

IRSAM Regulation 1.0

ELECTION PROCEDURES

1. The President shall act as the Chief Returning Officer (hereinafter "CRO") for elections of all directors and officers of the corporation. As CRO, the President shall not have the right to vote during said elections. If the President is a candidate in an election, the board of directors shall select another officer to serve as the CRO.
2. The CRO must call a meeting of the general membership of the corporation before April 1st for the purpose of electing the President and Vice-Presidents for the following term. The CRO must call a meeting no more than three (3) weeks following the end of the Secondary Schools' United Nations Symposium and the McGill Model United Nations, respectively, for the purpose of electing the secretaries-general for their terms.
3. Only voting members of the corporation, as per Article 2 of the by-laws of the corporation, may submit their self-nominations for candidacy in the elections for director/officer positions. Candidates may be nominated for a maximum of one (1) office in any given election.
4. Election self-nomination forms are due at 17:00 the Monday preceding the scheduled date of the campaigning period. In the case that no nomination forms are received by this deadline, such deadline may, at the discretion of the CRO, be extended to a date made public through all reasonable IRSAM media. All forms must bear the signatures of five (5) accredited members of the corporation. At this time, candidates may appoint one (1) scrutineer in writing and submit a campaign platform to be included in the Corporation's newsletter.
5. The CRO shall designate one general meeting as the beginning of the campaign period. Campaigning shall be verbal only (including telephone), with the exception of the written platform. Candidates shall not use IRSAM resources, including lists and databases, to obtain contact information for members. Current officers and directors may not campaign on behalf of another candidate. A candidate found to be in violation of the campaign guidelines shall be issued a first warning by the CRO and penalized by a censure, at the discretion of the CRO. The notice of censure will be made public by the CRO and shall be clearly posted at the polling booth. A second violation of these campaign guidelines shall lead to disqualification from the election.
6. On the date designated by the CRO as the start of the campaign period, candidates shall be allocated four (4) minutes in which to address the members of the corporation. Electoral speeches shall proceed in the following order: secretary-general, Secondary Schools' United Nations Symposium; secretary-general, McGill Model United Nations; vice-president, delegation affairs; vice-president, external relations; vice-president, internal operations; vice-president, financial affairs; president. The candidates for each position shall address the corporation membership in order to be determined by random selection. Candidates may not be present during the speeches of other candidates for the same position.
7. Following electoral speeches, a maximum of two (2) questions from the corporation membership-at-large shall be posed to each candidate. Questions must be submitted in writing to the CRO before the commencement of electoral speeches and will be selected at random. The CRO reserves the right to reject questions of duplicative or malicious nature. One (1) question shall be posed to each candidate by the officer serving in the position in contention. The same questions shall be posed to all candidates nominated for the same position. A candidate has a maximum of ninety (90) seconds to respond to each question.
8. The campaign period shall extend from the electoral speeches up to and including the following Monday. **Should a period of university-sanctioned break occur during this period, the campaign period will extend to and include the day before the general meeting at which voting shall occur.**

9. Voting shall occur one week after the start of the campaign period. Should a period of University sanctioned break occur during the campaign period, voting shall occur at the first general meeting following the end of the University break. Voting members of the corporation, as per Article 2, who have paid membership dues thirty (30) days prior to the date of the election, shall be permitted to vote during the course of the academic day, at a place to be designated and publicized by the CRO.

10. Voting shall proceed by secret ballot. Voting by proxy shall not be accepted by the CRO.

11. Votes will be collected by the CRO and appointed scrutineers and kept in a locked ballot box. The CRO shall hold one key secured in an envelope, signed by all appointed scrutineers in the presence of the general membership of the corporation at the start of the campaign period.

12. The CRO may, at his discretion, accept advance ballots at reasonable times deposited in such a ballot box by the voter, beginning on the third day proceeding the scheduled voting day.

13. The voting period shall close at a general meeting one week after the start of the campaign period. Should a period of University sanctioned break occur during the campaign period, voting shall occur at the first general meeting following the end of the University break.

14. Ballots cast must equal one-quarter (1/4) of the voting membership of the corporation (quorum). Any election not satisfying this condition shall be null and void.

15. A candidate must receive a majority (fifty percent [50%] plus one [1]) to be declared the winner.

16. In the event that no candidate receives a majority, the two (2) candidates who received the largest number of votes shall proceed to a runoff election. Each candidate shall be allotted two (2) minutes in which to address the corporation membership. A runoff election shall take place at the same general meeting at which the voting period has been declared closed by the CRO. Ballots cast must minimally equal ten percent [10%] of the voting membership for a runoff election to be considered valid. A candidate must receive a majority (fifty percent [50%] plus one [1]) of voting members to be declared the winner of the runoff election.

17. Numerical results of all rounds of voting shall be made public following the counting of votes. Any candidate may request a recount from the CRO immediately following that round of voting.

18. Ballots shall remain in a secured envelope in the head office of the Corporation for a period of three (3) months following the election proceedings.

19. Should quorum not be met at the scheduled election date, the vote shall be rescheduled for the next available general meeting. The nomination procedure and speeches shall not be repeated. The campaign period shall be reopened at the meeting at which quorum was not met, and shall extend up to and including the Monday before the next vote is to take place.

IRSAM Regulation 2.0

MEMBERSHIP FEES

1. All persons wishing to become a member of IRSAM, as defined on sections 2 and 3 of the by-laws of IRSAM, shall pay a membership fee in the amount of ten (10) Canadian dollars. This fee shall be reviewed on an annual basis by the board of directors and adjusted if deemed necessary.

IRSAM Regulation 3.0

DELEGATION AFFAIRS POLICY

1. OBJECTIVE

The objective of this policy is to ensure that all members of the corporation may enjoy equal participation in delegation affairs events sanctioned and/or sponsored by the corporation. This policy is pending application and approval by the Board of Directors of the corporation.

2. PRECEDENCE OF POLICY

Once enacted, this policy is the accepted policy of the corporation for travel of members of the corporation to and/or participation in any delegation affairs events. It shall apply and have precedence over any such conflicting or preceding policies in all cases. A two-thirds (2/3) majority of the Board of Directors may overrule this policy in outstanding or abnormal circumstances, if and only if an ad-hoc replacement policy is concurrently enacted.

3. DELEGATION AFFAIRS EVENT

3.1 DEFINITION AND SCOPE

For the purposes of this regulation, a delegation affairs event (hereafter an “event”) shall be defined as an activity that falls under the scope of the objectives of the corporation, and whose participation is instigated and managed by the Vice-President, Delegation Affairs. This regulation shall not apply to activities undertaken, instigated, and/or managed by other officers of the corporation or their appointed agents.

3.2 SELECTION OF EVENTS

The events that the corporation wishes participate in, sanction, and/or sponsor shall be selected at the discretion of the Vice President, Delegation Affairs, who may be overruled by a two-thirds (2/3) majority of the Board of Directors. The Vice President, Delegation Affairs, shall reasonably persist in locating external events of interest to the IRSAM membership, fairly reviewing them in nature and feasibility, and presenting proposals to the Board of Directors with the intent of pursuing the event. Any paid member of the corporation may submit an event to be considered for selection for sanctioning and/or sponsorship by the corporation.

3.2 SANCTIONING AND SPONSORING OF EVENTS

Upon approval by the Board of Directors of attendance to an event by members of the corporation and the approval of financing or partial financing of attendance to the event, the event shall be thereafter be considered sanctioned and sponsored by the corporation. Shall no funding by the corporation be involved but the attendance of members of the corporation to such an event be approved by identical means, the event shall thereafter be considered sanctioned by the corporation.

4. SELECTION OF ATTENDEES FOR THE EVENT

4.1 DETERMINATION OF ATTENDEES

4.1.1 DETERMINATION OF THE NUMBER OF ATTENDEES

The Vice President, Delegation Affairs shall determine the number of IRSAM members that will be sponsored to attend a sanctioned event on grounds of interest, feasibility, and finance. The Board of Directors may, by two-thirds (2/3) majority, modify and/or overrule such decisions by the Vice President, Delegation Affairs. This number may be modified until the date of the event, pending approval of the Board of Directors.

4.1.2 ELIGIBILITY FOR PARTICIPATION

All members of IRSAM (as specified in the By-Laws of the Corporation) shall be considered eligible for participation in an event.

4.1.3 NOMINATION FOR PARTICIPATION

Applicants shall nominate themselves to be candidates for selection to participate in an event under IRSAM sanction and/or sponsorship. Such nomination is done by submitting specified required information to the Vice President, Delegation Affairs, or his/her appointee in a time frame made public by the Vice President, Delegation Affairs, or his appointee. Such calls for nomination will be made public to the IRSAM membership through all reasonable IRSAM media.

4.1.4 SELECTION OF NOMINEES

After a review of the required information provided by all eligible nominees, the Vice-President, Delegation Affairs, or his appointee, shall select from among the eligible nominees an appropriate list of members to attend the event, with a size not to exceed that specified in section 4.1.1. Any member of the corporation may appeal in writing such decisions to the Board of Directors.

4.1.4.1 CRITERIA FOR THE SELECTION OF NOMINEES

The Vice President, Delegation affairs shall select the appropriate number of nominees to attend the event according to the following criteria, in order of decreasing importance: availability; willingness to prepare and participate; attendance of IRSAM meetings and functions; participation in other IRSAM sanctioned and/or sponsored events; experience level; skill level; and recommendation of the board of directors. For all events with a total per-attendee cost exceeding CAD\$1000 (as defined in section 5.1 and falling under the jurisdiction of section 5.2.2), the Vice President, Delegation Affairs, shall form a panel (as described in sections 4.1.4.2) to select from among the eligible attendees an appropriate list of nominees to attend the event, with said panel including (at a minimum) the President and two additional members of the corporation not currently sitting on the Board of Directors.

4.1.4.2 PANEL FOR THE SELECTION OF NOMINEES

The Vice President, Delegation Affairs may, at his discretion or when directed by this regulation, form a panel to select from among the eligible nominees an appropriate list of nominees to attend the event, with a size not to exceed that specified in section 4.1.1

4.1.4.2.1 COMPOSITION OF THE PANEL

Such a panel shall be composed of members of the corporations who shall be selected by the Vice President, Delegation Affairs. At any time, a two-thirds (2/3) majority of the Board of Directors may reject the composition of the panel, and request that the Vice President, Delegation Affairs, select a new composition. The Vice President,

Delegation Affairs will sit on such a panel and act as chairman. Should the Vice-President, Delegation Affairs, refuse himself from such a panel, the President shall sit in his place, and shall take on all powers and responsibilities detailed herein.

4.1.4.2.2 PROCESS FOR THE SELECTION OF NOMINEES All members in such a panel, including the Vice President, Delegation Affairs, will have one (1) vote in determining whether a nominee will be selected for participation in an event. In the case of a tie, the Vice President, Delegation Affairs, will have the deciding say. The Vice President, Delegation Affairs has the right to overturn a decision made by the panel. In the case of such an overturning by the Vice President, Delegation Affairs, the rest of the panel may restore the original decision by a vote of two-thirds (2/3) majority.

4.1.4.2.3 CRITERIA FOR SELECTION The panel shall observe the same criteria for selection as those specified in section 4.1.4.1.

4.1.5 RESERVATION

The Board of Directors shall reserve the right to reject the selection of nominees proposed by the Vice President, Delegation Affairs (or those selected by a panel as specified in section 4.1.4.2), by two-thirds (2/3) majority.

4.2 THE REPORTING OFFICER FOR THE CORPORATION

4.2.1 SELECTION OF A REPORTING OFFICER

For each IRSAM sanctioned and/or sponsored event, a reporting officer shall be selected from the list of selected nominees. The reporting officer shall be selected by the Vice President, Delegation Affairs on the basis of willingness to serve the defined responsibilities, experience, and ability. In the case of a conference or other applicable event, this reporting officer shall be designated as "head delegate".

4.2.2 DUTIES OF THE REPORTING OFFICER

The nominee selected to be the reporting officer shall read a policy describing the duties and responsibilities of said position, and apply his signature before being designated the reporting officer..

These responsibilities include, but are not limited to: communication between members of the corporation and event organisers; supervision of attendance to the event by members of the corporation; relaying comments, suggestions, and complaints regarding the event to the event organisers; attending all such gatherings and meetings designated for reporting officers; and preparing a written report for the Board of Directors on the outcome of the event, and the merits and demerits of all members of the corporation attending the event...

4.2.4 RESERVATIONS

The Board of Directors reserves the right to revoke the status of reporting officer at any point in time, by two-thirds (2/3) majority. .

5. SPONSORSHIP OF AN EVENT BY THE CORPORATION

5.1 APPLICATION OF SPONSORSHIP

When the attendance of and/or travel to an event involves a predetermined cost, it may, as determined by this regulation, be the joint responsibility of the corporation and of the individual member of the corporation to cover such costs. Hereafter "total cost" shall refer to the all costs incurred by members as a direct result of attending and traveling to the event, including but not limited to: transportation (from a transportation hub convenient to the attendees and designated by the Vice-President, Delegation Affairs), lodging, and participation fees. Food, entertainment, and costs not explicitly related to the event will expressly not be covered or subsidized by the corporation. "Costs" shall further expressly exclude any expenditures or costs relating to immigration or medical formalities, including but not limited to passport application fees, visa fees, and immunization fees.

5.2 ATTENDEE COSTS

5.2.1 EVENTS WITH A TOTAL PER-ATTENDEE COST LESS THAN OR EQUAL TO CAD\$1000

When the total cost of attending an event selected for sponsorship by the corporation does not exceed CAD\$1000 per attendee, the corporation shall be responsible for fifty percent (50%) of the total costs, and the attendee for fifty percent (50%) of the total cost.

5.2.2 EVENTS WITH A TOTAL PER-ATTENDEE COST EXCEEDING CAD\$1000

When the total cost of attending an event selected for sponsorship by the corporation exceeds \$1000 per attendee, the percentage of the total cost that will be the responsibility of the corporation shall be determined by the Vice President, Delegation Affairs. This determination may be over-ruled by a two-thirds (2/3) majority of the Board of Directors. Under no circumstances shall the attendee's portion of the total cost per-attendee exceed CAD\$500.

5.3 INDIVIDUAL ARRANGEMENTS

In the event that a member of the corporation wishes to make his own arrangements for travel to the event, the Vice President, Delegation Affairs must be duly notified of such intent immediately upon the member's receipt of an invitation to take part in the event. When approved by the Vice President, Delegation Affairs, such an individual may receive a cost reduction equal to fifty percent (50%) of the total cost said member's travel-related expenses, should he have not made his own arrangements. This reduction shall be at the discretion of the Vice President, Delegation Affairs..Should the Vice President, Delegation Affairs not be immediately notified of such intent, the member shall be responsible for paying the same cost as all other attendees (not having made individual arrangements), although he may continue with his individual travel arrangements.

5.4 REMITTANCE OF FEES

5.4.1 DEPOSIT

Within a date determined and made public by the Vice President, Delegation Affairs, the members of the corporation selected for attendance at an event must remit at least fifty percent (50%) of his portion of the total cost (as defined in section 5.2) to the corporation, to be held as a deposit. This deposit is non-refundable, but is transferable with the approval of the Vice President, Delegation Affairs. After remitting said deposit, the attendee shall also receive a schedule of payment, with an indication of a cancellation fee that shall cover the attendee's portion of the total cost in full plus a percentage of the corporation's portion of the total cost.

5.4.2 FULL PAYMENT

At a date designated by the Vice President, Delegation Affairs, set after the selection of attendees but before the date of departure for an event, the attendee must remit the remainder of the funds he owes to the corporation, with the total amount remitted being equal to the attendee's portion of the total cost (as defined in section 5.2). Failure to do so shall result in a revocation of the attendee's invitation to attend the event, and a nullification of sponsorship and sanctioning of the attendee.. Should an attendee cancel their participation in an event, they shall still be responsible for paying their portion of the total costs, as well as the cancellation fee described in section 5.4.1.

5.4.3 RECEIPTS

The receiver of funds on behalf of the corporation shall grant a signed receipt of payment to the payee at any remittance of fees.

6. AMENDMENTS

Any amendments or addenda to this policy passed by a two-thirds (2/3) majority of the Board of Directors shall have immediate effect and shall take precedence over any conflicting section.

IRSAM Regulation 4.0
Amended 6 March 2006

Confidentiality & Information Use Policy

1. Information subject to policy
 - 1.1. Information about prospective and actual conference participants, volunteers, customers, subscribers, agents or readers, which is intended to further the aims of IRSAM, Inc. or any of its subsidiary bodies. Such information includes but is not limited to names and contact details;
 - 1.2. Applications received for positions within IRSAM, Inc. or within one of the corporation's subsidiary bodies;
 - 1.3. Corporate financial documents;
 - 1.4. Other corporate documents deemed by a two-thirds majority (2/3) of the Board of Directors to be of a confidential nature.
2. Security of Collected Information
 - 2.1. All IRSAM, Inc. portfolios which collect personal information or manage such information shall take all reasonable efforts to ensure such information is stored in a secure location so as to minimize unauthorized access.
3. Applications for IRSAM Positions
 - 3.1. All applications for membership or to act as directors or other agents of the corporation (including applications to participate in IRSAM-sponsored trips) are the property of IRSAM, Inc. and may not be released to any third party outside the corporation, unless compelled to do so by law;
 - 3.2. At the discretion of the portfolio, such applications may be kept on file for future reference;
 - 3.3. Information contained in applications may be shared among directors of IRSAM, Inc., or their appointed agents, only if there is a compelling reason to believe such sharing is in the interest of the applicant.

4. Release of Collected Personal Information

- 4.1. All names, telecommunications and electronic contact information, mailing addresses, lists and databases that contain personal information therein, generated or maintained by IRSAM, Inc. or and of its agents for use by the corporation, remain the exclusive property of IRSAM, Inc. and may not be rented, released, distributed, solicited, donated, sold, transmitted or have ownership rights transferred by any other mean to any party outside of the corporation without the explicit consent of the IRSAM, Inc. Board of Directors.

5. Release of Corporate Information

- 5.1. Financial records or other confidential corporate documents, including but not limited to budgetary information, general ledgers, and receipts are the exclusive property of IRSAM, Inc. and may not be rented, released, distributed, solicited, donated, sold or otherwise transmitted or have ownership rights transferred by any other means to any party outside of the corporation, excepting parties acting as financial agents of IRSAM, Inc., governmental, and legal authorities, without the explicit consent of the IRSAM, Inc. Board of Directors.

6. Violation of Confidentiality Policy

- 6.1. Any member, director, or other agent of the corporation considered in violation of this regulation by a two-thirds (2/3) majority of the Board of Directors may be held liable for any loss or damages incurred by IRSAM, Inc.

7. Confidentiality Policy Statement

- 7.1. All IRSAM, Inc. subsidiaries which actively collect and/or manage personal information about members, agents, and customers, shall make reasonable efforts to ensure interested parties are aware of the corporation's confidentiality policy by including the corporation's uniform confidentiality policy statement on their website(s) or by referencing the existence of a confidentiality policy when personal information is collected (such as membership forms, subscription order forms, applications for IRSAM, Inc. sponsored events, etc.).

- 7.2. Uniform confidentiality policy statement:

The [PORTFOLIO NAME] and its parent organization, the International Relations Students' Association of McGill (IRSAM, Inc.), respect your right to privacy. IRSAM, Inc. does not rent, sell, or otherwise transfer personally-identifiable information to any third party, unless compelled to do so by law. All such information remains the property of IRSAM, Inc. for its exclusive use.

If you have further questions regarding our privacy policy, please contact:

International Relations Students' Association of McGill (IRSAM, Inc.)
3480 rue McTavish, Suite 410
Montreal, QC H3A 1X9
Canada

IRSAM Regulation 5.0

STUDENTS NOT REGISTERED AT MCGILL

1. The definitions and stipulations provided for non-McGill class membership, hereinafter non-McGill members, in the IRSAM, Inc. by-laws shall be respected and enforced for all members.
2. Non-McGill members are not entitled to any financial benefit open to any McGill Class members, such as but not limited to subsidies for trips to conferences where McGill class members are entitled to such subsidies, events sponsored by IRSAM, Inc. where participation fees and other related costs are waived for McGill class members, or any other activity that would entail any form of subsidy on the part of IRSAM, Inc.
3. Non-McGill members may submit a request for subsidization, hereinafter request, for one particular event where such subsidization is available to McGill class members to the Board of Directors of IRSAM, Inc.
4. The request must be signed by 4 directors of IRSAM, Inc., and approval requires majority on the part of the Board of Directors.
5. Upon approval of the request, the non-McGill member will be entitled to full McGill class member subsidies for the specified event.

IRSAM Regulation 6.0

DRIVING AGENTS OF THE CORPORATION

1. For the purposes outline elsewhere, when IRSAM, Inc. requires the use of a driver, the board of directors shall designate IRSAM Inc members as agents of the corporation to drive IRSAM, Inc vehicles. These agents shall be referred to as Driving Agents or DAs.
2. DAs are required to assist in the rental of IRSAM, Inc rented vehicles, to provide a valid driver's license, and to be over the age of eighteen (18). Should the vehicles be rented from a company requiring all drivers to be over the age of twenty-one (21) the DAs are required to be over the age of twenty-one (21).
3. DAs are required to operate IRSAM, Inc vehicles responsibly and safely as per the rules and regulations stipulated by their license and/or the driving and safety codes of the jurisdictions in which they will be operating the vehicles
4. In the result of an accident, IRSAM, Inc shall recover the appropriate costs. If the DA is found to have been in gross negligence, the cost shall be partially or fully incurred by the DA upon approval of the board of directors.
5. If the DA should be charged with a speeding ticket or other traffic violation, the ticket shall be remitted, in full, by the DA.
6. If the DA should be charged with a parking infraction, the ticket may be partially or fully refunded upon approval by the board of directors.
7. The DA may be made responsible for IRSAM petty cash assets. In this event, the DA shall be required to provide receipts for all purchases, tolls, and/or rentals, and be required to remit any difference for money not accounted for.
8. It shall be the responsibility of the President, the VP Finance, and the VP Delegation Affairs to secure rental contracts with appropriate agencies on behalf of IRSAM, Inc.

IRSAM Regulation 7.0

VOTING PROCEDURES

1. The procedures set forth are to pertain to all voting matters, with the exception of electoral procedures, that are outlined in Regulation 1.0.
2. The President shall act as the Chief Returning Officer (hereinafter “CRO”) for all voting matters involving the general membership. If he is unable to fulfill this duty, the Board of Directors shall designate another member of the executive to carry out this function.
3. Voting members of the corporation, as per Article 2, who have paid membership dues thirty (30) days prior to the date of the vote, shall be permitted to vote during a time period and at a place to be designated and publicized by the CRO. The determination of time and place shall be proposed by the CRO to the Board of Directors and approved no later than fourteen (14) days before the voting period.
4. Voting shall proceed by secret ballot. Proxy forms from an individual shall be accepted and verified for authenticity at the time the individual casts his vote and the proxy vote.
5. Votes will be collected by the CRO and kept in a locked ballot box. The CRO shall hold one key secured in an envelope, signed by two (2) paid members prior to the locking of the ballot box no later than three (3) days before the voting period.
6. The CRO may, at his discretion, accept advance ballots at reasonable times deposited in such a ballot box by the voter, beginning on the third day preceding the scheduled voting day.
7. Ballots cast must equal one-quarter (1/4) of the voting membership of the corporation (quorum). Any vote not satisfying this condition shall be null and void.
8. The appointment of an auditor shall be determined by a majority (fifty percent [50%] plus one [1]) of one-quarter (1/4) of the total voting membership.
9. Numerical results of all rounds of voting shall be made public following the counting of votes. Any member may request a recount from the CRO immediately following that round of voting.
10. Ballots shall remain in a secured envelope in the head office of the Corporation for a period of three (3) months following the election proceedings.

IRSAM Regulation 8.0

CODE OF CONDUCT

Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, sexual orientation, religion, sex, age or mental or physical disability.

The IRSAM Inc. is committed to providing an environment that is free of harassment and that promotes personal dignity and fair treatment of all people. Harassment is considered a serious offence that is harmful to the individual affected in any IRSAM context. All members of IRSAM share responsibility for promoting and maintaining an environment free of harassment, but a particular onus is placed upon those in positions of authority as well as the community and harassment will not be tolerated at any IRSAM-sponsored event. All members must be aware of what constitutes harassment and of what IRSAM’s policies are for addressing harassment complaints.

1. The Code of Conduct shall apply to all members holding McGill class memberships, hereinafter McGill members, as defined in the IRSAM Inc. By-laws.
2. Sexual harassment shall be defined as in the McGill University *Student Handbook on Student Rights and Responsibilities*, chapter on "Regulations Concerning Complaints of Sexual Harassment."
3. McGill members who participate in any events sponsored by IRSAM Inc., represent, or act on behalf of the corporation are required to uphold the items set forth in the Code of Conduct and to report any violations to the Board of Directors.
4. If the Board of Directors receives notice of a sexual harassment complaint, the Board of Directors may give notice of the complaint to a McGill University Sexual Harassment Officer. If the Board of Directors receives notice of any other harassment complaints, the Board of Directors may give notice of the complaint to the McGill Ombudsperson.
5. The Board of Directors reserves the right to expel a member who is found to be in violation by McGill University. Such an action requires a two-thirds [2/3] majority vote of the Board of Directors.

IRSAM REGULATION 9.0

SELECTION OF AN EDITOR-IN-CHIEF FOR THE MCGILL INTERNATIONAL REVIEW

1. Scope: This regulation shall apply to the annual selection of an Editor-in-Chief of the McGill International Review, and shall be superseded by the procedures outlined in article 10 of the by-laws of IRSAM Inc, should the office of editor-in-chief be vacated by the conditions outlined within that article.
2. In March of each year, the president shall make a call for applicants to the post of editor-in-chief of the McGill International Review. The position shall be advertised through all reasonable forms of IRSAM media.
3. From the pool of applicants, the President shall nominate a candidate for editor-in-chief to the board of directors. The president shall make all other applicants known to the board of directors.
4. The board of directors shall appoint an editor-in-chief by April 30. The appointee must meet the criteria for directors outlined in article 7 of the IRSAM by-laws. The editor shall hold office from May 1 to April 30 the following year, as prescribed in the IRSAM Inc. by-laws.

IRSAM Regulation 10.0

UNITED NATIONS SPONSORSHIP COMMITTEE

1. The United Nation Sponsorship Committee is committee of IRSAM, Inc. Its responsibilities are to prepare and update a sponsorship package, create a database of contact information of potential corporate sponsors and grant providers and lastly to create standard operating procedures as they pertain to the committee.
2. The committee will also assume the responsibility for obtaining all corporate sponsorships for the activities of IRSAM Inc, soliciting sponsorship from the faculties and departments of McGill, obtaining grants for IRSAM Inc, and pursuing other sponsorship related activities as they may be directed to do from time to time by the board of directors.
3. The composition of the committee will be VP Finance, VP External, Director of Public Relations for SSUNS, Director of Public Relations for McMUN and the Marketing Director for MIR, and any other officers appointed by the board of directors. Should the Board of Directors Choose to appoint an IRSAM Director of Public Relations, that person shall also sit on the sponsorship committee.
4. IRSAM Director of Public Relations shall be responsible for obtaining discounts from suppliers and restaurants for IRSAM events including both SSUNS and McMUN, advertising IRSAM's events to the public, and performing other activities from time to time that they are directed to do by the IRSAM board

of directors. The individual will work closely with the VP External, SG SSUNS, and SG McMUN to ensure adequate publicity.

5. The VP Finance shall be responsible for calling all meetings of the IRSAM Sponsorship Committee. Meetings must be called at least once every two weeks, except during periods of university sanctioned break. Members of the committee must be given notice of meetings at least 48 hours before the meeting if notified over e-mail or by telephone, or one-week notice if notified by mail.
6. The VP Finance shall chair all meetings of the committee.
7. A member of the United Nations Sponsorship Committee must report on its activities to the Board of Directors on a regular basis. At least once a year, the committee must present a statement of goals to the board. The Board of Directors may overrule any decisions made by the United Nations Sponsorship Committee with a two-thirds voting majority.

Regulation 11.0

ELECTIONS OF OFFICERS TO FILL A VACATED POSITION ON THE BOARD OF DIRECTORS

1. Scope: This regulation is intended to cover by-elections for members of the board of directors should the office be vacated under the conditions set out in article 10 of the IRSAM, Inc by-laws.
2. After the office of the director is vacated, provisions for a by-election shall be made in accordance with the IRSAM, Inc by-laws.
3. The newly elected officer shall assume office the day following the by-election, provided there are no circumstances which would delay the completion of election procedures on that day. Should such circumstances arise, the new officer shall take office the day following the resolution of such circumstances.
4. The newly elected officer shall complete the term that was vacated by the previous officer, as set out under article 23 of the IRSAM, Inc by-laws. It is the interpretation of the board of directors that the terms set out in article 9 of the by-laws apply only to regular elections, and that the terms in article 23 supercede article 9 in the case of by-elections.

IRSAM Regulation 12.0

FINANCIAL PROCEDURES

1. FINANCIAL PROCEDURES REGULATION – GENERAL

1.1. This Financial Procedures Regulation will be the effective regulation for:

1.1.1. All financial activities of the International Relations Students' Association of McGill, Inc. (hereinafter 'IRSAM');

1.2. The Vice-President, Finance (hereinafter 'Vice-President Finance') will make updated copies of this Financial Procedures Regulation available to any member upon request.

1.3. This Financial Procedures Regulation is subject to the Constitution and by-laws of IRSAM.

2. IRSAM BUDGET

- 2.1. The Board of Directors will approve the Budget for the fiscal year by its first meeting in November.
- 2.2. In late September of each year, the Vice-President Finance shall review the figures for all budget categories. He shall then present his recommendations for the Budget to the Board of Directors. When it is satisfied with the Budget, the Board of Directors shall approve the Budget. It is the responsibility of the Vice-President Finance to have a Budget prepared for the first meeting of the Board of Directors in November.
- 2.3. Directors shall submit their yearly budgets to the Vice-President Finance no later than two (2) weeks prior to the first meeting of the Board of Directors in November of each year for consideration in the Budget.
- 2.4. Yearly budgets shall be prepared as detailed in Financial Procedures – Budget Guidelines.

3. FINANCIAL RESPONSIBILITY – GENERAL

3.1 *Approved Signatures.* All checks, drafts, and other orders for the payment of money shall be signed by the President and Vice-President Finance. This authorization may not be delegated, transferred or placed upon any other individual without the express consent of the Board of Directors.

3.2. The Chief Financial Officer of IRSAM is the Vice-President Finance. The Vice-President Finance is responsible for:

- 3.2.1 Ensuring that all revenues and expenditures are generally in keeping with the wishes of the Board of Directors;
- 3.2.2. Ensuring that the corporations' financial activities follow this Financial Procedure Regulation;
- 3.2.3. Ensuring the Financial Procedures Regulation is updated on a regular basis; and
- 3.2.4. Keeping the Board of Directors apprised of the corporation's ongoing financial status.

4. FINANCIAL PROCEDURES – BUDGET GUIDELINES

- 4.1. All anticipated expenses shall be included in the yearly budget of each Director.
- 4.2. All budgets shall comprise the following accounts to be listed in alphabetical order. The Vice-President Finance may authorize exceptions to this list:
 - 4.2.1. A - Administration; (rental of office space, corporate affairs)
 - 4.2.2. B - Capital Expenses; (any item intended for use in more than one fiscal year)
 - 4.2.3. C - Committee Expenses; (any item to be used in a committee session)
 - 4.2.4. D - Communications and Promotions; (telephone, fax, promotional materials, mailing)
 - 4.2.5. E - Contingency; (unforeseen expenditures)
 - 4.2.6. F - Equipment Rental; (all equipment rented and not covered in another account)
 - 4.2.7. G - Hospitality and Awards; (gifts, entertainment, refreshments)
 - 4.2.8. H - Hotel; (all expenses related to the hotel rental)
 - 4.2.9. I - Office Supplies; (office supplies that do not fall under another account)
 - 4.2.10. J - Opening Ceremonies; (all items related to opening ceremonies)
 - 4.2.11. K - Printing and Photocopying; and (photocopies, printed material including that used for promotional purposes)
 - 4.2.12. L - Transportation. (all transportation including rental of vehicles)
- 4.3. All budgets shall include a pro-forma income statement for that portfolio.

4.4. The budgets of the Secondary Schools' United Nations Symposium, the McGill Model United Nations Assembly, McGill International Review, and the Vice-President External Relations shall be subdivided by portfolio.

4.5. The budget of the Vice-President Delegation Affairs shall be subdivided by event.

4.6. All budgets shall include a summary which lists account subtotals and sub-account totals.

4.7. *Account E - Contingency*

4.7.1. All expenditures in Account E must be authorized by the Director whose budget the expenditure falls under and by the Vice-President Finance.

4.7.2. Expenditure in Account E must not be expenditures which could reasonably have been foreseen by the Director whose budget the expenditure falls under.

4.8. *Intra-account transfers.* Up to 25% of the balance of an account may be transferred from one item in that account to another item in the same account. Funds may not be transferred between accounts.

5. FINANCIAL PROCEDURES -- REIMBURSEMENT

5.1. All requests for reimbursement must be submitted on the form provided by the Vice-President Finance with the proper documentation, as specified by the Vice-President Finance, before the closure of the budget (completion of the actuals) of the Director in question.

5.2. The Vice-President Finance shall determine the date by which the actuals for each Director's budget are to be completed.

5.3. The Vice-President Finance shall issue reimbursements no more than two (2) weeks following the receipt by the Vice-President Finance of a reimbursement form accompanied by the proper documentation.

IRSAM Regulation 13.0

EXTERNAL SPONSORSHIPS AND DONATIONS

DEFINITIONS

13.1 For the purpose of this regulation, an IRSAM project shall be defined as any project undertaken under the direction and authority of the IRSAM Executive Board, and for which all assets (intellectual and otherwise) remain sole property of IRSAM, Inc. Any project that does not conform to the above definition shall be defined as a non-IRSAM project.

13.2 This policy is the accepted policy of IRSAM for selection of new non-IRSAM projects to be sponsored within the External Affairs portfolio, or to receive donations from IRSAM through the External Affairs portfolio. It shall apply and have precedence over any such conflicting or preceding policies in all cases. However, a two-thirds (2/3) majority of the Board of Directors may overrule such policy in outstanding or abnormal circumstances, if and only if an ad-hoc replacement policy is concurrently enacted.

DECISION TO MAKE FUNDS AVAILABLE

13.3 The decision to make funds available within the External Affairs portfolio to sponsor a new non-IRSAM project, or for donation to non-IRSAM projects, requires the approval of a two-thirds (2/3) majority of the Board of Directors, and may be taken only following a thorough review of the previous year's Actuals and the Corporation's overall financial situation. Such a decision must also specify the amount of funds to be

made available for the entire year. Such a decision does not entail a commitment to use the funds allocated for these purposes, and places the Board of Directors under no obligation to accept any proposals for either sponsorship or donations.

SPONSORSHIP vs. DONATIONS

- 13.4 The decision to make funds available to sponsor a non-IRSAM project entails the allocation of a specific amount of money, within the External Budget, to be awarded to whichever project proposal(s) is chosen as the outcome of the selection process outlined in this regulation.
- 13.5 The decision to make funds available for donation to non-IRSAM projects entails the allocation of a specific amount of money, within the External Budget, to be awarded over the course of the year to projects requiring smaller and more time-sensitive financial support.

ELIGIBILITY - SPONSORSHIP

- 13.6 Potential projects will be deemed eligible for IRSAM sponsorship based on their satisfaction of the following criteria:
- a) Participation/leadership of McGill students;
 - b) Relevance to the goals of IRSAM, as described in the official Mission Statement;
 - c) Benefit to the local and/or global community within which IRSAM operates;
 - d) Benefit to IRSAM members.
- 13.7 In addition, special consideration will be given to projects requesting sponsorship within their start-up phase, as well as projects that show promise of moving beyond financial reliance on IRSAM and becoming self-sustaining after the initial year of sponsorship.

ELIGIBILITY - DONATIONS

- 13.8 Potential projects will be deemed eligible for receipt of IRSAM donations based on their satisfaction of the following criteria:
- a) Relevance to the goals of IRSAM, as described in the official Mission Statement;
 - b) Benefit to the local and/or global community within which IRSAM operates;
 - c) Urgent and immediate need for funding.

APPLICATION PROCESS - SPONSORSHIP

- 13.9 Sponsorship proposals are to be submitted to the Vice President, External Affairs in a time frame made public by him/her. Such calls for nomination will be made public to the IRSAM membership through all reasonable IRSAM media. It is the responsibility of applicants for sponsorship to make all relevant information available to the Vice-President, External Affairs, insofar as it relates to the selection criteria.
- 13.10 Sponsorship proposals must consist of a detailed project description, in which it is described how the project satisfies each of the above selection criteria, and of a projected budget.

APPLICATION PROCESS - DONATIONS

- 13.11 Projects wishing to receive donations of IRSAM funds must submit a request to the Vice President, External Affairs, or present such a request at a meeting of the Board of Directors. Such a request may be submitted at any time throughout the year after funds have been made available for donations. It is the responsibility of applicants for donations to make all relevant information available to the Vice-President, External Affairs, insofar as it relates to the selection criteria.
- 13.12 Requests for donations must consist of a detailed project description, in which it is described how the project satisfies each of the above selection criteria, of a projected budget, and of a specification of the amount of funds requested.

PROJECT SELECTION – SPONSORSHIP

13.13 In order to select among sponsorship proposals, a committee of the Board of Directors must be formed containing the President, the Vice President, External Affairs, the Vice President, Finance, and three (3) at-large IRSAM members, not including any members involved in one of the projects applying for sponsorship. Should the President, Vice President, Finance, or the Vice President, External Affairs be involved in one of the projects applying for sponsorship, he shall not serve on the committee. Upon such a vacancy, the board of directors shall appoint another officer to serve on the committee. A decision to sponsor a project made by this committee must be unanimous, and is subject to overrule by a two-thirds (2/3) majority vote of the Board of Directors.

PROJECT SELECTION – DONATIONS

13.14 Following the review of a project's request for donation, the Board of Directors may choose to donate the requested amount of funds so long as there remain sufficient funds allocated for this purpose. Such a decision requires a two-thirds (2/3) majority vote of the Board of Directors.

IRSAM Regulation 14.0

MEETINGS OF THE BOARD OF DIRECTORS

1. OBJECTIVE

The objective of this policy is to clarify IRSAM policy in regards to the running of the meetings of the board of directors discussed in By-Law 11.

2. FORMAT OF MEETINGS

The format of IRSAM board meetings, defined in By-Law 11, shall be determined in full by the President but may be overruled by a two-thirds (2/3) majority of the Board of Directors.

3. ROLE OF GALLERY MEMBERS

Any member of IRSAM may be present at a meeting of the board of directors and shall be given full ability to present information and opinions at such meetings. If attendance and/or participation of a non-director inhibits the execution of such meetings, however, the president shall reserve the right to revoke such attendance and/or participation.

IRSAM Regulation 15.0

RECEIPT OF SPONSHORSHIP AND FUNDRAISING FUNDS

1. OBJECTIVE

The objective of this policy is to clarify IRSAM policy in regards to the receipt of sponsorship and fundraising funds.

2. DEFINITIONS

- 2.1 Tagged money shall defined as funds received that are dedicated to a particular purpose, not a project.
- 2.2 Gifts in kind shall be defined as non-monetary gifts such as physical gifts and gift certificates.
- 2.3 General sponsorship revenue shall be defined as all funds received through sponsorship or fundraising not falling under either of the aforementioned definitions.
- 2.4 General IRSAM revenue shall be defined as funds not received through sponsorship or fundraising, as in generally expected revenue.

3. IRSAM POLICY

3.1 Tagged money must be used for the purpose allotted to it. If additional money remains at the end of the term of the project it was allotted for (which may be defined as the end of the term of the overseeing executive board member) said money becomes general IRSAM revenue.

3.2 Gifts in kind are to be used for an IRSAM purpose under the control of the portfolio to which they were donated. If not used by the end of the term of the project it was allotted for (which may be defined as the end of the term of the overseeing executive board member) said gifts in kind become general IRSAM property.

3.3 General sponsorship revenue shall stay within the portfolio to which it was donated or in which it was raised for the duration of the project it was allotted for (which may be defined as the duration of the term of the overseeing executive board member). At the end of said duration, if not spent, the funds revert to general IRSAM revenue. All expenditure of such funds, however, is subject to approval by the board of directors. Said approval shall take into consideration the financial condition of that portfolio.

3.4 All funds donated to "IRSAM" shall be considered donated to the presidential portfolio.