

1. PHILOPOLIS

1.1 NAME

The official name of the organization is Espace Philopolis Montréal (Philopolis).

1.2 LOGO

The official logo of Philopolis is the one featured here:



1.3 FOUNDATION AND MISSION

Philopolis is a NPO whose mission is to organize public philosophical events, which are organized by philosophy students from the four universities of Montreal, which are the University of Montreal, the University of Québec in Montreal, McGill University and Concordia University. The goal of these events is to foster positive relationships within the public, students, teachers, and researchers from diverse disciplines.

1.4 GOALS AND OBJECTIVES

- Foster positive relationships within the philosophical community of Montreal;
- Promote the inclusion of the collegial community and promote philosophy as an academic discipline;
- Allow undergraduate students to participate to events that promote the outreach of research, normally restricted to grad students;
- Promote inclusive and educative academic activities for students;
- Promote the departmenting of philosophy and the inclusion of often forgotten perspectives in the academia.

1.5 POSITIONING

Under no circumstances can Philopolis offer its support to any political party, endorse a party nor directly associate itself with a political party or position itself against one.

However, Philopolis can take a position on questions and actual societal debates to defend its positions. To this end, Philopolis can join political or social movements.

Philopolis can adopt positioning statements.

1.6 INSTANCES

Philopolis' instances are:

- The organizing committee's meetings.

1.7 LOCAL SOVEREIGNTY PRINCIPLE

Philopolis can organize any action judged worthy by the competent instance but cannot endorse political parties or groups that fight for positions going against Philopolis' positioning statements.

2. MEMBERS

2.1 DEFINITION

The members of the organizing committee are the only members of the organization. They are nominated by the director.

2.2 CONTRIBUTION

The members of the organization are not submitted to a contribution.

2.3 SUSPENSION AND EXCLUSION

A member's status can be revoked or suspended following a conduct contrary to the values and mission of Philopolis, or if their conduct or activities are considered to be prejudicial to Philopolis. A prejudicial conduct includes notably the fact of bearing false or misleading accusations towards Philopolis, for its representatives to participate in any criminal activities within Philopolis or to harass another member of Philopolis.

In such a case, the members of the organizing committee need to adopt a resolution in which they can revoke for a determined period the members' status or exclude a member indefinitely. This resolution has to be endorsed by 2/3 of the organizing committee.

3. EXECUTIVE COUNCIL

3.1 DEFINITION

The organizing committee is the executive instance of Philopolis.

3.2 POWERS AND OBLIGATIONS

- A. Ensure the management of Philopolis' services;
- B. Prepare the financial statements and budgetary forecasts of Philopolis;
- C. Prepare the summary of Philopolis' different activities and divide the tasks;
- D. Ensure the fraternity, solidarity, respect, and integration of all members of Philopolis.

3.3 ROLE OF THE ORGANIZING COMMITTEE'S MEMBERS

3.3.1 DIRECTOR

The director of Philopolis is responsible for the global management of the organization. They have to keep up with all current issues and ensure the organizing, tracking, and maintaining of all of Philopolis' activities. They need to plan and lead the meetings when it is necessary for Philopolis' members to meet to keep up on the latest advances. The director is also in charge of the good functioning of the organization. If a member were to not accomplish their function, the director can meet this person to evaluate the possibility for them to remain a member of Philopolis.

A codirection is also possible at the discretion of the acting director(s).

3.3.2 TREASURER

The treasurer of Philopolis has to keep track of our financial partners in order to update the budget and to obtain the annual contributions made in Philopolis' name. The treasurer also is in charge of managing the reimbursement of members and to make the payments if needed.

3.3.3 LAUNCH EVENT

This position is held by two persons. The responsible persons for the launch event plan the launch event, which usually takes place in November of each year, recruit the speakers, and organize the conference(s). They are also in charge of renting the auditorium, booking the caterer, and obtaining the liquor licence for the event.

3.3.4 SPECIAL CONFERENCES

This position is held by two persons. The responsible persons for the special conferences recruit the two guests of honor, book the rooms, plan the moderation and animation of the special conferences as well as the flight and hotel for the special guests in Montreal.

3.3.5 COMMUNICATIONS

This position is held by two persons. The responsible persons of communications write the invitations to Philopolis' events as well as the calls for papers. They are in charge of all social medias and email.

3.3.6 PROMOTION AND MARKETING

The responsible person of promotion and marketing is in charge of the graphic design, the website, the production of Philopolis' t-shirts, and the booking of a photographer for February's event. The responsible person of promotion of marketing is also in charge of the different stands during the February event with our habitual partners.

3.3.7 REGULAR CONFERENCES

The responsible person of regular conferences is in charge of making the schedule for the regular conferences. They vet the propositions with the help of the director. They assign the critic commentaries (if applicable) and the rooms to the selected participants.

3.3.8 OPENING EVENT

The responsible person for the opening event is in charge of the organizing, tracking, and maintaining of the opening event of the February event, normally held on the Friday night preceding Philopolis' weekend. The responsible person is in charge of the recruitment of the speaker(s), the booking of the caterer and the obtaining of the liquor licence, the booking of the auditorium as well as the delivering of any technical datasheets necessary to the good execution of the event.

3.3.9 VOLUNTEERS

The responsible person of volunteers is in charge of the recruiting and training of all volunteers. They assign the tasks to the volunteers and prepare the site's plan for them.

3.3.10 LOGISTICS

This position is held by two persons (traditionally students from the host university to facilitate the bookings). They are in charge of the booking of all rooms in the host university, plan the space for the stands and the reception area. They are in charge of the logistics on site, of the stock inventory required for the event, and of the caterer for the weekend (coffee for participants, lunch for all speakers and members).

3.4 MEETINGS

The organizing committee's meetings take place at least once a month, at the date and time set by the director. The frequency of these meetings varies in depending on the temporal proximity to Philopolis' events.

Any person who's not a member of Philopolis who wishes to share information with the members can attend a meeting. The non-member person needs to inform the directorate of their wish and will be informed of the next meeting's details.

All meetings are presided by the director.

3.5 CONVOCAATION

The convocation notice for a meeting of the organizing committee needs to include:

- The date;
- The time;
- A proposition of agenda.

The convocation notice is sent at least three days before the set date and time. A reminder is sent by the director 24 hours before the meeting.

3.6 QUORUM

The meetings of the organizing committee necessitate the presence of the majority (50% + 1) of nominated members on the committee.

3.7 VOTING PROCEDURES

Each member can vote during a meeting of the organizing committee, except for the director who presides the meeting.

3.8 ALLOCATING OF SPEAKING TURNS

The director allocates the speaking turns during meetings by respecting the following criteria:

- Alternance between people identifying as male and people not identifying as male;
- Number of speaking turns: a person who already took a speaking turn will be considered on their second speaking turn if they ask for another speaking turn. Every member listed on first turn will then have priority on people listed for their second turn.

3.9 RESIGNATION

Any member who wishes to resign from their position needs to hand in its resignation to the director with a letter indicating the reasons for their departure and a report of their last activities.

3.10 MANDATE

The members' mandates start at the moment where they are nominated in August to Philopolis' post-mortem.

The director's mandate starts from the preceding edition's post-mortem to the post-mortem of the current edition.

3.11 DESTITUTION

When a member does not respect the attendance policy, they are removed from their functions, unless the directorate choses to apply the discretionary clause (*Attendance policy*, October 2019: In exceptional cases that would exceed the cases envisioned by this policy, the director has the last scrutiny right).

If a member received three (3) non-confidence motions during the same mandate, they are automatically removed from their functions.

4. NOMINATION PROCESS

4.1 ORGANIZING COMMITTEE

4.1.1 INITIATION

The director sends a call for applications at the beginning of the month of August and publishes the vacant positions. The director allows for a delay of two weeks to allow the students to submit their application during which the director will not confirm any position to anyone. At the end of this two-week period, the director evaluates the candidatures in function of their experience. It is possible for the candidates to apply for different positions, but they need to specify the positions for which they wish to apply in their candidature.

The director nominates the persons to the vacant positions while giving careful consideration to these aspects:

- Variety in the academic provenance;
- Variety in the academic level (undergraduate vs graduate students);
- Gender parity.

Selected candidates receive an email a week after the end of the call for applications at most informing them of their nomination as well as of a short description of their position.

4.2 DIRECTORATE

4.2.1 INITIATION

The acting director announces the end of their mandate on January 1st of the current year at the latest. They launch a call for candidatures within the members of the organizing committee on February 15th preceding the annual colloquium. Members of the organizing committee then have three weeks to submit a letter of motivation explaining the motives for which they wish to submit their candidature. The director then proceeds to the nomination of the new directorate while taking in consideration the following criteria:

- Seniority within the organization;
- Enrollment in one of the four universities of Montreal during the entire mandate (from March of the current to March of the next year);
- Relational and interpersonal skills;
- Managing and organizing skills;
- Other relevant experiences.

The announcement of the new director is made at the post-mortem following the annual colloquium.

The director can remain in function for a maximum of two consecutive mandates.

5. ANNEX

(Document considered as integral part of the statutes and regulations): attendance policy.



Attendance policy

October 2019

Philopolis hereby adopts this attendance policy to ensure the participation of the organizing committee to the meetings and organization of its activities. Since the participation rate varies, we now ask that the members of the committee:

1. **always** warn the director in case they have to miss a meeting, by email or in person. In case of a non-justified absence¹, the director retains the right to send a warning by email. If this warning does not receive any answer and that another non-justified absence follows, **the exclusion of the committee** will follow.
2. **take note**, in case of absence, of the transcript of the meeting.
3. **accomplish the tasks prescribed by their function**. If other members of the committee feel that another member does not accomplish their task, they can notify the director who, if need be, could have recourse to the discretionary clause.

The director of Philopolis commits to:

1. convening the meetings **three days before the set date and time at the latest**.
2. sending a reminder to the members **at least 24 hours** in advance.

Discretionary clause: In exceptional cases that would exceed the cases envisioned by this policy, the director has the last scrutiny right.

Adopted by all members of Philopolis' organizing committee, this policy is effective immediately and applies to all members without exception.

¹ We mean by non-justified absence any absence for which the director has not been informed. Obviously, if a member warns the director *shortly after* a meeting because of an unexpected situation, this absence is considered to be justified.