, evaluating for fairness, accessibility, and equality.

6.04

If an interview is determined to have been held in a manner contrary to the stated mission of fairness, accessibility, and equality, then the Human Resource Director has the authority to nullify the interview.

6.05

Suppose a Human Resource Director determines that the best course of action is to nullify an interview. If

that is the case, the candidate can choose to either reinterview for the role or choose to rescind their application. From the time the Human Resource Director notifies the candidate that their interview is nullified by email, the candidate will have three (3) business days to determine their chosen course of action.

6.06

If the candidate decides to reinterview, a Human Resource Director must be present during the interview, during the post-interview discussions, and during the decision-making process to ensure that biases are kept to a minimum.

6.07

After determining the most suitable candidate, the hiring party shall email the individual, notifying them of their selection for the post. This email must include the appropriate response period, informing the candidate that they have four (4) business days to, in writing, accept or reject the role.

6.08

Should the selected candidate accept to fill the position, the hiring party shall send an e-mail to the interviewed candidates notifying them of their rejection. The hiring party may call the individuals to notify them. Calling an interviewed candidate does not substitute the hiring party's responsibility to send an e-mail mentioning the same.

6.09

The "response period" constitutes the four (4) days that successful candidates have, starting when they are notified by the hiring party of their selection, to inform the hiring party of their acceptance or rejection of the awarded position. Successful candidates who fail to adhere to the response period may forfeit their selection.

6.10

Should the successful candidate decline the offer, the interviewer(s) shall select the next best suitable candidate and follow all the policies outlined in section 6.07.

6.11

Only information provided in the interview may be utilized in the decision making process. External information may not be considered unless under extenuating circumstances and with written permission of the Human Resource Director(s). This includes, but is not limited to, (1) a candidate's social media (2) conversations held with the candidate outside of the interview process (3) experiences with the candidate through school, clubs, or work. This is to ensure that all candidates receive fair treatment and have an equal opportunity to be offered the role.

6.12

The hiring board must not disclose information or opinions about the interview to candidates in order to remain confidential. The candidate's performance should not be discussed to other candidates for that position. The only form of information regarding the outcome is the offer email.

6.13

Information during an interview should be kept strictly confidential by the hiring board. Under no circumstance should this information be shared with external parties.

7. Appeal Process

7.01

An applicant that believes they were unfairly treated at any point during the recruitment process may email the Human Resource Directors requesting an appeal. This email must be sent within one (1) calendar week after the hiring party notifies the grievor of their selection for the position(s) in question.

7.02

The Human Resource Director(s) must reply to the grievor within three (3) business days acknowledging receipt of the appeal and outlining the procedure for the appeal investigation.

7.03

The Human Resource Director(s) should only consult with the following individuals to gather facts about the case:

The Ombudsperson

The interviewer(s)

7.04

The Human Resource Director(s) must email the grievor notifying them of their decision to uphold or reject the appeal.

7.05

The grievor may withdraw their appeal at any time.

8. Revision of the Recruitment Policy

8.01

The Human Resource Director(s) shall review the Recruitment Policy on an annual basis and update it as necessary, following which it shall be presented to the council.

Sustainability Policy

Last Updated February 2th, 2023



The Management Undergraduate Society (MUS) recognizes the need to abide by sustainable and ethical policies in the everyday running of the Society as well as in long term planning and organization. The purpose of the Sustainability Policy is to actively promote the MUS as a sustainable and ethical Society.

1. Responsibility for Sustainability

1.01

The Vice President of SEDI shall be responsible for enforcing the guidelines set forth in the Sustainability Policy.

1.02

The Vice President of SEDI shall be responsible for spearheading sustainability initiatives within the MUS or the Desautels Faculty of Management.

1.03

All MUS members shall be expected to abide by the Sustainability Policy.

1.04

Where possible, MUS shall refer to the Sustainable and Ethical Practice and Purchasing Guidelines (SEPP) as a blueprint for improving sustainability within the MUS.

1.05

A copy of the SEPP shall be given to all MUS Recognized Clubs, available for consultation at all times in the MUS office, and publically available via the MUS website.

2. Role within the Desautels Faculty of Management

The MUS will actively promote the principles of ecological, economic, and social sustainability with the Desautels Faculty of Management, including, but not limited to:

1. Championing student-initiated sustainability projects to Desautels administration.
2. Actively encouraging sustainable practices and partnerships with companies.
3. Working with the Desautels administration toward the integration of sustainability issues into existing curriculum in all programs.
4. Creating discourse with the Desautels administration to facilitate the allocation of SEDI resources

3. Role within MUS Events and Services

The MUS will creatively implement organization and operational changes toward become a model for sustainability at McGill, including, but not limited to:

1. Regularly monitoring the environmental impact of all MUS events and services.
2. Minimizing unnecessary energy use and material consumption, and striving to make ethical procurements.
3. Supporting and encouraging events and initiatives that inform and promote the knowledge, skills, and values of a sustainable society in the Faculty.

Sustainable and Ethical Practice And Purchasing Guidelines (SEPP)

Last Updated February 12th, 2014

The Management Undergraduate Society (MUS) recognizes the need to abide by sustainable and ethical policies in the everyday running of the Society as well as in long term planning and organization. The purpose of the SEPP guidelines is to actively promote on a practical and ideological level the vision of the MUS as a sustainable and ethical Society. The following guidelines are meant to apply to the entire Society, including MUS Groups.

1. Office Management and Administration

1.01

The MUS should provide space for various recycling bins in its offices, including, namely, bins for batteries and printer cartridges.

1.02

Office lights, computers and other electrical devices should be turned off when unused.

1.03

All printing of administrative documents should be printed or photocopied double-sided or on pre-used one-sided paper.

2. Event Organization and Promotion

2.01

When organizing events, the MUS should use the “Greening Events Guide” published by the SSMU as a blueprint for reducing the events’ ecological impact, with emphasis, namely, on eliminating single use items such as plastic cutlery and dishes, paper napkins and individually packaged items.

2.02

A copy of the abovementioned “Greening Events Guide” should be available for consultation at all times at the MUS office.

2.03

The MUS should make extensive use of the internet for promotion and event registration.

2.04

The MUS should ensure that any promotional material it produces or endorses does not perpetuate gender stereotypes or carry discriminatory messages of any kind.

2.05

When organizing events, the MUS should strive to use only reusable cutlery, plates, glasses or dishes such as those provided by the McGill Plate Club.

2.06

Vegetarian food should be offered at all MUS events or meetings where food is served. Furthermore, a reasonable selection of non-alcoholic beverages should be offered at all MUS events where alcohol is served

2.07

The MUS should ensure that rooms or outdoor grounds be properly cleaned after all events

2.08

The MUS should support and encourage events and initiatives promoting cultural diversity in the Faculty.

2.09

The MUS should support and encourage events and initiatives that inform and promote the knowledge, skills, and values of a sustainable society in the Faculty.

3. Transportation

3.01

A reasonable effort will be made so that all MUS events should be held at locations easily accessible by public transport.

3.02

The MUS should strive to actively encourage the use of public transport as well as the practice of carpooling within its membership.

3.03

All trips to conferences or other long-distance transportation organized by the MUS should use a collective means of transportation, such as bus or train.

3.04

The practice of carbon offsetting should be considered for all events requiring long distance transportation.

3.05

The MUS should strive to actively encourage alternative means of transport such as bicycling, and should inform its membership about such alternative means, such as bicycle paths available in Montreal.

4. Health and Well-Being

4.01

The MUS should seek to raise consciousness within its membership of services promoting good health and well-being available on campus.

4.02

Where alcohol is served during social events sponsored or endorsed by the MUS, such as MUS Orientation, the MUS will actively encourage those who consume alcohol to do so responsibly.

5. Ethical Purchasing Policy

5.01

The MUS should not conduct business of any kind with companies that fail to meet any standards for labour that are generally accepted and/or filed in a policy of an internationally recognized standards organization such as the International Labour Organization standard

5.02

Inflict excessive or unnecessary suffering upon animals by the procedures to which they are subjected

5.03

Where practicable, the MUS should strive to actively identify and establish business relationships with companies that:

1. Voluntarily adhere to standards of employee care in excess of statutory requirements;
2. Effectively implement and monitor equal opportunity policies covering race, gender, disability, sexual orientation and religion
3. Effectively enforce policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation
4. Voluntarily adhere to efficient environmentally sustainable practices

6. Sustainable Purchasing Policy

6.01

The MUS should, where practicable, seek to purchase products carrying an ecological certification

6.02

The MUS should, where practicable, attempt to purchase organic foods which carry organic certification

6.03

The MUS should, where practicable, seek products that are fair-trade

6.04

A reasonable effort should be made so that the MUS should use solely local products emanating from local farms or companies within the province of Quebec

6.05

The MUS should avoid packaged products, particularly plastic wrappings

6.06

The MUS should, where practicable, avoid purchasing any products using Styrofoam

6.07

Regarding office supplies, the MUS should seek to purchase in bulk orders. Furthermore, all paper purchases of any kind should be of 100% recycled or post-consumer paper