



SCIENCE
UNDERGRADUATE
SOCIETY

Science Undergraduate Society of McGill University

Burnside Hall, Room 1B21,
805 Sherbrooke St. W.,
Montréal, QC H3A 2K6

SUS Media Services By-Laws

Amended March 2025



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Article 1: General

1.1 “Media Services” shall refer to the SUS graphic designers, photographers, and french translators.

1.2 The Vice-President Communications (hereafter referred to as the VP Communications) shall be responsible for the implementation of these By-laws.

1.3 The VP Communications shall serve as the official liaison between the Executive Committee and Media Services.

1.4 Media Services shall serve the needs of SUS Departmental Councils, SUS Clubs, and SUS Committees.

1.5 Media Services shall ensure that their events and operations abide by the SUS Equity Policy.



Article 2: Media Services Mandates

2.1 Media Services hirees shall be hired by the VP Communications through the Appointed Positions Package.

2.1.1 If insufficient candidates come forward, the VP Communications can recruit outside of the Appointed Positions period, so long as the hiring follows the Equity Policy By-Laws.

2.2 Hirees shall sign contracts written by the VP Communications in collaboration with the VP Finance, and President that stipulate the terms of their position, including the duration, compensation, and duties.

2.3 SUS Graphic Designers shall:

2.3.1 Design posters, logos, and other visual media commissioned by executive members of SUS, SUS Departmental Councils, SUS Clubs and Services, and SUS Committees.

2.3.1.1 SUS Departmental Councils, SUS Clubs, and SUS Committees. are entitled to one free graphic design per semester.

2.3.1.2 Designs will be owned by the SUS.

2.3.2 Report directly to the SUS VP Communications, including adhering to the deadlines set by the VP Communications.

2.3.3 Be paid a stipend amount as determined by the SUS VP Communications and the SUS VP Finance.

2.4 SUS Photographers shall:

2.4.1 Offer photography services to SUS Departmental Councils, SUS Clubs, and SUS Committees.

2.4.1.1 SUS Departmental Councils, SUS Clubs, and SUS Committees. are entitled to three free hours of photography per semester.

2.4.1.2 Photos taken at such events will be owned by the SUS.

2.4.2 Post-edit the photos, and filter out duplicate or inappropriate photos.

2.4.3 Report directly to the SUS VP Communications, including adhering to the deadlines set by the VP Communications.

2.4.4 Be paid a commission amount as determined by the SUS VP Communications and the SUS VP Finance.

2.5 SUS French Translators shall:

2.5.1 Translate the contents of the weekly SUS Science Listserv from English to French.



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3.5.2 Report directly to the SUS VP Communications, including adhering to the deadlines set by the VP Communications.

3.5.3 Be paid a stipend amount as determined by the SUS VP Communications and the SUS VP Finance.