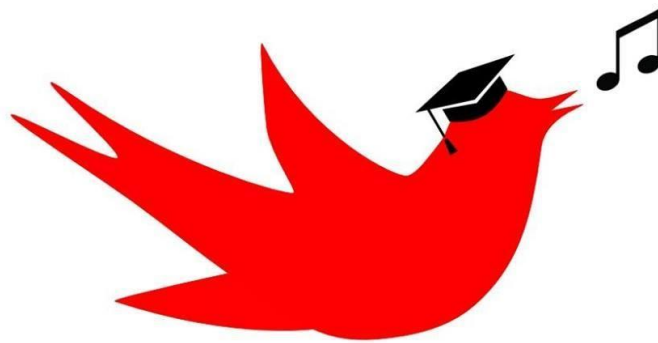


Policy Manual of the McGill Music Graduate Students' Society



MGSS

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Introduction

This document is established by Article VII of the MGSS Constitution. According to Article VII, section 1, “MGSS shall publish a policy manual relating to the operations of MGSS, the Executive Council, Area Representatives, Committee Representatives, and other representatives as may be outlined in the Policy Manual.”

Statements and policies in this manual may be proposed by members of the MGSS Executive Council acting in their official capacity, or by the general membership. Policies may be adopted at regular executive meetings or at General Assemblies by a majority vote of those present.

According to Article VII, section 7 of the MGSS Constitution, “any new Executive Council shall have the right to adopt or reject the Policy Manual of the prior Executive Council.”

This document was last updated October 15, 2020.

Policy on applications to the Special Projects Fund

Adopted April 23, 2021 by the MGSS General Assembly.

The Special Projects Fund is administered by the Executive Council of the Music Graduate Students' Society (MGSS). Grants from the Fund are intended for events and projects instigated by MGSS members that primarily benefit other music graduate students.

In most cases, no more than \$500 will be awarded to an individual event or project. Projects may be partially or fully funded. The MGSS Executive Council strongly encourages applicants to seek funding from other granting organizations in conjunction with this application, especially for projects that also benefit students who are not members of MGSS.

Applications must be submitted a minimum of 21 days before the start date of the event or activity. Applications will be reviewed by the MGSS Executive Council before the start date of the event or activity.

Late applications will not be considered.

We ask that successful applicants please acknowledge the MGSS Special Projects Fund in any promotional materials, programs, etc. The MGSS may be contacted for logos or icons to be included in printed programs.

Funding for the Special Project Fund is generally provided to projects in the form of reimbursement of expenses. Successful applicants of approved projects are required to submit original receipts to the MGSS Vice President of Finance for all expenditures. Applicants who are not able to pay up front for the costs of their event or who wish to have MGSS issue a direct payment to invited guests may contact the MGSS Vice President of Finance (mgss.pgss@mail.mcgill.ca) to make alternate arrangements.

Statement on sexual violence prevention

Adopted October 3, 2019 by the MGSS General Assembly.

The MGSS does not condone any form of sexual violence or harassment from or towards its members or any member of the Schulich School of Music or McGill University. The MGSS executive council will continue to work towards implementing and improving policies for sexual violence prevention, including education and training for the entire Schulich community (faculty, staff, and students), and resources for reporting incidents.

Policy on applications to the Area Special Guest Fund (2020-2021 academic year)

Adopted September 22, 2020 by the MGSS General Assembly.

The Area Special Guest Fund is administered by the Executive Council of the Music Graduate Students' Society (MGSS) in response to COVID-19 remote campus engagement. Grants from the Fund are intended for the invitation of area-specific **virtual** guests on behalf of MGSS members representing their area that primarily benefit other music graduate students in a given area. For some examples, funding could be put towards a guest offering a virtual masterclass, a virtual performance-lecture, or a virtual presentation in a theory or musicology topic. Additionally, in a desire to promote wider diversity and inclusion at Schulich, invited guests should either identify as a member of the BIPOC community or focus their research and/or performance on topics relating to BIPOC communities or non-Western traditions and/or systems of thought. Feel free to be creative with your ideas!

No more than \$500 will be awarded to each of the 16 areas in the Schulich School of Music. Areas may wish to divide this sum between two or more proposals (i.e. 2 requests for \$250 each). The MGSS Executive Council strongly encourages you to seek funding from other granting organizations in conjunction with this application, or from the area budget (talk to your faculty area coordinator). If you are interested in learning about other avenues of funding for your project, please contact **mgss.pgss@mail.mcgill.ca** or **info.pgss@mail.mcgill.ca**.

Applications must be submitted a minimum of 3 days before the next MGSS Executive Council meetings, to facilitate the application to be reviewed by the MGSS Executive Council before the start date of the event or activity. For Fall 2020 these dates are: Oct. 13th, Nov. 10th, and Dec. 1st. Winter dates for 2020 TBA.

Late applications will not be considered.

In the event of a successful application, we ask that you please acknowledge the MGSS Area Special Guest Fund in any promotional materials, programs, etc. for your event. Contact us for logos or icons to be included in printed programs. We also ask that you make events open to all MGSS members to the extent that the event format allows.

All funding for the Area Special Guest Fund is provided to projects in the form of reimbursement of expenses. Successful applicants of approved projects are required to submit original receipts to the MGSS VP Finance for all expenditures. If you are

not able to pay up front for the costs of your event, please contact the MGSS Executive Council to make alternate arrangements.