

**Constitution of the McGill University  
Industrial Relations Association (MIRA)**

**Part I: Establishment**

Article 1 – Establishment

- 1.1 The Association shall be known as McGill University Industrial Relations Association (MIRA).

Article 2 – Affiliation

- 2.1 MIRA operates under the auspices of the Arts Undergraduate Society of McGill University (AUS) as stipulated in the AUS constitution.
- 2.2 MIRA is affiliated with the Faculty of Arts of McGill University and includes student representatives to the faculty.

Article 3 – Membership

- 3.1 All students enrolled in the 54-credit interdisciplinary Faculty Program of Industrial Relations within the Faculty of Arts (FA) at McGill University will make up the membership.
- 3.1.1 The MIRA shall be headed by an Executive Council (see Article 6). The Executive shall be elected from the membership. (see Article 10).
- 3.1.2 Those members not on the Executive shall be known as the General Body.

Article 4 – Mandate

The Purpose of the MIRA Executive Council is:

- 4.1 To represent the interests of member students within the Industrial Relations Faculty Program and at the FA as follows:
- 4.1.1 Representing the students on the Industrial Relations Faculty of Arts Committee
- 4.1.2 Acting as the liaison between the students and the faculty, receiving and, where considered appropriate by its Executive council, transmitting to faculty suggestions, criticisms and concerns from students with respect to the Industrial Relations Faculty Program.
- 4.1.3 Working to ensure that the student interests are at the focus of program development.
- 4.1.4 Making suggestions to improve the program and to create an overall positive student experience within the faculty.
- 4.2 To represent member students at the AUS as follows:
- 4.2.1 Disseminating relevant information from the AUS to member students.

4.2.2 Informing the AUS about relevant MIRA suggestions, criticisms, concerns and events.

4.2.3 Acting as liaison between the membership, and the AUS Executives as the need arises.

4.3 To actively enhance student life on campus and facilitate a sense of community within the MIRA by organizing events and activities with considerable note made to IR Faculty Program promotion and awareness.

## Article 5 – Finances

5.1 The MIRA Executive Council must adhere to the AUS financial by-laws.

5.1.1 The MIRA will receive funding from the AUS based on the number of students enrolled in the Industrial Relations Faculty Program, according to the AUS financial by-laws.

5.2 The MIRA Executive Council may undertake fundraising activities, apply for grants or request funds when the need arises.

5.3 The MIRA expenditures are to be decided upon collectively by the Executive and to be handled formally by the Vice-President Finance (VP Finance). In the event that there is no VP Finance, the responsibility resides with the President to undertake this task or to delegate it.

## Part II: Composition

### Article 6 – Composition

6.1 The MIRA shall consist of the following bodies:

6.1.1 The Executive (as detailed in Article 6.2)

6.1.2 The General Body (as detailed in Article 3)

6.2 The Executive shall consist of the following members elected by the membership, according to Article 10:

-President

-Vice-President Finance (VP Finance)

-Vice-President Communications (VP Communications)

-Vice-President Academic (VP Academic)

-Vice-President Events (VP Events)

-Vice-President Internal (VP Internal)

-Vice-President External (VP External)

6.2.1 The Executive shall also include the following appointed member:

-First Year Representative (U0/U1 Rep)

## Article 7 - Duties of the Executive

- 7.1 To adhere to the mandate of the MIRA (as set in Article 4)
- 7.2 To encourage active involvement in the MIRA by members.
- 7.4 To organize events, activities and disseminate all pertinent information in their Industrial Relations classes, other Industrial Relations classes and any other classes they deem as appropriate in reaching to their current and/or potential IR students.
- 7.5 The President shall:
  - 7.5.1 Act as primary spokesperson for the MIRA, in accordance with agreed policy, should the need arise.
  - 7.5.2 Fulfill the obligations of the MIRA to its members as outlined in this Constitution
  - 7.5.3 Make sure that the Executive functions and operates as a cohesive unit.
  - 7.5.4 Organize meeting dates, times and locations, in consultation with the Executive.
  - 7.5.5 Chair meetings, or delegate the chair to another member of the Executive.
  - 7.5.6 Assist other Executive members in understanding their duties and in fulfilling them if the need arises.
  - 7.5.7 Act as the Arts student representative on the Industrial Relations Faculty Program Council or, if unable to do so, ensure that another executive is able to do so.
  - 7.5.8 Consult with the Executive on all matters affecting the membership whenever warranted.
- 7.7 The VP Communications shall:
  - 7.7.1 Create an e-mail list-serv including all Industrial Relations Faculty Program students for the appropriate dissemination of information.
  - 7.7.2 Advertise all events, activities and other important MIRA related information in the Industrial Relations e-mail list-serv and around campus.
  - 7.7.3 Record attendance and minutes at all MIRA meetings.
  - 7.7.4 Circulate the minutes to all Executives and interested General Body members in a timely fashion.
  - 7.7.5 Prepare and deliver personal invitations and/or 'Thank You' cards to Faculty and any other possible esteemed guests for MIRA events when the need arises
  - 7.7.6 Update the MIRA website with all appropriate information, including but not limited to:
    - i. The MIRA constitution
    - ii. Executive Council contact information
    - iii. Event calendar
- 7.8 The VP Events shall:

7.8.1 Work to enhance student life on campus and facilitate a sense of community within the MIRA by organizing events and activities

7.8.2 Be responsible for ensuring that the MIRA commits to fundraising activities for its membership.

7.8.3 Oversee the logistics, and delegate responsibilities if necessary for fundraising activities, social events, informational events and any other event organized by the MIRA Executive for the membership.

7.9 The VP Finance shall:

7.9.1 Organize and maintain the MIRA's financial affairs.

7.9.2 Draft a budget upon notification of available funds from the AUS VP Finance and update that budget when the need arises.

7.9.3 Track all MIRA incoming funds and expenditures.

7.9.4 Work with the AUS VP Finance on all appropriate matters.

7.9.6 Keep the MIRA Executive informed of its financial situation at least once a month during school year.

7.10

The Vice-President Internal shall:

7.10.1 Act as a resource person for the membership in matters regarding resources and affairs of the MIRA.

7.10.2 Work to maintain and improve the MIRA office as a student space and organize office hours held by various members of the Executive;

7.10.3 Keep, maintain, and provide (when necessary) all official MIRA documentation, including, but not limited to, this Constitution.

7.10.4 Distribute the executive information to all parties that require it, including but not limited to the AUS.

7.11

The Vice-President External shall:

7.11.1 Act as the MIRA representative to AUS by attending all AUS council meetings or, if unable to do so, ensure that another Executive fills this position.

7.11.2 Act as the student representative to the Industrial Relations Faculty Program BA Committee or, if unable to do so, ensure that another executive fills this position.

7.11.3 Be responsible for relations between MIRA () and the Montreal community, including, but not limited to, communicating about upcoming events when necessary.

7.11.4 Contact stores and businesses to obtain funds and prizes for events and activities.

7.12 The Vice-President Academic shall:

7.12.1 Be responsible for all educational, curricular, and academic affairs of MIRA

7.12.2 Work to create and improve academic and learning opportunities for students

7.12.3 Act as the head of the MIRA Tutoring Program

- 7.13 The First Year Rep shall:
- 7.13.1 Ensure that MIRA commits to engaging new Industrial Relations students.
  - 7.13.2 Foster the relationship between the Executive and new Industrial Relations students.
  - 7.13.3 Ensure that all communications reach new Industrial Relations students.
- 7.14 No member of the Executive may concurrently hold more than one position of the Executive.
- 7.15 All Executive members must attend all meetings. Two unexplained absences from meetings will result in forfeiture of an Executive member's position.

### Part III: Conduct

#### Article 8 – Governance and Resignations

- 8.1 The MIRA must adhere to all AUS by-laws regarding resignation.
- 8.2 Resignations must be written or verbally submitted to the President of the MIRA. The President must then inform the other Executive members within one week.
- 8.3 A member of the Executive may make a motion requesting the resignation of the member of the Executive. If the motion comes to a vote, the Executive member in question must comply with the outcome of the vote.
- 8.3.1 Grounds for such a motion are:
- i. failure to adhere to duties and/or failure to comply with the aims outlined in this constitution.
  - ii. conducting business which undermines the aims of the MIRA.
- 8.4 8.4.1 Upon resignation of an Executive member, the MIRA may hold a by-election at the next meeting.
- 8.4.2 The Executive may deem a by-election unnecessary if the position becomes vacant nearing the end of the school year.

#### Article 9 – Meetings of the Executive

- 9.1 9.1.1 Meetings must be held at least once every two weeks during school year.
- 9.2 9.2.1 Meetings shall be governed by Rules of Order. The degree of formality shall be at the discretion of the chair.
- 9.2.2 Motions put to votes must have a two-thirds majority to pass.
- 9.3 All members of the Executive have one vote. General Body members may participate in discussion, but do not have a vote.

- 9.3 Quorum shall be set at the attendance of the President and three other Executive members, or at the attendance of five Executive members in the event that the President had delegated the chair to another Executive members.

#### Article 10 – Elections

- 10.1 The MIRA must adhere to all AUS electoral by-laws regarding Departmental Elections.
- 10.2 An elected executive of MIRA must be part of the membership for the duration of their term.
- 10.2
- 10.2.1 The position of First Year Rep shall be appointed by the Executive Council in the Fall of their term following a nomination and interview period.
- 10.6 In the event that a position has no nominees it becomes the responsibility of the President to ensure that the duties of the vacant office are adequately met by delegating responsibilities amongst the Executive.
- 10.6.1 Any member of the Executive can, at any time, put forward a motion to request a by-election or an interview period for the vacant position.