

Constitution

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PREAMBLE

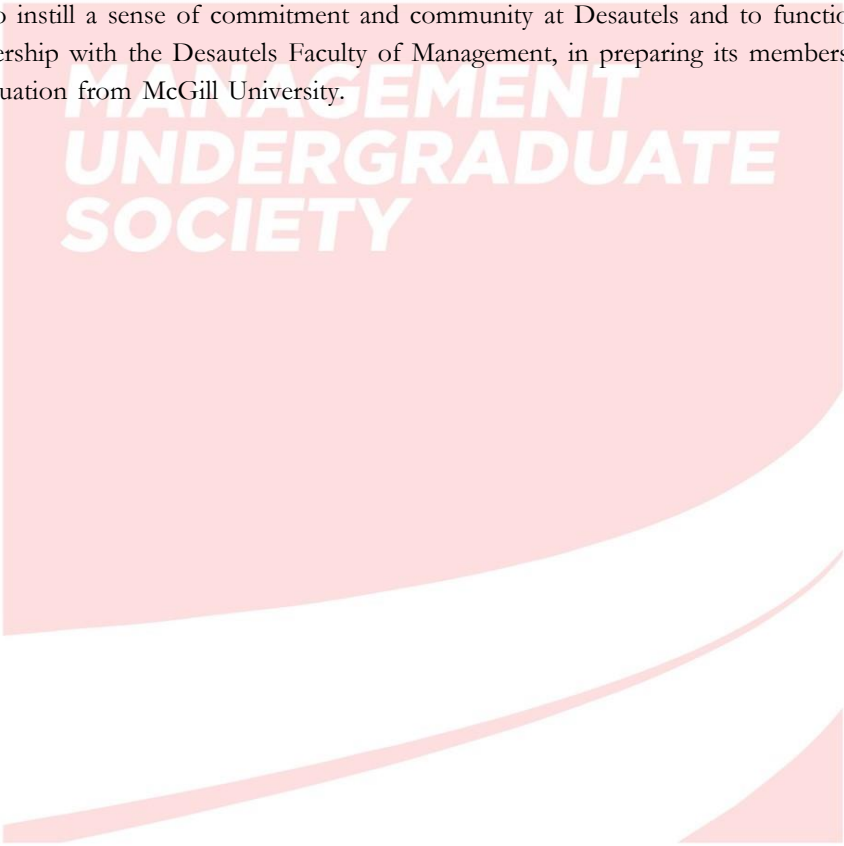
In recognition of the vast diversity among members of the Management Undergraduate Society and in respect of diverse orientations, this Constitution shall be interpreted in a manner consistent with the laws of Canada and of the province of Québec. The Constitution shall be interpreted by the President of the Society (in consultation with the MUS Council).

MISSION

The mission of the MUS shall be to cultivate the personal, academic, and professional development of all BCom students within the Desautels Faculty of Management.

VISION

The MUS seeks to instill a sense of commitment and community at Desautels and to function as an integral resource, in partnership with the Desautels Faculty of Management, in preparing its members for the utmost success upon graduation from McGill University.



**MANAGEMENT
UNDERGRADUATE
SOCIETY**

ARTICLE 1: DEFINITIONS AND INTERPRETATIONS

Unless otherwise defined within an article, the following terms shall be interpreted to mean

1. “Academic Year”: From the first day of the Fall Semester until the final day of exams of the Winter Semester;
2. “Board of Directors”: Voting members of the MUS Council
3. “Club”: Encompasses both interim and fully-recognized MUS clubs
4. “Council”: An assembly of voting and non-voting members of the MUS who are responsible for the governance of the organization and its continued existence.
5. “Constitution”: The Constitution of the MUS which governs the affairs of the MUS;
6. “Desautels”: Desautels Faculty of Management;
7. “Exam Period”: The time period from the last day of classes in the Fall semester until the first day of classes in January and the time period from the last day of classes in the Winter semester until the end of the academic year;
8. “Executive”: A group of appointed officials reporting to the President and Board of Directors as defined in the Policies.
9. “General Membership of the MUS”: The most current count of the individuals who are members, as provided by the Bachelor of Commerce Office;
10. “Good Academic Standing”: States that a student is not on academic probation as determined by McGill University;
11. “Policy”: A motion, resolution, statement, paper, platform, report, or position adopted by the MUS in accordance with the requirements of the Constitution;
12. “Policies”: The document containing all the Policies that govern the operations of the MUS.
13. “Portfolio member”: Holder of any committee or club position within the MUS;
14. “Portfolio”: The area of responsibility for the President or a Vice President, as outlined in the Policies;
15. “Society”: Management Undergraduate Society of McGill University
16. “SSMU”: Students’ Society of McGill University
17. “Term”: From the incoming turnover date of the elected members of the Board of Directors until the outgoing turnover date of the majority of the Board of Directors;
18. “University”: McGill University in Montréal, Québec.

ARTICLE 2: THE SOCIETY AND THE EXECUTIVE OF THE SOCIETY

SECTION 2.01: THE SOCIETY

2.01.01

The name of the association shall be the “Management Undergraduate Society of McGill University” in English, and the “Association des Étudiants et Étudiantes en Administration de l’Université de McGill” in French, hereafter referred to as the MUS.

2.01.02

The Society and McGill University are committed to preserve their positive relationship and recognizes the pre-eminence of that organization and its Constitution and the Memorandum of Agreement between the two parties.

SECTION 2.02: THE EXECUTIVE OF THE SOCIETY

2.02.01

The Executive shall carry out their duties to the best of their ability as directed by the Council and in accordance to the mission of the MUS. The Executive shall not derogate the name of the MUS or any of its members.

2.02.02

The Executive shall be composed of the President, elected by the general membership of the MUS, and of the following appointed members, selected by the Board of Directors of the Council:

1. Vice President of Academic Affairs
2. Vice President of Communications
3. Vice President of Competitions
4. Vice President of Corporate Relation
5. Vice President of Development & Outreach
6. Vice President of Events
7. Vice President of Financial Affairs
8. Vice President of Internal Affairs

Any changes to the composition of the Executive shall be approved by a two-thirds (2/3rds) vote of the Council. This Constitution shall be amended to reflect any changes in the composition of the Executive.

2.02.03

The President, Vice Presidents, and members of the Board of Directors must be members of the MUS as defined in subsection 3.01.01, and in good academic standing as confirmed by the BCom office during the entire duration of their office.

SECTION 2.03: DUTIES OF THE EXECUTIVE

2.03.01

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, totaling 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. Perform duties required to further the mission of the MUS
12. 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.
13. Reside within the Greater Metropolitan Area of Montréal for the entire term of his/her office

2.03.02

The duties of the Executive, in addition to those outlined in the Policies, shall include the following, but shall not necessarily be limited herein:

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, committee, or club executive position.
7. Approve non-reoccurring 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 reoccurring 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 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. Ensure the strong continuity with the Executive's successors and with members within each Executive portfolio.
14. Carry out and have other such powers and responsibilities as are assigned in the Policies.

SECTION 2.04: MEETINGS OF THE EXECUTIVE

2.04.01

Executive meetings shall be convened by the President at least thrice per month during the academic year, with the exception of exam periods where meetings are convened once a month. Additionally, the Executive shall meet at least once per month between May and August inclusive.

2.04.02

Executive meetings may be called by the President at any time or if petitioned to do so by a quorum of Executive members.

2.04.03

The President shall be the Chair of the Executive. The President reserves the right to delegate another as Chair of the Executive in his/her stead. Should the standing Chair of the Executive not be present, his/her replacement shall be determined by a majority vote of the present Executive.

2.04.04

Quorum is achieved when a simple majority of the voting members of the Executive are present.

2.04.05

All Executive positions have the right to one (1) vote. No Executive member shall hold more than one (1) voting position on the Executive.

2.04.06

All Executive meetings shall be open to all members of the MUS unless specifically deemed in camera. Only a two-thirds (2/3rds) majority vote of the Executive may deem a meeting to be in camera.

SECTION 2.05: REMOVAL OR RESIGNATION OF THE EXECUTIVE

2.05.01

A removal of the President shall be effected by the processes defined in section 4.05.

2.05.02

A removal of a Vice-President shall be effected by a non-confidence vote by the Council. The motion must have ten (10) days' notice. To be resolved, the non-confidence motion must be passed by a two-thirds majority of the Council present and voting. The wording of the motion shall be:

“(name of Vice President) shall cease to hold the position of Vice President of the Management Undergraduate Society”

2.05.03

The President or the Vice Presidents may resign from their positions by written notification to the Council if unable to fulfill their obligations. Upon resignation, the Executive members must be removed from their respective offices under the MUS.

2.05.04

Upon resignation of the President, the Vice President of Academic Affairs shall act as the interim President until a new President is elected.

2.05.05

In the event that the President is away without leave or otherwise not fulfilling their obligations for a period of ten (10) days or more, the Council will hold an emergency meeting to confirm the Vice President of Academic Affairs as acting President of the Society with a simple majority vote of Council members.

2.05.06

In the event that any member of the Executive is away without leave or otherwise not fulfilling their obligations for a period of ten (10) days or more, the Council shall designate, by a simple majority (50% plus one) vote, an individual to act in that position until the new Vice President takes office.

2.05.07

After resignation, the vacant Executive position shall be filled selected in an expedited manner of the form in which he/she was chosen initially. No more than ten (10) days of classes shall pass before the new Executive takes office.

The logo for the Management Undergraduate Society is displayed on a light pink background. The text "MANAGEMENT UNDERGRADUATE SOCIETY" is written in a bold, white, sans-serif font, stacked in three lines. The background features a large, light pink rectangular area with a curved bottom edge, and a smaller, light pink triangular shape at the bottom right corner.

**MANAGEMENT
UNDERGRADUATE
SOCIETY**

ARTICLE 3: MEMBERSHIP

SECTION 3.01: MEMBERSHIP

3.01.01

All undergraduate students who are registered in the Desautels Faculty of Management in the Bachelor of Commerce program at any point during the academic year shall be deemed members of the MUS. Only individuals fulfilling the requirements this subsection and paying annual fees will be considered members of the MUS.

3.01.02

Every member of the MUS shall be a member of only one academic year category. A student's year category will be determined by their academic progress. The shall, at any one point in time, be four year categories in the Society: U0, U1, U2 and U3. Students beyond U3 will be considered a part of the U3 category.

3.01.03

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

3.01.04

Notwithstanding subsection 3.01.03, exchange students to the Desautels Faculty of Management shall be deemed to be members of the MUS, except in the matters of:

1. Elections
2. Referenda
3. Member of the Board of Directors of the Council; OR
4. Appointment of the Executive

3.01.05

Non-members of the MUS are afforded the privilege of participating in MUS or MUS-related activities, but members shall always take precedence. Practices governing the inclusion of non-members shall be detailed in the Policies

SECTION 3.02: RIGHTS, PRIVILEGES AND OBLIGATION

3.02.01

The rights and privileges of members of the Society, as described in subsection 3.01.01, shall include the following rights:

1. To vote in all Society elections and referenda.
2. To hold positions within the Society, subject to any restriction of an office or position as outlined by the Constitution or Policies.
3. To attend assemblies of the society as described in Article 7.
4. To speak for or against, move or second motions at General Assemblies or Special General Assemblies.
5. To vote at General Assemblies or Special General Assemblies.

SECTION 3.03: SOCIETY STUDENT LEVY

3.03.01

There shall be four fees to be paid every semester by every member to aid in accomplishing the objectives of the MUS. The MUS fees shall be (re)established by a regular referendum in accordance with article 4.04, and shall be reviewed each spring by the Council. Once set, the fees are in effect until a review of the fees finds the need to change it.

3.03.02

Fees are levied through the MUS for various purposes such as fund the operations of the organisation, improve the Management Career Services, fund purchases of electronic material and improve space for the students:

1. The MUS student levy as of October 4th, 2013 is \$30.00 per semester.
2. The Desautels Computer Development levy as of October 4th, 2013 is \$37.50 per semester.
3. The Desautels Career Centre levy as of October 4th, 2013 is \$40.00 per semester.
4. The Management Student Space Improvement levy as of February 5th, 2015 is \$40.00 per semester.

3.03.03

This Constitution shall amend to reflect the current amount of student fees charged by the MUS.

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**MANAGEMENT
UNDERGRADUATE
SOCIETY**

ARTICLE 4: ELECTIONS AND REFERENDA

SECTION 4.01: ADMINISTRATION

4.01.01

The Elections Committee is responsible to administer the MUS elections and referenda in accordance with the Policies.

4.01.02

The members of the Elections Committee shall be students in good standing with the MUS, shall not hold an elected or Executive position, and shall not be a candidate for any elected or Executive position unless they agree to leave their office as defined in the Policies.

4.01.03

Elections and referenda shall be held only at any time in agreeing with the following:

1. No elections or referenda may be held outside of the academic year as defined in Article 1.
2. No elections or referenda may be held in the first two (2) weeks of classes in the fall or winter terms, unless deemed absolutely necessary by the President, in consultation with the Council.
3. No elections or referenda may be held in the two (2) weeks prior to final exams in the fall or winter terms, or during those exams.

4.01.04

All campaigns and procedures for Elections and referenda shall occur in accordance with the Policies.

SECTION 4.02: GENERAL ELECTIONS

4.02.01

The following positions shall be elected by the entire membership of the MUS in a general election to be held in the winter semester as outlined in the Policies.

1. President
2. Management Senator
3. Representatives to SSMU – two (2) representatives

4.02.03

Should the MUS see its number of SSMU Representatives change; this Constitution shall be updated to reflect the current number of SSMU Representatives on the SSMU Council. In the case where the MUS loses a seat on SSMU Council, the Council will appoint the official SSMU Representative from the current Representatives. Any previous Representative not selected as Official SSMU Representative will retain a non-voting seat on the Council until turnover.

4.02.04

Should the Management Senator or a Representative to SSMU resign or otherwise be removed from their position at an external body, they will cease to be a member of the Council. Similarly, should the President, Management Senator or a Representative to SSMU cease to be a member of the Council, they will no longer be an official representative of the MUS to external parties.

SECTION 4.03: YEAR REPRESENTATIVES ELECTIONS

4.03.01

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

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

4.03.02

The following positions will be elected by students in the appropriate academic years in an election to be held in the winter semester as outlined in the Policies:

3. Second-Year, U1 Representative.
4. U2 Representative.
5. U3 Representative.

4.03.03

U0, U1, U2 and U3 Year Representatives may be elected only by MUS members who, during the term of office of the new representatives, will be holding respectively U0, U1, U2 and U3 Year Standing in accordance with subsection 3.01.02 as confirmed by McGill Student Accounts as at the election dates.

4.03.04

Elections for First Year Representatives shall occur at the discretion of the Election Committee before the end of September. Elections for U1, U2 and U3 Representatives shall occur in the winter term as outlined in the Policies.

4.03.05

All Academic Year representatives must be holding, for their new term of office, the appropriate academic year standing in accordance with subsection 3.01.02 as confirmed by McGill Student Accounts.

4.03.06

In addition to subsection 4.03.05, First Year Representatives as defined in subsection 5.02.03 must be holding, for their new term of office, their respective U0 and U1 program standing as confirmed by McGill Student Accounts.

SECTION 4.04: REFERENDA

4.04.01

A referendum shall be called at any time in accordance with subsection 4.01.03, by the President upon:

1. A resolution of the Council; or
2. A petition, delivered to the Council and supported by the signatures of ten percent (10%) of the members of the MUS.

4.04.02

Upon formal calling of a referendum in accordance with subsection 4.04.01, the Council and petitioners shall agree on the wording of the question. Should the parties be unable to agree on the wording, the Chief Returning Officer shall act as binding arbitrator. In such a case that the Chief Returning Officer is one of the petitioners, the Council shall appoint by simple majority vote a binding arbitrator.

4.04.03

The question posed in a referendum shall be drafted so that it may be answered “yes” or “no”.

4.04.04

Upon finalization of the wording of the question, the referendum will be placed on the docket for the next election period. If the issue is deemed time-sensitive, the motion can be placed to an online vote during any period in the fall or winter semester through simple majority vote of the council

4.04.05

Should the Council deem the subject of the referendum to be time sensitive they may request that the Chief Returning Officer expedite the referendum.

4.04.06

A referendum shall be acted upon by the MUS where:

1. Subject to other sections in the Constitution, a simple majority of votes cast support the referendum; AND
2. At least fifteen percent (15%) of the general membership of MUS has voted

4.04.07

The campaign for a referendum must follow the guidelines outlined in the Policies.

SECTION 4.05: IMPEACHMENT

4.05.01

A removal of the President, Representatives to SSMU, Management Senator, or Academic Year Representatives shall be effected by the following process:

1. A petition approved by 2/3 of the Board and the Executives of MUS Council or twenty-five percent (25%) of the members of the MUS/relevant year population, outlining grounds for impeachment, to begin the impeachment process. The petition shall be worded as follows:
“(name of member) shall cease to hold the positions of (name of position) of the Management Undergraduate Society for the following reasons: (list)”
2. A ten (10) day notification period will be held between the commencement of the impeachment process and the impeachment proceedings. This period may be shortened to five (5) days should the petition outline reasonable cause to expedite it.
3. Arguments for impeachment will be presented before arguments against impeachment. Speaking times will be agreed upon by majority vote of the Council
4. All members of the Executive and the Board of Directors will have the right to cast one ballot for or against impeachment. No votes may be cast by proxy. 3/4 of the combined Executive and Board of Directors must be present. Voting will be done by private ballot.
5. Impeachment will occur if and only if there is a 2/3 plus one vote of the combined Executive and Board of Directors to impeach.

4.05.02

Subject to subsection 4.01.03, an election to fill any removed positions shall be held within fourteen (14) calendar days of impeachment.

ARTICLE 5: MANAGEMENT UNDERGRADUATE SOCIETY COUNCIL

SECTION 5.01: TERMS OF REFERENCE OF THE COUNCIL

5.01.01

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.

5.01.02

Without in any way restricting the generality of the foregoing, the Council shall aim to fulfill its mandate by dealing with any reports, including their recommendations and conclusions; motions, as submitted by the Executive, Council or the MUS student body at large; policy decisions regarding the official stance of the MUS on any issue within the scope of the Council; approving allocations for all monies assigned in the current budget; to represent the MUS where it is deemed necessary in the fulfillment of its mission; to carry out various duties in the interest of the societal student body; and to move the society forward, and towards its mission.

5.01.03

The decisions of the Council shall be binding on the members of the MUS.

5.01.04

Powers which are not granted by this Constitution or assigned in the Policies to any other council or to the general membership of the MUS are granted to the Council to either execute or assign by simple majority vote.

SECTION 5.02: MEMBERSHIP TO COUNCIL

5.02.01

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, one U0 and one U1 – two (2) representatives, one (1) vote
5. Second-Year U1 Representative
6. U2 Representative
7. U3 Representative

5.02.02

The non-voting members of the Council shall be:

1. Chairman of the Board
2. Vice President of Academic Affairs
3. Vice President of Communications
4. Vice President of Conferences & Competitions
5. Vice President of Corporate Relations
6. Vice President of Events
7. Vice President of Financial Affairs
8. Vice President of Internal Affairs

9. Members of the Alumni Council as outlined in the Policies
10. One Clubs Representative, appointed by a simple majority vote of all MUS Club Presidents

5.02.03

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.

5.02.04

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. This Constitution shall be amended to reflect any changes in the composition of the Council and the student body will be notified of any changes to this constitution by the VP Communications

SECTION 5.03: DUTIES OF THE COUNCIL

5.03.01

Responsibilities of the Council shall be to:

1. Define the long-term strategy to fairly and efficiently achieve the mission of the MUS.
2. Ensure the sustainability of the MUS as a body representing the interests of Desautels BCom students.
3. Remain neutral with regards to all external political matters, or matters with the potential to ostracize any group existent within the MUS membership.
4. Foster transparency of all MUS activities for the entire Desautels BCom student body.
5. Represent the best interests of their respective constituencies and ensure due diligence is performed prior to making all decisions.
6. Maintain good relations with the Desautels Faculty of Management.
7. Select and appoint the Vice-Presidents of the Executive Council prior to the official turnover date, with two-thirds (2/3rds) majority vote.
8. Remove an appointed Executive Council member from the Executive Council by a two-thirds (2/3rd) majority vote should that member fail to fulfill their Executive duties as outlined in the HR policy.
9. Evaluate and present recommendations for the continuation, discontinuation, improvement, or creation of MUS activities to the incoming Board of Directors prior to turnover.

5.03.02

Council members shall carry out and have such other powers and responsibilities as are assigned in the Policies.

5.03.03

Council members shall carry out and have such other powers and responsibilities as are assigned in the Policies. Powers which are not granted by this Constitution or assigned in the Policies to any other council or to the general membership of the MUS are granted to the Council to either execute or assign by simple majority vote.

5.03.04

All voting and non-voting Council members have the duty to report at every Council meeting, the activities related to their position including any committees overseen as defined in the Policies. A lack of attendance or participation in the activities related to their position is ground for removal as outlined in the Policies.

5.03.05

The remaining duties of the Council members shall be defined in the Policies

SECTION 5.04: COUNCIL COMMITTEES

5.04.01

Committees shall be formed for a purpose identified at creation by the Council and act as commissioners of the MUS. The creation, size, mandate, schedule and all other details relating to a new committee shall be approved by a simple majority vote (50% plus one) of the Council.

5.04.02

Once a committee has been created through the process outlined in article 5.04.01, members shall be added immediately from the MUS Council and from the general student body on a volunteer basis. The following steps must be followed in order to properly communicate the creation of a new committee:

1. The committee name and all relevant details must appear on the website.
2. An e-mail must be sent to the membership of the MUS to promote any member-at-large positions.

5.04.03

Standing committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. Changes to committee membership will occur as outlined the Policies. Each year, the chair(s) of each committee shall submit a statement to the Council outlining the objectives of the committee for the upcoming year, as well as an indication of the proposed means of achieving those objectives.

5.04.04

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.

5.04.05

All committees must have a minimum of one (1) voting member of MUS Council in their membership. Whenever possible, open positions on the committees should be advertised in the MUS Involvement Package.

5.04.06

A committee report, which shall be presented to the Council by the committee chair, shall represent the opinion of the majority of the committee. The signature of the committee chair shall attest to the authenticity of the report. Reports and their accompanying recommendations may be received as a motion to the Council. Any report not received shall be considered not to exist.

5.04.07

A report that is received per subsection 5.04.06 does not necessarily have to be approved. Reports may be approved in principle while their recommendations are approved separately as specific policy resolutions. Should there be more than one recommendation, each recommendation shall be considered for approval on an individual basis, and the Council shall only be bound by those recommendations have been individually voted through by a simple majority resolution of the voting members of the council. A report without any recommendation requires no further proceedings with reference to it, subsequent to its reception of the Council.

5.04.08

Regulations concerning the existence, operation, jurisdiction and authority of committees shall be outlined in the Council Policy.

SECTION 5.05: RULES OF ORDER

5.05.01

A copy of the current Council Policy, which shall govern at all Council meetings, shall be made available to each Council member at the first meeting they attend after election, appointment, or acclamation. These rules shall be amendable by a two-thirds (2/3rds) vote at any regular meeting of the Council where notice of such motion is given during the previous meeting.

SECTION 5.06: COUNCIL MEETINGS AND QUORUM

5.06.01

The Council will meet at least eight (8) times during the course of the academic year, September to April. Meetings will be held in accordance with the Policies.

5.06.02

The meetings of the Council shall be open to the public and to be set and announced on the website and all communication channels by the end of September; however, there shall be recourse to in-camera sessions if so decided by a majority of the voting members present. If such a motion is passed, all non-Council members must leave the room, as well as non-voting Council members where defined by policy. No expenditures shall be approved during an in-camera session except where required by policy.

5.06.03

Quorum shall be two-thirds (2/3rds) of all voting members. If two-thirds of all voting members is not a whole number, the next highest whole number shall constitute quorum. Proxy votes will not be accepted as part of quorum determination. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the minutes. Quorum at a Council meeting is required to pass any motion brought forward to Council.

5.06.04

Seats that have not been filled either due to vacancy or, in the case of the First-Year Representatives, a gap in a position's term, shall not be counted towards the total number of voting members of Council counted to achieve quorum.

5.06.05

Motions of the meetings of the Council shall be decided by a majority vote of the Board of Directors as defined in subsection 5.02.01.

5.06.06

In the absence of a voting member at Council, such voting member may proxy their vote to another member of the MUS by notifying the Chair. A vote may not be given as a proxy to another voting Council member as defined in subsection 5.02.01.

5.06.07

In the absence of a non-voting member at Council, such member must appoint a proxy their representation to another member of the MUS by notifying the Chair. In the event of the absence of the Council Chairperson, the MUS President will act as Council Chair. If both are absent, a Chairperson will be appointed by simple majority vote of the MUS Council.

5.06.08

Council members shall follow other meeting requirements as outlined in the Policies

SECTION 5.07: REMOVAL OR RESIGNATION OF COUNCIL MEMBERS

5.07.01

Each Council member is expected to act in the best interest of their constituency.

5.07.02

In addition to any issues outlined in the MUS HR policy, all Council members are subject to removal from the Council on the following grounds:

1. Breach of the MUS Constitution or Policies;
2. Unfair discrimination;
3. Derogation of the MUS name;
4. Theft, fraud or embezzlement of funds;
5. Ineligibility to be a member; and
6. Just cause.
7. Where removal is mandated in accordance with the HR Policies.

5.07.03

Upon a breach of subsection 5.07.02 the Chair shall make a motion, which has had proper notice, that the offending Council member be removed as a member of the Council, and from their respective offices under the MUS. Such a motion does not require a seconder. If such a motion is approved by a majority of Council members present and voting, then the offending member shall be deemed removed from their seat on the council as well as any other positions and responsibilities that arise from their position on the council. During the vote, the ballot will be secret, and the offending member's voting rights suspended. If the motion is defeated, the Chair shall make another motion if any other conditions of 5.07.02 are met.

5.07.04

Voting or elected member of the council shall be removed from office in accordance to section 4.05.

5.07.05

A non-voting Council member may resign from his/her position by written notification to the Executive and the Chair. Upon resignation, the Council member must be removed from their respective offices under the MUS per their respective removal clauses under section 2.05 or section 6.03.

5.07.06

If a Council member is removed or has resigned after April 30th, the Chair may appoint an individual to act in that position to the Council until a new member is appointed in accordance with the Policies, subject to ratification by a two-thirds (2/3rds) vote of the Council.

ARTICLE 6: CLUBS AND PORTFOLIOS

SECTION 6.01: RECOGNIZED MUS CLUBS

6.01.01

MUS Recognized Clubs are responsible for catering towards the specific needs and interests of students pursuing a Bachelor of Commerce degree, and exposing students to unique areas of business that are outside the academic realm by organizing conferences, competitions, or services for the members of the MUS. Clubs shall, as their primary focus, substantially contribute to the achievement of the MUS mission statement.

6.01.02

Any group fulfilling the conditions outlined in the Club Policy may apply to the Board of Directors to request interim MUS club status.

6.01.03

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

MUS Interim Clubs:

1. FinTech Association
2. McGill Students Business Review
3. PennyDrops
4. KIVA
5. McGill Data Network

MUS Chartered Clubs:

1. Management Investment Club
2. International Management Association
3. Management Accounting Society
4. Desautels Exchange Network
5. MUS Marketing Network
6. Sustainability Network
7. Management Consulting Association
8. Junior Enterprise Desautels
9. Desautels Business Technology Club
10. Desautels Sports Management Club
11. Desautels Women in Business
12. Real Estate Club
13. Organizational Behaviour & Human Resources Network

A current list of all MUS recognized interim and chartered clubs must be found and made publicly available on the official MUS website.

6.01.04

Any changes to the composition of the MUS Recognized Clubs shall be approved by a two-thirds (2/3rds) vote of the Council. This Constitution shall then be amended within five (5) days to reflect any changes in the composition of the MUS Recognized Clubs by the Vice-President of Communications.

6.01.05

Adhesion, operations, relations and responsibilities of the MUS Recognized Clubs are defined in the Clubs Policy.

SECTION 6.02: PORTFOLIOS

6.02.01

The Executive is responsible for administering and managing amalgamations of events or services referred to as portfolios of MUS events and services. This includes the creation and oversight of any and all committees or positions required for this purpose.

6.02.02

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

6.02.03

Portfolio committee members are responsible for running their event or service to the best of their abilities, and in accordance with the MUS mission and vision.

6.02.04

Portfolio committee members shall not assume any obligations, financial or contractual, on behalf of the MUS without the appropriate explicit approval from the Executive or one of its members as outlined in the MUS' official Financial Policies.

6.02.05

The composition of the MUS Portfolios is defined in the Policies.

SECTION 6.03: REMOVAL OR RESIGNATION OF CLUB AND PORTFOLIO MEMBERS

6.03.01

A club or portfolio member may resign or be removed from his/her position by written notification to the Executive at any time. The processes for both resignation and removal are to be found in the Policies.

6.03.02

In the event that a portfolio member resigns, is removed by the Executive, can no longer claim general membership in the MUS, or becomes in any other way unable to fulfill his/her duties, the vacant position shall be replaced by a new member, selected in a manner in accordance with the MUS HR Policy. Replacement appointments shall be subject to all policies and procedure contained in the Policies

6.03.03

If the member is removed or resigned over the course of the summer semester and the position in question is required during the summer semester, the Human Resources Director, the Vice President of the concerned portfolio and the club or committee Executive Directors may appoint a new member to the vacant position, subject to ratification by a two-thirds (2/3rds) vote of the Executive.

ARTICLE 7: GENERAL ASSEMBLIES OF THE SOCIETY

SECTION 7.01: GENERAL ASSEMBLIES

7.01.01

Two General Assemblies must be held each year (one at the end of the Fall Semester and one at the end of the Winter Semester). Dates for General Assemblies must be set by September 30th. Notice of the time and place of the General Assemblies and Special General Assemblies shall be given via the Society communication channels. The first such advertisement shall appear ten (10) or more days before the time fixed for the holding of the Assembly.

7.01.02

These General Assemblies are to be used as a forum for the discussion of MUS activities and issues as related to the mission of the MUS, and are not to be used to raise issues external and unrelated to the fulfillment of that mission.

7.01.03

General Assemblies and Special General Assemblies shall be held on the campus of the University in a location determined by the Council.

7.01.04

All Assemblies shall be chaired by the Council Chair. At each General Assembly, the members of the Council shall each present an overview of what has been accomplished during their term of office to date. The reports must present the results of the year in an unbiased and accurate manner.

7.01.05

Special General Assemblies shall be called by a resolution of the Council or by a petition signed by at least five percent (5%) of the MUS membership.

7.01.06

Quorum at General Assemblies and Special General Assemblies shall be two percent (2%) of the membership of the MUS. Should there be no quorum at such an assembly, business may proceed as usual provided a due notification of the lack of quorum at the assembly is made on the Society website and through other appropriate means within one (1) week after the adjournment of the assembly.

7.01.07

The agenda for all General Assemblies and Special General Assemblies shall be available to all Society members at least five (5) days before the meeting.

7.01.08

Motions at all General Assemblies and Special General Assemblies shall be decided by a majority of votes present in person, unless otherwise required by this Constitution. All votes at such assemblies shall be taken by ballot if so demanded by any member present and decided by a majority vote. A declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the meeting shall be admissible in evidence as prima facie, proof of the fact, without proof of the number or proportion of the votes accorded in favour or against such a resolution. Should a ballot be demanded, it shall be taken in such a manner as the Chair shall direct. In the case of an equality of votes, the Chair shall be entitled to a second or deciding vote. In such cases, the Chair shall vote to maintain the status quo where possible.

7.01.09

Any motion carried at a General Assembly must be ratified by a two-thirds (2/3rds) majority of the Council.

7.01.10

In accordance with section 3.02 any MUS member may place a motion on the agenda for General Assemblies and Special General Assemblies if:

1. The motion is in keeping with the stated purpose of MUS General Assemblies;
2. There is a mover and a seconder who are both MUS members;
3. The motion with mover and seconder is submitted in writing to the Chair at least five (5) days before the meeting.

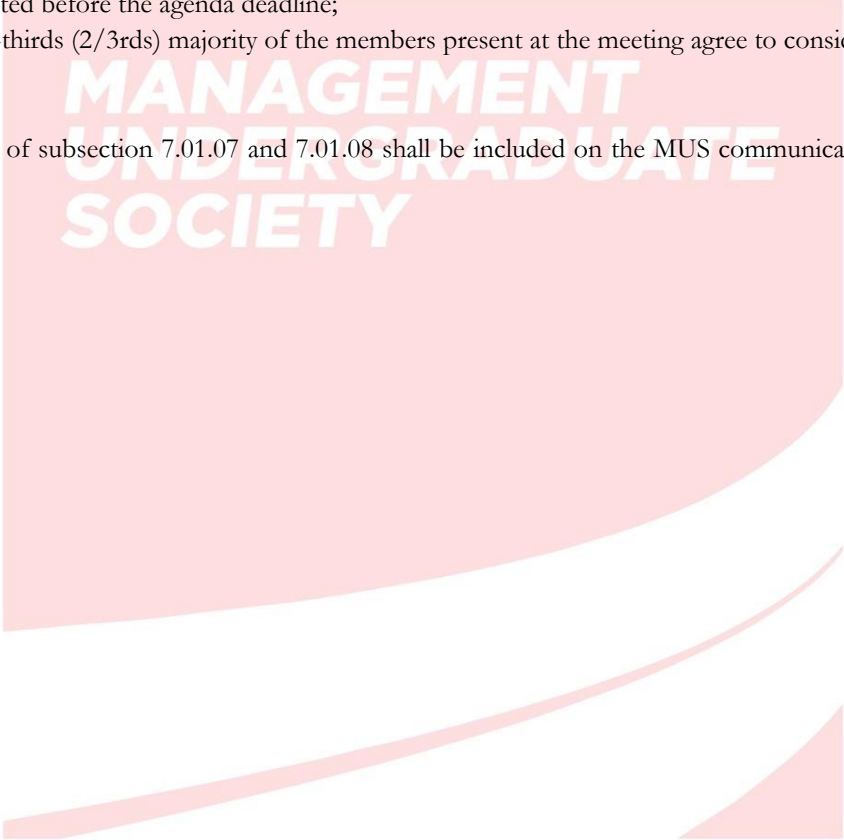
7.01.11

Motions may be added to the agenda by presenting it to the Chair at the beginning of the General Assemblies and Special General Assemblies. The motion will be accepted if:

1. It is the Chair's opinion that there were reasonable circumstances which prevented the motion from being submitted before the agenda deadline;
2. A two-thirds (2/3rds) majority of the members present at the meeting agree to consider the motion.

7.01.12

Notice to the effect of subsection 7.01.07 and 7.01.08 shall be included on the MUS communication channels as per subsection 7.01.02.



MANAGEMENT
UNDERGRADUATE
SOCIETY

ARTICLE 8: FINANCIAL AFFAIRS OF THE SOCIETY

SECTION 8.01: ANNUAL BUDGET

8.01.01

There shall be an annual MUS budget prepared by the Executive, which sets out the budget for the whole Society based on the fiscal year of the MUS as defined in the Financial Policy. The Executive shall present a preliminary budget to the Council by July 15th. At this meeting a simple majority of Council members must approve the motion to approve the budget.

8.01.02

The Executive shall receive all budget proposals to be considered in the annual MUS budget no later than June 15th. In the case of a failure to submit a budget proposal, the Executive may assign an appropriate interim budget on behalf of the activity, club, or committee.

8.01.03

The Executive shall present the final budget to the first Council meeting during the month of September. The Council shall approve a final budget no later than September 30th.

8.01.04

The final budget shall be made available on the MUS website no later than five (5) business days after its approval.

SECTION 8.02: GUIDELINES FOR BUDGET APPROVAL

8.02.01

At the first Council meeting of September, the budget will be considered line-by-line by the Council members. Each line item shall be approved by a two-thirds (2/3rds) majority vote;

1. If the line item is approved, the line item will not be presented again.
2. If the line item is failed, the Executive Council must make necessary changes and present the failed line items again at the next Council meeting.
3. The Council may amend a proposed line item within the budget by a simple majority vote, provided that the line item has not yet been approved.

8.02.02

If an unforeseen circumstance or new information arises requiring the revision of a passed line item, the line item may be revised and approved at the next Council meeting.

8.02.03

Detailed guidelines for budget approval are outlined in the Financial Policy.

SECTION 8.03: BUDGETARY POWERS

8.03.01

Unbudgeted expenditure approval is subject to the following conditions:

1. The Executive can approve any budgetary amendments up to \$10,000 by a two-thirds (2/3rds) majority vote.
2. Any unbudgeted budgetary amendments over \$10,000 shall only be approved by the Council by a two-thirds (2/3rds) majority vote.

8.03.02

The Executive shall present financial statements to the Council or the Standing Finance Committee upon request. Prior to approval, the Finance Committee must perform due diligence on the presented financial statements to ensure the appropriate use of all financial resources of the MUS, and present their findings to the Council.

8.03.03

The budget shall be made available to the general membership of the MUS within fourteen (14) days of Council approval.

8.03.04

Statements of financial position are to be made available at anytime by request of a general member and must be provided within a week's time.

SECTION 8.04: ANNUAL REPORT

8.04.01

The outgoing Executive is charged with the creation of an Annual Report outlining the financial positions, highlights, successes and pitfalls of the fiscal year in question.

8.04.02

The Annual Report shall contain, at minimum, the following components:

1. Overview of the Management Undergraduate Society
2. Audited Financial Statements for the previous fiscal year
3. Analysis of current year's financial results
4. Strategic Plan Assessment
5. Executive Council Portfolio Assessments
6. Club Assessments

8.04.03

The outgoing Vice President of Financial Affairs must present the Annual Report to the incoming Council before May 30th of the new fiscal year. The incoming Council shall approve annual report section by section following the guidelines of subsection 8.02.01.

8.04.04

The creation and completion of the Annual Report shall be in accordance with the Financial Policy.

SECTION 8.05: FINANCIAL ACCOUNTABILITY

8.05.01

The Vice President of Financial Affairs shall submit mid-year and year-end financial reports of all financial transactions to be reviewed by the Council.

8.05.02

Should any issues arise from the financial reports the Financial Committee shall review all financial receipts and expenses made available by the Executive, and present their findings to the Council within ten (10) days of the raising of the issue.

8.05.03

Final statements, annual records and receipts from each of the events, committees and clubs of the MUS shall be kept on file for ten (10) years and transitioned.

8.05.04

The President, the Vice-President of Financial Affairs, and the Vice-President of Academic Affairs shall be the only Officers allowed signing authority on the MUS account. The MUS accounts must require two of the three signatures for all cheques.

8.05.05

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.

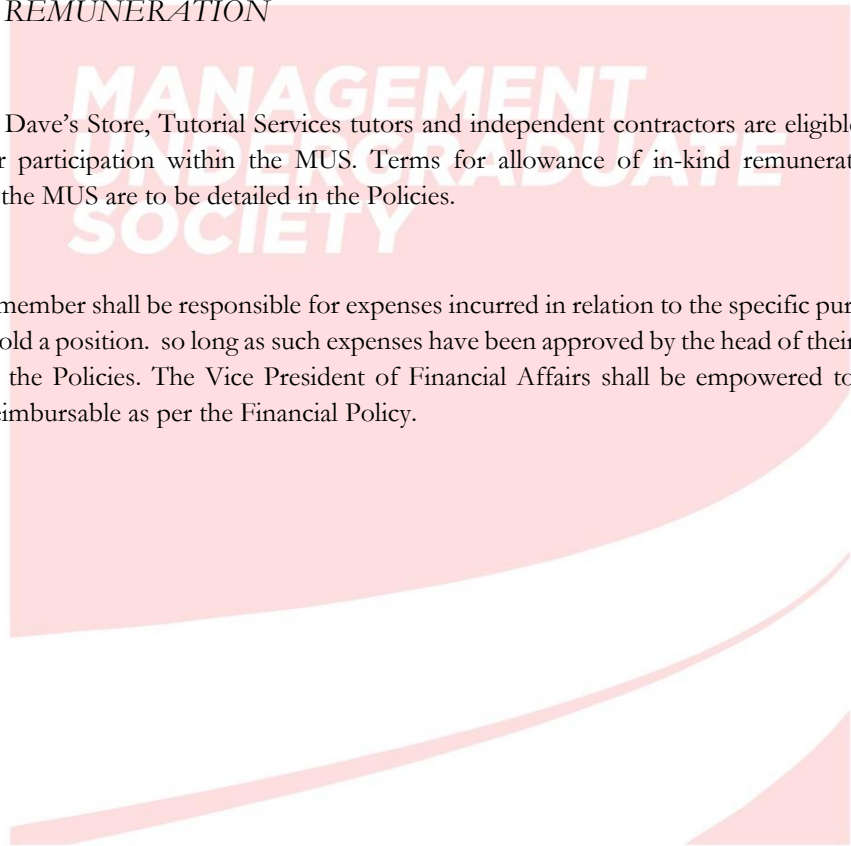
SECTION 8.06: REMUNERATION

8.06.01

Only employees of Dave's Store, Tutorial Services tutors and independent contractors are eligible to be remunerated financially for their participation within the MUS. Terms for allowance of in-kind remuneration associated with involvement under the MUS are to be detailed in the Policies.

8.06.02

No MUS portfolio member shall be responsible for expenses incurred in relation to the specific purpose of a committee within which they hold a position. so long as such expenses have been approved by the head of their respective portfolio in accordance with the Policies. The Vice President of Financial Affairs shall be empowered to make decisions on expenses that are reimbursable as per the Financial Policy.



ARTICLE 9: TRANSITION

SECTION 9.01: TURNOVER

9.01.01

The Executive, Board of Directors, Council, Clubs and Portfolio Members shall be retired on the official turnover date of April 30th, at the close of the winter academic term, except the Alumni Board who shall have terms as described in the Policies. At that time, the Executive-elect shall assume the powers vested in the offices of the Executive.

9.01.02

The Executive, prior to the official turnover date per subsection 9.01.01, shall ensure that individual position transition documents for themselves and their respective portfolios are up to date. During the transition period, the Executive shall collect transition materials, including but not limited to Exit Reports, from portfolio members and the Executive-elect shall distribute the transition materials to appointed directors of their respective portfolios.

9.01.03

The expectations, responsibilities, and powers of incoming and outgoing engaged members of the MUS shall be detailed in the Policies.

9.01.04

Until exit reports are received from portfolio members, reimbursements for expenses unrelated to the specific purpose of a committee, including but not limited to committee apparel and committee bonding activities, will not be issued.

SECTION 9.02: ANNUAL APPOINTMENTS

9.02.01

Executive Director or Chair portfolio appointments are to be made in accordance with the Policies. Both the incoming and outgoing Executive should be involved in the hiring process, and all potential hires should be discussed with the entirety of the incoming Executive before hiring is confirmed.

9.02.02

Portfolio members' appointments are to be made in accordance with the Policies.

9.02.03

The appointment process shall be administered by the Human Resources Director in accordance with the Policies.

ARTICLE 10: CONSTITUTION OF THE SOCIETY

SECTION 10.01: IMPLEMENTATION AND GOVERNANCE

10.01.01

By the power of a vote of two-thirds (2/3rds) majority or greater of at least fifteen percent (15%) of the membership of the MUS, this Constitution has been formally ratified and became enforceable on January 20th, 2014. This clause shall be updated should a new Constitution be formally ratified.

10.01.02

During the interim transition period between this Constitution and the one preceding it, the Council shall exercise due care in guiding the Society. Rules and procedures outlined in the most current Constitution should be adhered to as soon as reasonably possible.

10.01.03

This Constitution and its associated Policies shall remain the law governing the conduct and activities of the MUS.

10.01.04

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the MUS in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the MUS Memorandum of Agreement with McGill University, or the MUS Memorandum of Agreement with the Desautels Faculty of Management

10.01.05

A copy of Robert's Rules of Order Newly Revised shall be available in the Office of the MUS President.

10.01.06

The Council may adopt, by a two-thirds (2/3rds) majority vote, additional procedures, policies and regulations for the MUS, provided that such adoptions are consistent with, and subservient to, this Constitution.

10.01.07

None of the articles in this Constitution shall be interpreted in such a way that renders them inconsistent with the MUS Memorandum of Agreement with McGill University, or the MUS Memorandum of Agreement with the Desautels Faculty of Management.

10.01.08

Below are the signatures of the Management Undergraduate Societies Executive Council and Board of Directors, at the date of implementation, acknowledging the ratification and enforceability of the Constitution.

SECTION 10.02: RECORD OF THE CONSTITUTION

10.02.01

A copy of this Constitution shall be kept on file at the MUS Executive Office and shall be available for viewing.

10.02.02

A copy of this Constitution shall be published on the MUS website.

10.02.03

In circumstances where there is disagreement between two or more copies of the MUS Constitution, only the printed copy of the MUS Constitution, kept in the Office of the MUS President, signed and dated by all members of the current Council, shall be considered the official and enforceable version

10.02.04

A record of all past constitutions and amendments shall be held in the Office of the President in perpetuity.

SECTION 10.03: CONSTITUTIONAL AMENDMENTS

10.03.01

Amendments to this Constitution shall only be approved by a referendum of the general MUS membership held in accordance with subsection 4.04 including the requirements of subsection 10.03.02.

10.03.02

An amendment to the Constitution will be accepted and implemented only where:

1. A two-thirds (2/3rds) majority approves the proposed amendments; and
2. Fifteen percent (15%) of the general membership of the MUS have cast a vote.

10.03.03

Should a parent or subsidiary organization change its name, references in this Constitution to said organization shall be automatically adjusted to reflect the new name of the organization.

10.03.04

The formatting or presentation of this Constitution may be amended by two-thirds (2/3rds) majority vote of the Council, provided such amendment in no way materially affects the content or meaning of the document.

SECTION 10.04: DISSOLUTION OF THE SOCIETY

10.04.01

In the event of dissolution, trusteeship, or cessation of the MUS, all fees and assets shall be transferred to a similar association with the same membership and purpose as defined in articles 2 and 3.

ARTICLE 11: POLICIES OF THE SOCIETY

SECTION 11.01: GENERAL

11.01.01

The Management Undergraduate Society shall be governed by the Policies, subject only to be superseded by the MUS Constitution, the MUS Memorandum of Agreement with McGill University, and the MUS Memorandum of Agreement with the Desautels Faculty of Management.

11.01.02

All proposed amendments to the Policies shall be distributed to the members of the MUS Council at least forty-eight (48) hours prior to their ratification and application, which shall occur only by two-thirds (2/3rds) majority vote of the Council.

11.01.03

Components of the Policies may amend automatically and without deliberate action by the Council should appropriate clauses exist within the Policies to identify the causal action and specific amendments to result from such an impetus.

11.01.04

Authority to grant exemptions to or suspensions of the Policies shall be noted within it and may otherwise occur by a two-thirds (2/3rds) majority vote of the Council at any time. Such an exemption or suspension may apply for up to a period of time that does not extend beyond the end of the current Council members' term, or one (1) month's time, whichever is greater.

11.01.05

All MUS Policies shall be made publicly available to general membership of the MUS on the MUS website.

SECTION 11.02: RECOGNIZED POLICIES

11.02.01

The MUS Policies shall govern the operations of the MUS and shall be composed of the following:

1. Alumni Board Policy
2. Branding and Communications Policy
3. Bull & Bear Policy
4. Clubs Policy
5. Compensation Policy
6. Corporate Relations Policy
7. Council Policy
8. Elections & Referenda Policy
9. Equity Policy
10. Executive Policy
11. Financial Policy
12. Human Resources Policy
13. Involvement Policy
14. Recruitment Policy
15. Sexual Violence Policy
16. Sustainability Policy
17. Sustainable and Ethical Practice and Purchasing Guidelines

11.02.02

Additions, deletions, and changes to MUS Policies shall be approved by a two-thirds (2/3rds) vote of the Council. This Constitution shall be amended to reflect any changes in the composition of the Policies.

The logo for the Management Undergraduate Society is a light pink graphic consisting of a large rectangle at the top, a curved shape below it, and a smaller triangle at the bottom right. The text "MANAGEMENT UNDERGRADUATE SOCIETY" is written in white, bold, uppercase letters within the top rectangle.

**MANAGEMENT
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ACKNOWLEDGEMENTS

The Management Undergraduate Society recognizes the invaluable contribution of the Commerce Undergraduate Society of the University of British Columbia, Vancouver and of the Commerce Society of Queen’s University to the ratification of this Constitution and wishes to keep its solid ties with peer Associations around the country.

