



POLICIES & BYLAWS

Desautels Graduate Student Society



Revised December 31st, 2020

Desautels Faculty of Management | McGill University

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BRANDING AND COMMUNICATIONS POLICY

Last Updated November 23rd, 2018



To protect the brand equity of the Desautels Graduate Student Society (DGSS), the Branding & Communications Policy aims to standardize all marketing procedures. Deviations from this policy shall not be permitted.

1. Scope of the Policy

1.1

The Branding & Communications Policy shall apply to all services and events under the jurisdiction of the DGSS, and any person or organization using branding associated with the Desautels Graduate Student Society.

1.2

Services under the jurisdiction of the DGSS include:

1. Internal services and events, defined as activities that are supported by the DGSS and attended predominantly by the Desautels and McGill community. This encompasses all DGSS-recognized student groups and representatives.
2. External services and events, defined as activities that are supported by the DGSS and attended by people outside of the Desautels and McGill community.
3. Activities delivered to the student body by the DGSS Executive.

1.3

Marketing materials covered by this Policy include, but are not limited to:

1. Brochures
2. Posters
3. DGSS website
4. Digital and social content (including, but not limited to, Facebook, Instagram and Twitter)
5. External sponsorship packages
6. PowerPoint Presentations
7. Any material used to promote a DGSS-supported service or event

2. Visual Identity of the DGSS

2.1

The DGSS logo is the primary element of the DGSS visual identity system and must appear on all official DGSS communications. The DGSS logo remains the intellectual property of the DGSS.

2.2

Appropriate uses for various logos:

1. The official logo of the DGSS is:



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

2. For all internal communications within the student body, either the full official logo or the shield alone is permitted:



2.3

The official color of the DGSS 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

2.4

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



2.5

Any variation of the official DGSS logos must be approved by the VP communications and/or DGSS President.

2.6

The official font used by the DGSS is Garamond. This font is to be used for official DGSS documents and PowerPoint presentations. If this font is either unavailable or inappropriate, a standard font can be used in its stead (e.g. Arial).

2.7

Exceptional promotional items, for both internal and external events and services, are permitted to use alternative fonts, but must be approved by the VP Communications prior to distribution.

2.8

Marketing materials created for external audiences where the DGSS service or event is associated with and/or representing the Desautels Faculty of Management must also be approved by the Desautels Marketing Department (e.g. McGill Case Competition organized by MCCA, MBA Games).

3. DGSS Apparel

3.1

The correct DGSS logo should be used for all student apparel associated with the DGSS, in accordance with this Policy.

3.2

The following colors shall be used for DGSS apparel:

1. Primary: Red, White, Black
2. Additional color options must be approved by the VP Communications

3.3

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

1. For dark colors - the white DGSS logo
2. For light colors – the standard DGSS logo

4. Email Signatures

4.1

Email signatures for DGSS email accounts – inclusive of the DGSS Executive and all executives of student groups – must include a signature with the following properties: the person's full name, position title, address of the Desautels Faculty, and contact information which includes telephone number(s) and an email address.

4.2

Signatures should conform to the following format:

3. Title: Red, Garamond, Size 12 font
4. Body: Grey, Garamond, Size 12 font

4.3

Below is an example of the required email signature:



First Name, Last Name

Position | Club | Desautels Graduate Student Society
Desautels Faculty of Management | McGill University
3420 Rue McTavish

Montréal, Québec, Canada H3A 0E2

T: 514.398.4066 | C: XXX.XXX.XXX | W: www.dgss.ca and/or club website

5. Rebranding Procedures

5.1

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

5.2

Rebranding of any logo affiliated with a DGSS service or event as outlined in subsection 1.2 of the Branding & Communications Policy must be approved by the VP Communications.

5.3

Rebranding of the DGSS logo and all related imagery must be approved by the Executive by a two thirds (2/3rds) majority vote.

5.4

Rebranding shall be permitted for only the following reasons:

1. Loss of brand equity
2. Logo and related imagery deemed out-of-date
3. Logo is no longer reflective of the service
4. Violation of the DGSS Constitution, any DGSS Policy or Guideline, any Desautels regulation or McGill University regulation

5.5

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

6. Branding for Student Groups

6.1

All student groups associated with the DGSS should utilize the official DGSS branding for all events and services, in line with this Policy. The DGSS branding should be used alongside student group-specific branding.

6.2

Individualized branding specific to student groups – including Club / Committee logos and official fonts – should be designed and managed by the student group executives, in consultation with the VP Student Groups & Facilities and the VP Communications. The latter has the final decision on any new branding or updates thereafter, to ensure compliance with the overall brand feel of the DGSS.

7. Use of DGSS Marketing Channels

7.1

All DGSS members, as defined in the Constitution, are welcome to promote their services or events through any and all marketing channels managed by the DGSS.

7.2

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

1. DGSS weekly update
2. DGSS website
3. Television screens (not available in Armstrong as of November 2018)
4. Poster boards (not available in Armstrong as of November 2018)
5. DGSS Social Media

7.3

The VP Communications, in cooperation with the Executive, reserves the right to amend, alter, or remove content at any time, if it is deemed as below acceptable quality, inappropriate, or infringes upon either this policy or the Constitution. The content owner will be informed prior to removal if this should occur.

4.4

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

8. External Communication and Media Relations

8.1

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

8.2

Any person acting on behalf of the DGSS must use the DGSS logo on any material to be distributed.

8.3

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

8.4

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

9. Consequences for Policy Infractions

9.1

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

9.2

Any unintentional misuse of the DGSS logo by an individual shall be removed and/or corrected by the VP Communications.

9.3

Any person found to be using any marketing channel under the control of the DGSS without the permission of the Executive shall have their content removed immediately. Repeat offenders shall be banned indefinitely at the discretion of the VP Communications and President.

STUDENT GROUPS POLICY

Last Updated December 31st, 2019



As per Article IX of the Constitution, relations and responsibilities of DGSS Student Groups are defined by this Student Groups Policy. DGSS Student Groups are responsible for catering towards the specific needs of students within the Masters programs, as follows:

- Professional Clubs – aim to expose students to opportunities to gain expertise in a specific functional area and to build a targeted professional network.
- Associations – aim to expose students to opportunities to gain knowledge and understanding around a specific and relevant business issue or underrepresented community, and to expand their professional network.
- Committees and Sub-Committees – aim to provide social extra-curricular activities focused on culture and recreation.

Deviations from this policy shall be the decision of the DGSS Executive or the VP of Student Groups & Facilities.

1. Student Groups Classification

1.1

All DGSS Student Groups shall be sub-classified upon their status within the DGSS and each sub-classification shall have different requirements to maintain their status as a DGSS Student Group.

1.2

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

1. A DGSS Chartered Professional Club: Clubs with at least one year of operation.
2. A DGSS Interim Professional Club: New clubs, for which no budget is assigned (for one year, from the date the Club is approved by the Executive).
3. An Inactive Professional Club.
4. A DGSS Chartered Association: The two Associations as established in section 2.1 of Student Groups Policy.
5. A DGSS Interim Association: New Associations, for which no budget is assigned (for one year, from the date the Association is approved by the Executive).
6. An Inactive Association.
7. A DGSS Chartered Committee: The three fixed committees that have been established in section 2.1 of Student Groups Policy.
8. A DGSS Chartered Sub-Committee: Sub-Committee, part of one of the established Committees, with at least one year of operation.
9. A DGSS Interim Sub-Committee: New sub-committee, for which no budget is assigned (for one year, from the date the Sub-Committee is approved by the Executive).
10. An Inactive Sub-Committee.

1.3

Any student group that is listed as “inactive” must have valid reasons for that classification and, after two successive years of inactive status, will be officially removed from DGSS the student groups roster.

1.4

Student groups classifications will be granted by the DGSS Executives by a simple majority vote during the council meeting.

2. Student Groups Roster

2.1

The following student groups, in conjunction with their status, are DGSS recognized:

DGSS Chartered Professional Clubs:

1. Desautels Graduate Finance Club
2. Desautels Graduate Marketing Club
3. Desautels Graduate Consulting Club
4. Desautels Graduate Business Technology Club
5. Desautels Graduate Net Impact Club

DGSS Chartered Associations:

1. Desautels Graduate Women's Association
2. Desautels Graduate LGBTQ+ Association
3. Desautels Graduate Health & Wellness Committee

DGSS Chartered Committees / Sub-Committees:

1. Culture
Sub-Committees:
 - a. La Francophonie
 - b. LATAM
 - c. Asia
 - d. Canada/North America
 - e. Africa
2. Lifestyle
Sub-Committees:
 - a. Racquets Sports
 - b. Hockey
 - c. Soccer
 - d. Ball Sports (previously named Basketball)
3. MMF Social
4. MMA Committee

2.2

Section 2 of the Student Groups Policy shall amend automatically upon a change of a student group status as approved by the Executives.

3. Requirements and Responsibilities of DGSS Clubs

3.1

To be a DGSS Club, all groups must meet the following requirements pertaining to purpose:

11. Have a purpose that is aligned with the DGSS Mission Statement and does not overlap with

that of any existing Club.

12. Not a for-profit organization or recruiting students for employment.

3.2

All Clubs must meet the following financial and reporting commitments:

1. Not controlled financially or operationally by an external organization (excluding sponsorship, in consultation with the VP Student Groups & Facilities and the VP External).
2. At no point in time should Club executives create bank accounts (to deposit DGSS funds or manage cash flows pertaining to the Club).
3. Properly account for all revenues, expenses, and transactions through the fiscal year in order to properly consolidate the DGSS reporting at year-end. All transactions shall appear as a line item on the DGSS annual budget.
4. Where possible and appropriate, collaborate with other DGSS Clubs/Committees to jointly fund and organize events to maximize effectiveness of DGSS Budget.

3.3

All Clubs must satisfy the following requirements regarding membership:

1. A Club must at minimum maintain a membership of 15 members from any Masters program at Desautels Faculty of Management. Failure to meet this requirement will result in Club funds from DGSS being halted.
2. Charge a membership fee defined by each club, at a minimum of \$5 per semester and a maximum of \$10 per semester. In exceptional circumstances clubs may petition the DGSS Executive for approval to charge a membership fee greater than \$10.
3. Hold two membership periods: one in the fall semester and one in the winter and summer semesters. Students who join a club part-way through a semester should pay the full fee regardless. Membership fees must be used during the membership period in which they are collected.
4. Fees collected should be deposited to DGSS accounts via VP Finance.
 - Fees should be deposited via etransfer and/or in one lump sum, on agreement with VP Finance, along with a membership list.
 - This fee will be added to the allocated budget and should be depleted before further allocation of funds from DGSS.

3.4

All Club executives must meet the following criteria:

1. Each Club may not hold more than three executive members (1 President and 2 Vice Presidents).
 - Exceptions are the Finance Club (additional VP will be selected from the MMF cohort), and Business Technology Club (additional VP will be selected from the MMA cohort). These additional positions should be filled in September each year, with the VP serving until completion of their program.
2. Club executives may not alter their titles to any other apart from the ones mentioned above.
3. President of a Club may not hold any other executive positions.
4. Vice President of a club may hold one other VP position in a different Club/Association / Committee.
5. Executives are free to be members of any number of Clubs / Associations / Committees.
6. Due to COVID-19, if a student group is unable to otherwise fill all executive positions
 - President of a Club may hold one other executive positions.(This amendment should

- be reviewed and voted every year until removed)
- Current Executives of Students Groups may extend their period as President/VPs until their graduation. (This amendment should be voted on every 6 months until removed.)

3.5

All Clubs must adhere to these guidelines regarding succession planning and transition:

1. Clubs are responsible for completing their own Executive successors 1-week post completion of the DGSS Election, to ensure smooth transition prior to end of the Fall academic semester.
 - DGSS Executive will coordinate and communicate to the Club executives the process deadlines.
 - All Club executive selections will follow a common timeline.
 - Current Club executives are permitted to start gathering applications 2 weeks before the DGSS Election, to allow time for interviews etc. Final decisions cannot be taken until the DGSS Election is complete (date TBC annually by DGSS Executive).
 - Results should be submitted to the VP Student Groups & Facilities for approval before disclosing results to the candidates, to prevent overlap of successful candidates across Clubs / Associations / Committees, in line with section 3.4.
2. Selection guidelines:
 - Candidate should have been a member of the Club in the previous academic semester and should have contributed/participated in Club events.
 - Candidate should submit a brief application form indicating total number of Clubs applied to, and preference of Clubs for leadership positions, as well as their platform.
 - Candidates should be interviewed by all current Club executives.
 - The executive selection process should be fair to all its candidates and transparent to all Club members.
3. New executives and plan for transition to be finalized by December 15th; or by the scheduled final day of non-core Masters classes; whichever date is earlier.
 - A succession handover document should be provided to the new executives; including all assets collected over the year (contacts, important documents, financials, etc.). This document should also be passed to the VP Student Groups & Facilities to upload to the DGSS shared drive.

3.6

Each Club President shall be responsible for the preparation of a Yearly Club Assessment and the plans for the Club during the next year. This Assessment must be submitted to the VP Student Groups & Facilities by January 31st of every year. The Club Assessment shall contain the following:

1. Events delivered, and initiatives taken by Club during the year.
2. The goals of the Club for the next fiscal year.
3. Discuss specific actions taken with the intention of progressing towards strategic objectives.
4. Emphasize any shortfalls, and corrective actions that will be taken in improving Club's Operations.

3.7

Failure to abide by these requirements could result in the reduction of Club funding at the discretion of the DGSS Executive.

4. Requirements and Responsibilities of DGSS Associations

4.1

To be a DGSS Association all groups must meet the following requirements pertaining to purpose:

1. Have a purpose that is aligned with the DGSS Mission Statement and does not overlap with that of any existing Association.
2. Not a for-profit organization or recruiting students for employment.

4.2

All Associations must meet the following financial and reporting commitments:

1. Not controlled financially or operationally by an external organization (excluding sponsorship, in consultation with the VP Student Groups & Facilities and the VP External).
2. At no point in time Association executives create bank accounts (to deposit DGSS funds or manage cash flows pertaining to the group).
3. Properly account for all revenues, expenses, and transactions through the fiscal year in order to properly consolidate the DGSS reporting at year-end. All transactions shall appear as a line item on the DGSS annual budget.
4. Where possible and appropriate, collaborate with other DGSS Clubs/Committees to jointly fund and organize events to maximize effectiveness of DGSS Budget.

4.3

All Associations are open to membership of the entire DGSS student body, as defined by the Constitution. There are no minimum required membership numbers.

4.4

All Association Executives must meet the following criteria:

1. Each Association may not hold more than three executive members (1 President and 2 Vice Presidents).
2. Executives may not alter their titles to any other apart from the ones mentioned above.
3. President of an Association may not hold any other executive positions.
4. Vice President of an Association may hold one other VP position in a different Club/Associations / Committee.
5. Executives are free to be members of any number of Clubs / Associations / Committees.
6. MMF and MMA students, owing to the time period of executive positions, are not eligible for Association executive positions. They can, however, apply to take a co-chair position, or take an Association co-ordinator role if the Association executive deem this role necessary. In both cases, these decisions should be made in consultation with the VP Student Groups & Facilities.
7. Due to COVID-19, if a student group is unable to otherwise fill all executive positions
 - President of an Association may hold one other executive positions. (This amendment should be reviewed and voted every year until removed)
 - Current Executives of Students Groups may extend their period as President/VPs until their graduation. (This amendment should be voted on every 6 months until removed.)

4.5

All Associations must adhere to these guidelines regarding succession planning and transition:

- DGSS Executive will coordinate and communicate to the Association executives the process deadlines.

- All Association executive selections will follow a common timeline.
 - Current Association executives are permitted to start gathering applications 2 weeks before the DGSS Election, to allow time for interviews etc. Final decisions cannot be taken until the DGSS Election is complete (date TBC annually by DGSS Executive).
 - Results should be submitted to the VP Student Groups & Facilities for approval before disclosing results to the candidates, to prevent overlap of successful candidates across Clubs / Associations / Committees, in line with section 4.4.
2. Selection guidelines:
 - Candidates should be interviewed by all current Association executives.
 - The executive selection process should be fair to all its candidates.
 3. New executives and plan for transition to be finalized by December 15th; or by the scheduled final day of non-core Masters classes; whichever date is earlier.
 - A succession handover document should be provided to the new executives; including all assets collected over the year (contacts, important documents, financials, etc.). This document should also be passed to the VP Student Groups & Facilities to upload to the DGSS shared drive.

4.6

Each Association President shall be responsible for the preparation of a Yearly Committee Assessment and the plans for the Association during the next year. This Assessment must be submitted to the VP Student Groups & Facilities by January 31st of every year. The Association Assessment shall contain the following:

5. Events delivered, and initiatives taken by Association during the year.
6. The goals of the Association for the next fiscal year.
7. Discuss specific actions taken with the intention of progressing towards strategic objectives.
8. Emphasize any shortfalls, and corrective actions that will be taken in improving Association's Operations.

4.7

Failure to abide by these requirements could result in the reduction of Association funding at the discretion of the DGSS Executive.

5. Requirements and Responsibilities of DGSS Committees

5.1

To be a DGSS Committee all groups must meet the following requirements pertaining to purpose:

1. Have a purpose that is aligned with the DGSS Mission Statement and does not overlap with that of any existing Committee or Sub-Committee.
2. Not a for-profit organization or recruiting students for employment.
3. Have a collection of Sub-Committees within their scope.

5.2

All Committees and Sub-Committees must meet the following financial and reporting commitments:

1. Not controlled financially or operationally by an external organization (excluding sponsorship, in consultation with the VP Student Groups & Facilities and the VP External).
2. At no point in time should Committee or Sub-Committee executives create bank accounts (to deposit DGSS funds or manage cash flows pertaining to the group).

3. Properly account for all revenues, expenses, and transactions through the fiscal year in order to properly consolidate the DGSS reporting at year-end. All transactions shall appear as a line item on the DGSS annual budget.
4. Where possible and appropriate, collaborate with other DGSS Clubs/Committees to jointly fund and organize events to maximize effectiveness of DGSS Budget. This is especially important for sub-Committees within the Culture Committee.

5.3

All Committees and Sub-Committees are open to membership of the entire DGSS student body, as defined by the Constitution. There are no minimum required membership numbers, either at Committee or Sub-Committee level.

5.4

All Committee and Sub-Committee Executives must meet the following criteria:

1. The Culture Committee and Lifestyle Committee will have one President for each, with Vice Presidents for each of the Sub-Committees.
2. The MMF Committee will have one President (also the MMF Class Rep) and two Vice Presidents.
3. Committee and Sub-Committee executives may not alter their titles to any other apart from the ones mentioned above.
4. President of a Committee may not hold any other executive positions.
5. Vice President of a Sub-Committee may hold one other VP position in a different Club/Association / Committee.
6. Executives are free to be members of any number of Clubs / Associations / Committees.
7. MMF and MMA students, owing to the time period of executive positions, are not eligible for Committee executive positions. They can, however, apply to take a co-chair position, or take a Committee co-ordinator role if the Committee executive deem this role necessary. In both cases, these decisions should be made in consultation with the VP Student Groups & Facilities.
8. Due to COVID-19, if a student group is unable to otherwise fill all executive positions
 - President of a Committee may hold one other executive positions.(This amendment should be reviewed and voted every year until removed)
 - Current Executives of Students Groups may extend their period as President/VPs until their graduation. (This amendment should be voted on every 6 months until removed.)

5.5

All Committees must adhere to these guidelines regarding succession planning and transition:

4. Committees are responsible for completing their own executive successors 1-week post completion of the DGSS Election, to ensure smooth transition prior to end of the Fall academic semester.
 - DGSS Executive will coordinate and communicate to the Committee executives the process deadlines.
 - All Committee executive selections will follow a common timeline.
 - Current Committee executives are permitted to start gathering applications 2 weeks before the DGSS Election, to allow time for interviews etc. Final decisions cannot be taken until the DGSS Election is complete (date TBC annually by DGSS Executive).
 - Results should be submitted to the VP Student Groups & Facilities for approval before disclosing results to the candidates, to prevent overlap of successful candidates

across Clubs / Associations / Committees, in line with section 5.4.

5. Selection guidelines:
 - Candidates should be interviewed by all current Committee executives.
 - The executive selection process should be fair to all its candidates.
6. New executives and plan for transition to be finalized by December 15th; or by the scheduled final day of non-core Masters classes; whichever date is earlier.
 - A succession handover document should be provided to the new executives; including all assets collected over the year (contacts, important documents, financials, etc.). This document should also be passed to the VP Student Groups & Facilities to upload to the DGSS shared drive.

5.6

Each Committee President shall be responsible for the preparation of a Yearly Committee Assessment and the plans for the Committee during the next year. This Assessment must be submitted to the VP Student Groups & Facilities by January 31st of every year. The Committee Assessment shall contain the following:

1. Events delivered, and initiatives taken by Committee and Sub-Committees during the year.
2. The goals of the Committee and Sub-Committees for the next fiscal year.
3. Discuss specific actions taken with the intention of progressing towards strategic objectives.
4. Emphasize any shortfalls, and corrective actions that will be taken in improving Committee's Operations.

5.7

Failure to abide by these requirements could result in the reduction of Committee funding at the discretion of the DGSS Executive.

6. Executive member resignation

6.1

1. Executive members of a student group may not exchange roles with one another.
 1. In the event of the resignation of a student group executive, the following procedures should be followed:
 1. Executive members who resign from their role may not re-apply for an executive position within that student group.
 2. If the executive member who resigns is the president of the student group, the VPs of the same student group will have the opportunity to accede to the position of president, as long as they will remain a Desautels graduate student throughout the remainder of the calendar year. VPs interested in becoming president should give written notice to the DGSS President or VP Student Groups & Facilities of their wish to become president of the student group either before the resignation, or within 48 hours of the resignation. Any new president will still finish their post at the end of the calendar year.
 3. In the event that more than one VP would like to become president, members of the student group will vote for who will become president. This vote will be administered by the VP Student Groups & Facilities, in coordination with the President of the DGSS.
 1. Any vote should be administered in a fair and transparent manner, so as to allow as many of the student group members to participate as possible.

2. If a VP becomes president, their prior role will automatically be vacated.
 1. Once a VP assumes the role of president, the remaining executive members will hold a selection process for a new president in accordance with Section 3.5.2 of the Bylaws. The new executive member would still give up the post at the end of the calendar year.
 1. In the event that a VP does not want to become president of the student group, the VPs should hold a selection process for a new president in accordance with Section 3.5.2 of the Bylaws.
 2. In the event that no one applies for the position of president, the position shall remain unfilled until the end of the year.
 3. If the executive member who resigns is not the president of the student group, the remaining executive members will hold a selection process for a new vice president in accordance with Section 3.5.2 of the Bylaws. The new executive member would still give up the post at the end of the year (or the end of their program for the MMA and MMF roles specified in Section 3.4.1).

6.2

1. In the event that no one applies for the vacated position, the position shall remain unfilled until the end of the year.

7. Application Process to Become a DGSS Club, Association, Committee or Sub-Committee

7.1

First time applicants that wish to become a DGSS recognized Club, Association, Committee or Sub-Committee must complete the following application process. First time applicants shall only have the right to apply for an interim status, and upon successful completion of one year (from the date of approval), will be automatically transitioned to DGSS Chartered status.

7.2

To be recognized as an interim student group, the following materials must be submitted to the Vice President of Student Groups & Facilities seven (7) days prior to the Executive Council meeting where approval may be granted.

1. A one-page statement of purpose.
2. A list of the executives, including name, position, student number, program, and contact information.
3. A statement of membership and membership fees (if a Club).
4. A plan outlining expected student group activities for the coming year with a corresponding operating budget.
5. A list of not fewer than fifteen members as defined in Article III of the constitution (if a Club).

DGSS Executive shall review the documents, vote, and if quorum is reached, approve the new Student Group as interim status.

8. Semi-Annual Student Group Activity Update

8.1

In an effort to increase the accountability and performance of the DGSS Student Groups, semi-annual budget renewal shall be contingent on the student group's previous term performance. The DGSS holds the right to re-allocate half of the student group's yearly budget to either another active

student group who has requested additional funds, and/or directly to the DGSS discretionary budget for use at a later date in the event a student group is not executing their yearly plan that was submitted at the beginning of the year.

8.2

The Semi-Annual Student Groups Update shall be submitted to the DGSS by July 15th of each year and include:

1. A copy of the student group's current constitution.
2. A copy of the Yearly Assessment.
3. Report of the activities performed up to the day of submission.
4. A plan outlining student groups activities and social events for the second semester of the year; including required budget for each event and if additional budget is required.
5. Previous fiscal year's finalized reconciliation of revenues and expenses (Actual Budget).
6. A statement of the student group membership roster and club membership fees for the previous year (if a Club).

Failure to abide by these requirements could result in the reduction of student group funding at the discretion of the DGSS Executive.

9. Approved Benefits for DGSS Student Groups

9.1

Interim student groups will be entitled exclusively to the following:

1. All marketing via DGSS official marketing channels as outlined in the Branding and Communication Policy.
2. Funding allocation based on available funds, purely at the discretion of DGSS.
3. Access to rooms and facilities within Armstrong and Bronfman as required. All room bookings requests should be submitted to VP Student Groups & Facilities.

9.2

Chartered student groups will be entitled to the following:

1. A financial budget as outlined in the Clubs & Committees Policy.
2. All marketing via DGSS official marketing channels as outlined in the Branding and Communications Policy.
3. An assigned storage space depending on available resources and needs.
4. A mailbox in the DGSS office (if required).
5. The ability to use the DGSS office as the official mailing address of the student groups.
6. Access to rooms and facilities within Armstrong and Bronfman as required. All room bookings requests should be submitted to VP Student Groups & Facilities.

10. Financial budget for Student Groups

10.1

DGSS Recognized student groups will be entitled to a financial subsidy by submitting a budget outlining their operations and financial needs in the upcoming fiscal year. The budget is limited in the following ways:

4. Interim Student Groups will not be entitled to an allocated budget.
5. Chartered Student Groups budget will not exceed the total of a \$2500 fixed contribution and its allocated budget will be based on previous year performance.
6. Actual budgets provided will depend on the need of the student groups, number of students

impacted and the constraints of the DGSS.

7. The final decision on the amount allocated will be made at the discretion of the DGSS Vice President of Finance and DGSS President.
8. The DGSS will rely on the following audit score framework to determine the amount of budget to be granted (able to score in fractions):

Requirements	Score
Previous fiscal year's finalized reconciliation of impacted students with activities performed	/3
Variance between planned activities and performed activities	/2
Variance between budgets and actuals of the previous fiscal year	/3
Completeness of the Student Group Assessment	/2
Total Audit Score	/10

9. Clubs (Chartered Professional Club only) will also be able to apply for additional budget, over and above the amount granted at the beginning of the budgeting period, based on membership numbers. These additional funds will be allocated from the DGSS pooled funds, when available, in recognition of demand from students for the Student Group's services. Any final decision on these additional funds is at the discretion of the DGSS VP Finance and President.
 - Additional budget can be 'unlocked' at increments of 20 members – i.e. 20 members, 40 members and 60 members, capped at a maximum of 80 members.
 - Each threshold will apply to an additional \$100 budget.
 - Membership is defined as Graduate students from the Desautels Faculty, i.e. members of the DGSS body.
 - A list of members must be provided to the VP Finance and VP Student Groups & Facilities, along with the total membership fees accrued, as per this Policy.
 - The DGSS pooled funds will be exhausted through application of this clause on a first come, first served basis across the Clubs, and is entirely at the discretion of the DGSS Executive, subject to the Club in question fulfilling all other requirements of this Policy.

11. DGSS Responsibilities towards Student Groups

11.1

For Interim Student Groups, the DGSS shall be responsible for the following:

10. Ensuring access to DGSS marketing channels.
11. Providing a copy of the Branding and Communications Policy, and the Student Groups Policy.
12. Ensuring access as required and available to rooms and facilities in Armstrong and Bronfman.

11.2

For Chartered Student Groups, the DGSS shall be responsible for the following:

1. Ensuring that all financial resources are delivered in a timely manner as outlined in the Student Groups Policy.
2. Ensuring access to DGSS marketing channels.
3. Providing a copy of the Branding and Communications Policy, and the Student Groups Policy.

4. An accessible mailbox in the DGSS office (if required).
5. Ensuring access as required and available to rooms and facilities in Armstrong and Bronfman.

12. Residual Powers

12.1

Should a Chartered DGSS Student Group close or see its charter revoked for any reason, the balance in their account will automatically be transferred back to the DGSS discretionary budget.

EXECUTIVE POLICY

Last Updated December 31st, 2019



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

1. Executives of the Desautels Graduate Student Society

1.1

In accordance with section 7.2 of the Constitution, the following executives shall be elected

1. By all members of the society:
 - a. President
 - b. VP Finance
 - c. VP Internal Affairs
 - d. VP External Affairs
 - e. VP Communications
 - f. VP Student Groups & Facilities
 - g. VP Case Competitions

2. By the by students in the appropriate academic years
 - a. MBA1 Representative
 - b. MBA2 Representative
 - c. PMBA1 Representative
 - d. PMBA2 Representative
 - e. PMBA3 Representative
 - f. 2 MMF Representatives
 - g. 2 MMA Representatives
 - h. 2 MMR Representatives

1.2

Executives elected by all members of the society shall be elected no later than December 15th, unless otherwise not possible.

1.3

The MBA1 Representative, MBA2 Representative, MMF Representative and MMA Representative will be elected once a year by students in the corresponding classes. These elections shall be completed by the following dates:

1. MBA 1 Representative – prior to September 30th
2. MBA 2 Representative – prior to September 30th
3. MMF Representatives – prior to August 31st
4. MMA Representatives – prior to September 30th
5. MMR Representatives – prior to September 30th

1.4

The following positions will be elected once a year by students in the appropriate academic years in an election to be held prior to September 15th

1. PMBA1 Representative
2. PMBA2 Representative
3. PMBA3 Representative

2. General Responsibilities of All Executives

2.1

In accordance with section 4.3 of the Constitution, the following shall be general common responsibilities of the Executives:

1. Uphold the DGSS Mission Statement, the DGSS Constitution, and all official Bylaws of the Desautels Graduate Student Society.
2. Act as the primary contact points for all members of the DGSS.
3. Fulfill activities required for the successful, sustainable operation of the DGSS.
4. Hold no other chair in any Club or Committee - **Due to COVID-19, if a student group is unable to otherwise fill all executive positions, DGSS executives will be allowed to hold one other position in a Student Group. However this will imply that the DGSS members who are chairs of other committees will not be allowed to vote on issues directly pertaining to their respective committees in the DGSS. (This amendment should be reviewed and voted every year until removed.)**
5. Make recommendations to the Executives for reoccurring initiatives to be included in the annual budget.
6. Have the power to request removal of an appointed Club or Committee chair by a two-thirds (2/3rds) majority vote of the Executive, for derogation of the DGSS name or a failure to fulfill their DGSS duties as outlined in the Bylaws.
7. Provide input and feedback during the turnover process on the selection of the incoming Executive.
8. Report regularly to all Executive meetings.
9. Keep accurate written records of their meetings and activities and ensure strong continuity during turnover.
10. Carry out and have other such powers and responsibilities as are assigned in the Bylaws.

2.2

Members holding the positions of:

1. President
2. VP Finance
3. VP Internal Affairs
4. VP External Affairs
5. VP Communications
6. VP Student Groups & Facilities
7. VP Case Competitions

Must ensure they have available at least 20 hours a week to comply with duties and responsibilities of their position as stipulated in the Policies of the Executive.

3. President of the Society

3.1

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. Hold no other chair in any Club or Committee.
5. Exercise due diligence at meetings and refer to this Constitution, and the Bylaws where there exists a question of order or procedure.
6. Enforce compliance with this Constitution.
7. Supervise, coordinate, and direct the duties of Executive members.
8. Act as spokesperson for the DGSS in dealing with all external parties, unless a replacement is appointed.
9. Maintain relations and communications with key Desautels Faculty of Management and McGill University administration members.
10. Maintain relations and communications with PGSS and all other student societies on campus.
11. Coordinate with the VP Student Groups & Facilities to provide supervision and direction for student groups.
12. Receive a copy of all written exit reports or access to the shared DGSS digital drive holding all documents from the Executive Team to be held for continuity prior to turnover.
13. Reside within the Greater Metropolitan Area of Montréal during the academic year and accessible during the summer (either travel to Montreal or regular communication as needed to perform duties) for the entire term of his/her office.
14. Carry out and have other such powers and responsibilities as are assigned in the Bylaws.

3.2

The portfolio of the President shall contain the following:

1. Governance of the DGSS (Student Relations, Student Groups, Constitution, Bylaws and Policies)
2. PGSS Meetings
3. Academic Committee
4. Faculty Council
5. MBA Program Committee

4. Vice President of Finance

4.1

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

1. Maintaining and increasing the transparency and efficiency of DGSS operations and its related expenses.
2. Providing financial advice and assistance to the Desautels Masters community.
3. The VP Finance will be DGSS' contact with the graduate student body and its Student Groups in matters of reimbursements and financial assistance for student activities. The funds will be

provided to the Student Groups after filling the required reimbursement form and attaching the related invoices or receipts.

4. Enforce Article V of the Constitution.
5. Publish a Monthly Update of Budget status to Presidents of the student groups dispersed through VP Student Groups & Facilities.
6. Maintain fiscal responsibility and accountability of the DGSS on all matters including, but not limited to:
 - a. Financial strategy and aim to build a reserve fund of 5% of annual budget for emergency DGSS reserve.
 - b. Financial controls - monitoring budget spending and ensuring the proper use of the financial resources in Student Groups and internal activities, for enjoyment and benefit of the graduate community. Also, overseeing that all the expenses sponsored by the DGSS comply with its Constitution, its mission and values.
 - c. Previous experience using double-entry book keeping software,
 - d. Systems of reimbursement.
 - e. Sponsorship.
 - f. Reporting.
 - g. Preparation of invoices.
 - h. Any financial allocation as directed by the DGSS Executive.
 - i. Bookkeeping.
 - j. Cash Management.
 - k. Banking.
7. Liaise with PGSS on all financial matters, including the processing of any financial instruments.
8. Publish a Financial Annual Report once a year no later than December 31st as stated in the Constitution.
9. Work closely with VP Case Competitions and VP Finance of the MCCA to ensure smooth financial operations between the DGSS and MCCA.

4.2

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

1. Financial Services
2. DGSS Annual Report
3. Copy of Annual report handed to PGSS
4. MBA Program Committee

5. Vice President of Communications

5.1

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

1. Enforce the DGSS Branding and Communications Policy.
2. Oversee and manage all marketing and communications of the DGSS including but not limited to:
 - a. Advertising (print, email, or otherwise).
 - b. Public relations.
 - c. Brand management.
 - d. DGSS weekly emails.

- e. Marketing strategy.
 - f. DGSS website.
 - g. DGSS social media.
3. As Student Groups and other student initiatives are planned, VP Communications and the organizers should collaboratively outline and execute advertising strategy for event.
 4. Publish weekly update email for all graduate students detailing student life events, important information, and achievements of the student body.
 5. Ensure communication between the DGSS Executive and the DGSS members.
 6. Create, lead and execute the DGSS strategy for Digital presence in social media in close coordination with marketing (faculty, Student Groups) and others as needed, to support and ensure DGSS has an active, current and cohesive digital strategy.
 7. Maintain and update all DGSS digital media (DGSS website, DGSS social media).
 8. Prepare agendas and write minutes of meetings.

5.2

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

1. DGSS Executive meeting agenda & minutes
2. Weekly email updates
3. DGSS digital strategy and media
4. Academic Committee
5. Distinguished Teaching Award Committee

6. Vice President of Student Groups and Facilities

6.1

The duties of the Vice President of Student Groups and Facilities shall include the following, but shall not necessarily be limited herein:

1. Liaison between DGSS Executive and the DGSS Student Groups
 - a. Issue a monthly communication to all Student Groups with budget information from VP Finance and key messages from DGSS.
2. Be responsible for all DGSS-owned equipment and property, including upkeep.
3. Receive all requests for new events and student initiatives which are then presented to DGSS Executive.
4. In coordination with MBA Administration, organize and hold welcome presentation for Exchange Students each semester.
5. Maintain and ensure coffee machine is up and functioning and is aptly stocked/replenished.
6. Main point of contact within the DGSS for room booking requests from Students Groups for events, as well as trouble-shooting for the room booking system (owned by the Faculty Buildings team).
7. Liaison with the Faculty Buildings team for facilities-related issues.

6.2

The portfolio of the Vice President Student Groups and Facilities shall contain the following:

1. DGSS Student Groups
2. Recreational Equipment
3. Exchange Students
4. Room bookings (Student Group events & general trouble-shooting)
5. Coffee Machine

7. Vice President of External

7.1

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

1. Collaborate with the committee of any considerably large event beyond the control of the DGSS.
2. Ensure liaison, communication and coordination between all DGSS events, portfolios and Student Groups regarding sponsorship opportunities.
 - a. Work with VP Student Groups & Facilities and Presidents of the Student Groups to identify opportunities or events which could attract sponsorship and support clubs in this engagement.
3. Maintain, engage and represent the DGSS with the business community and alumni of the Desautels Faculty of Management to attain additional support or sponsorship.
4. Lead contact for MBA Games Organizers and lead McGill MBA Games Organizing Committee through team forming, logistics and securing sponsorships.
5. Act as the official liaison with other Canadian universities and commerce societies.
6. 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 Finance.
7. Be responsible for controls to ensure proper transition and continuity of all material, relationships, and knowledge relating to all external relations of the DGSS.
8. Promote involvement and volunteerism with charities and other social initiatives within and beyond the DGSS.

7.2

The portfolio of the Vice President of External Affairs shall contain the following:

1. Sponsorship
2. Charitable initiatives
3. Faculty Council
4. External Relations

8. Vice President of Internal Affairs

8.1

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

1. Oversee the risk management of alcoholic events under the DGSS
 - a. Protect the existence of high-risk events through careful risk management practices in backend of operations, participant communications, and public relations.
 - b. Accept ultimate responsibility for all liquor permits filed on behalf of the DGSS.
 - c. Liaise with the faculty, building manager and the “Régie des alcools des courses et des jeux” to ensure the expedient processing of liquor permit applications.
 - d. Aid other Vice Presidents and DGSS Student Groups in their own permit applications.
2. Liaise with other key stakeholders and vendors for Orientation Week and other social events arranged by DGSS.
3. Keep record of event’s planning including vendors, number of attendants, budget and learnings.
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 DGSS portfolios and clubs.

8.2

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

1. Social Events – to be determined by VP Internal and DGSS Executive on an annual basis – including, but not limited to:
 - a. Winter Formal
 - b. MBA2 Farewell Party
 - c. DGSS point of contact for Graduation Party Committee
 - d. O-Week
 - e. McGill Welcome Mixer for all graduate students
 - f. Halloween Party (PGSS-hosted)
 - g. Sugar Shack
 - h. Inside Scoop on Internships
 - i. End of Semester/Holiday Party
2. Teaching & Learning Committee

9. Vice President of Case Competitions

9.1

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

9. Role of President McGill Case Competition Association (MCCA); leading the MCCA Executive team, strategic planning, budgeting and tactical execution as outlined in the separate DGSS-MCCA Policy, included in these Bylaws.
10. Be the chief point of liaison between the DGSS and MCCA Executive team, safeguarding the interests of both bodies. While the DGSS is the VP Case Competitions first priority, he or she must prioritize his or her responsibilities as outlined in sections 9.1 and 9.2 ahead of other student-led events, including those run by other student groups or other DGSS executives.
11. Liaise with DGSS Execs closely to represent MCCA activities, including but not limited to:
 - a. DGSS President – to report monthly on status of MCCA, providing an overview of the strategic plan, finances, priority actions and any risks/blockers.
 - b. DGSS VP Finance – to facilitate the close working relationship required with the MCCA VP Finance.
 - c. DGSS VP External – to explore corporate sponsorship opportunities and consult when forming the case competition strategy; to ensure alignment with overall approach to external stakeholders.
 - d. DGSS VP Student Groups & Facilities – for potential synergies with activities managed by Student Groups and for booking rooms as required.
 - e. DGSS VP Communications – to ensure integrated and streamlined approach to both DGSS and MCCA communications with student the student body. E.g. using DGSS-owned communications channels as necessary to ensure positive exposure for MCCA activities.
12. Ownership of all MCCA-related budgetary reporting, as requested by Faculty Administration.
13. New budget preparation for the upcoming year to be completed by the last week of March.
14. Ownership of all MCCA-related budgetary reporting to the DGSS VP Finance. This includes, but shall not be limited to:
 - a. A mandatory monthly check-in with the DGSS VP Finance to confirm and align the budget. Check-in will take place either electronically or in person.
 - b. A one-month notice to the DGSS VP Finance for cash disbursement, specifically with regard to the internal case competition.

- c. Mandatory in-person meetings to take place in each of the last weeks of March and November, respectively, to confirm expenses and reimbursement.
15. Securing financial viability of the MCCA; managing budget through the DGSS bank account but maintaining accountability for the MCCA budget independently.
16. Liaise directly with Masters Programs office and Faculty on all matters related to the MCCA and case competitions specifically, seeking support and additional representation from DGSS President and DGSS Finance VP as and when required.

9.2

The portfolio of the Vice President of Case Competitions shall contain the following:

1. Role of President MCCA.
2. Oversee MCCA budget preparation and execution, including all necessary communication with the Faculty and associated reporting.
3. Contact with Masters Program Offices and Faculty pertaining to MCCA and case competitions specifically.

10. Class Representatives (MBA1, MBA2, PMBA1, PMBA2, PMBA 3, MMF, MMA, MMR)

10.1

The duties of the MBA1, MBA2, PMBA1, PMBA2, PMBA3, MMF, MMR and MMA

Representatives shall include the following, but shall not necessarily be limited herein:

1. Coordinate with the President of the DGSS to maintain relations, communications and representation of the general membership of the DGSS to PGSS.
2. Promote strong inter-program relations.
3. Voice first and foremost the interests and concerns of the students within the academic year or program which they have been elected to represent.
4. Assume primary responsibility for addressing strategic objectives within his/her year of study.
5. Provide input, feedback, and recommendations for all DGSS activities.
6. As needed, support DGSS initiatives and support DGSS Executive to accomplish mandate and responsibilities.
7. Carry out and have other such powers and responsibilities to better the DGSS.
8. Attend all DGSS meetings.

10.2

The portfolio of the Class Representatives shall contain the following:

1. Lead the expenditure of the discretionary budget allocated to their class.
2. MBA1 Representative:
 - a. Ski Trip (lead committee to organize and execute, to include a PMBA Representative)
 - b. Coordinate LipDub
3. MBA2 Representative:
 - a. Yearbook
4. MMF Representative:
 - a. MFF Social Committee

ELECTIONS AND REFERENDA POLICY

Last Updated December 31st, 2019



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

1. Candidate Eligibility

1.1

All students who are currently members of the DGSS, as defined in subsection 3.1.1 of the Constitution, in the year of their candidacy may be nominated for election.

1.2

Exchange students shall not be permitted to run in the DGSS elections as defined in subsection 3.1.3 of the Constitution.

1.3

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

1.4

DGSS Executive election period should take place before the Student Group's chair election period (although the latter can begin receiving applications in advance). If common candidates are identified, candidates will be considered for DGSS Executive positions first, with Student Group executive teams selected and confirmed thereafter.

2. Timeline

2.1

The following positions shall be elected by the entire membership of the DGSS in an election to be held in the Fall semester between November 15th and November 30th:

1. President
2. VP Finance
3. VP Internal
4. VP External

5. VP Communications
6. VP Student Groups & Facilities
7. VP Case Competitions

2.2

The MBA1 Representative, MMF Representatives, MMR Representatives and MMA Representative will be elected once a year by students in the corresponding classes. These elections shall be completed by the following dates:

1. MBA 1 Representative – prior to September 30th
2. MBA 2 Representative – prior to September 30th
3. MMF Representatives – prior to August 31st
4. MMA Representatives – prior to September 30th
5. MMR Representatives – prior to September 30th

2.3

The following positions will be elected once a year by students in the appropriate academic years in an election to be held prior to September 30th

1. PMBA1 Representative
2. PMBA2 Representative
3. PMBA3 Representative

3. Pre-Nomination Procedures

3.1

The President shall organize an informational meeting for all members of the DGSS who are interested in running for a position in the upcoming elections.

3.2

The informational meeting shall take place early August for the MMFs, early September for the MBA1s, PMBAs, MMRs and MMAs, and early November for the President and VPs positions.

3.3

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

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

3.4

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

3.5

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

3.6

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

1. President and VP positions
 - a. The DGSS-issued endorsement sheet signed by fifty (50) signatures for President, and twenty (20) signatures for all other elected positions.
 - b. Fill in the DGSS Candidate Brief to be displayed publicly on a bulletin board with the ones of all the other candidates, containing a write-up stating their candidate platform with a minimum of 100 words and a maximum of 500 words.
2. Class Representative Positions
 - a. The DGSS-issued endorsement sheet signed by the appropriate number of students: for classes of 40 people or less, signatures of 50% are required. For classes of 41 people or more, signatures of 30% are required.
 - b. Fill in the DGSS Candidate Brief to be displayed publicly on a bulletin board with the ones of all the other candidates, containing a write-up stating their candidate platform with a minimum of 100 words and a maximum of 500 words

3.7

Voting will only be triggered should more than one candidate stand for any position. If only one person is nominated by the deadline, the candidate shall be declared the uncontested winner.

3.8

If no applications from candidates have been received by the nomination deadline, the nomination period shall be extended for the affected positions by no more than seven (7) days, at the discretion of the Executive.

3.8

If there are still no candidates nominated for the position by the extended deadline, the election shall be put on pause and re-triggered at another time, at the discretion of the Executive. In the case of the DGSS Executive elections, the majority of the President + VPs positions must be filled to declare a new team.

3.9

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 Executive of the moment.

4. Campaign Procedures and Regulations

4.1

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.

4.2

The official campaigning period shall last for no less than five (5) days as defined by the President.

4.3

All campaign material, printed or otherwise (including social media), are subject to the following regulations:

6. The candidates shall be allowed to put up a maximum of four (4) electoral posters
7. The only accepted poster size is letter size.

4.4

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 no more than 5 minutes.

4.5

Candidates shall ensure that all campaigning materials are removed by the end of the campaigning period (including posts in social media).

4.6

For President and VP positions, a debate will be held the last day of the campaign. The debate shall be programmed by the President.

5. Voting Procedures

5.1

The voting period shall be at least two (2) days in duration and shall begin immediately upon completion of the campaigning period, which end is marked by the debate.

5.2

All voting in the DGSS shall be conducted as follows:

8. Voting shall be conducted online through a secure website or a secure paper ballot.
9. Each ballot form, online or otherwise, shall have an only a single page per position with all candidates for whom the student is eligible to vote.
10. Each ballot shall be secured by a login system that ensures candidates can only cast their vote(s) once.
11. The names of the candidates shall appear on the page surname first, alphabetized by surname
12. An "Abstention" option will be available for each position.
13. Voters shall choose one candidate for each of the positions.
14. Voters may only vote for their relevant category of Academic Year Representatives in accordance with section 7.2 of the Constitution.
15. The voting system shall be thoroughly tested before each election to ensure quality control,

accuracy, and security.

6. Voting Results

6.1

A breakdown of the results shall be distributed to the outgoing Executive members within twelve (12) hours of the final results becoming available to the President.

6.2

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

6.3

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

6.4

Results shall be publicly released via mass email.

6.5

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

6.6

If there is a tie, a second round needs to be held within 2 business days. In such a re-vote only the individuals with higher number of votes 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 within twenty-four (24) hours of receiving the election results.

7. Referenda

7.1

All referenda shall be conducted in accordance with the section 7.3 of the Constitution.

7.2

All procedures of the Elections & Referenda Policy shall apply, and any adaptations of this policy.

Appendix 1 – Room Booking Policy

For full information and access to the online room booking system:

<https://www.mcgill.ca/desautels/resources/building-admin/roombooking/booked-online-reservation-system>

How to reserve rooms in the Armstrong Building

Discussion rooms on the 2nd and 3rd floors of Armstrong are available for all Masters Students to reserve. Capacities are indicated next to each room in the booking calendar.

When making a booking and using the rooms, please keep these things in mind:

1. The discussion rooms are for 2 or more people and the student named in the reservation should be present. If a student is studying alone, larger groups who need the space reserve the right to ask the single student to vacate the room.
2. Students can reserve a room for a maximum of 2 consecutive hours per day. Other students in the group can submit additional requests if more time is needed.
3. If a group has not arrived to the room 10 minutes after the reservation begins, the space then becomes available to any other group on a first come, first served basis.
4. Bookings should be made a maximum of 2 weeks in advance.
5. Show respect for other discussion room users: please keep noise to an appropriate level, and leave the space in a tidy manner (trash cleared away, white boards cleaned etc.).
6. While the Bloomberg Terminals cannot be reserved, please note that these should be used exclusively to access Bloomberg-specific features and information.

If the booking system is abused, administrators reserve the right to cancel a reservation at any time. Please contact your Class Representative or a member of the DGSS Council if you have any questions.

Cancelling a reservation

Should you need to cancel any of your reservations throughout the semester, we ask that you cancel it yourself using **Booked** as soon as you know that you don't require the room.

Interview Rooms

The interview rooms on the 1st floor of Armstrong are there for faculty members and Masters Students to use as well (170 – 175). These rooms are not meant for studying or group discussion, but for Skype or in-person interviews only

Booking an interview room

Interview rooms can be booked at reception in Armstrong only.

