

The McGill International Students Network (MISN)

Constitution

Date adopted by members: _____

Ratified by: _____

Date: _____

ARTICLE I – NAME

1.1 The McGill International Students' Network (MISN)

ARTICLE II – DEFINITIONS

- 2.1 “MISN” and “the Service” refer to the McGill International Students Network;
- 2.2 “SSMU/AEUM” refers to the Students Society of McGill University/ l’Association Étudiante de l’Université McGill;
- 2.3 “PGSS” refers to the Post Graduate Student Society;
- 2.4 The “Committee” or “Executive Committee” refers to the body defined in article V;

ARTICLE III – MANDATE

- 3.1 Create a comfortable and supportive environment for international students at McGill
- 3.2 Provide orientation services catered to the specific needs of international students in order to assist their integration into the Canadian life and their adaptation to Montreal and McGill.
 - 3.2.1 This shall take place through a variety of activities which shall serve to familiarize members with Montreal and the McGill environment, as well as enable them to build early friendships and contacts.
- 3.3 Promote awareness of the McGill and Montreal community by providing information relevant to international student interests, available to any and all interested individuals, primarily through the use of an email-based communication and social media.
- 3.4 Promote and facilitate communication, cooperation and coordination among students and university groups on international matters.
- 3.5 Represent the interests and concerns of international students.
- 3.6 Work independently and with the International Student Services, the Alumni Association and any other organization seeking to improve conditions for, and deepen relations with

international students, by means of formulating and implementing new services as well as improving existing services.

ARTICLE IV – MEMBERSHIP

- 4.1 All members of SSMU/AEUM and PGSS are full members of MISN.
- 4.2 Opting out from the student fee does not preclude students from membership
- 4.3 Associate membership is open to all individuals who are not eligible for full membership status.
 - 4.3.1 Associate members may not hold a position on the Executive Committee.

ARTICLE V – EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall consist of the following positions
 - 5.1.1 One (1) President.
 - 5.1.1.1 The President shall be the chief executive officer.
 - 5.1.1.2 S/he shall be the official representative of MISN.
 - 5.1.1.3 S/he shall be responsible for all functions of MISN at the macro level and ensure the proper running of the MISN Executive Committee
 - 5.1.1.4 S/he shall enforce the Constitution.
 - 5.1.1.5 S/he shall direct the Executive Committee to achieve its mandate.
 - 5.1.1.6 S/he shall preside over the meetings of the Executive Committee.
 - 5.1.1.7 S/he shall act as chief signing officer.
 - 5.1.2 One (1) Vice-President Internal.
 - 5.1.2.1 The Vice President Internal shall perform all duties of the President in their absence.
 - 5.1.2.2 S/he shall handle the administrative affairs such as the general assembly, agendas, minutes/reports, room bookings, etc.
 - 5.1.2.3 S/he shall handle physical advertisement affairs such as the posters, tickets, etc.

5.1.2.4 S/he shall work on ameliorating relations with SSMU/AEUM, PGSS and all of SSMU's Clubs and Services

5.1.2.5 S/he shall act as second signing officer

5.1.3 One (1) Vice-President Finance.

5.1.3.1 The Vice-President Finance shall be responsible for all financial matters concerning MISN, including the preparation and maintenance of the budget and a record of all financial transactions.

5.1.3.1.1 Prepare a "pre-budget", in coordination with the SSMU's VP (Finance and Operations), as a template for next year's budget

5.1.3.2 S/he shall be the custodian of all documents of financial nature belonging to MISN.

5.1.3.3 S/he shall conduct an informational session for all of the Executive Committee about the running of MISN's finance and all the procedure and financial documents involved.

5.1.3.4 S/he shall act as third signing officer.

5.1.4 One (1) Vice-President Services.

5.1.4.1 The Vice President Services shall play a supervisory role in the implementation and functioning of each service.

5.1.4.2 S/he shall pay close attention to the needs of international students and help improve existing services or create new ones as necessary.

5.1.5 One (1) Vice-President External.

5.1.5.1 The Vice-President External shall represent MISN outside of McGill in the Montreal community

5.1.5.2 S/he shall work on improving relations and fostering cooperation with other universities in Montreal to plan joint social activities.

5.1.5.3 His/her tasks would be most accurately described in 3.4, 3.5, and 3.6.

5.1.5.4 S/he shall work, jointly with the President, in establishing and ameliorating relations with the International Student Services, and other student and administrative groups at McGill outside of SSMU.

5.1.6 Two (2) Vice-President Events.

5.1.6.1 The Vice-Presidents Events shall monitor all social activities of MISN.

5.1.6.2 They shall be responsible of supervising the proper organization of each event. If they require support, they can delegate tasks to the Executive Committee members.

5.1.6.3 The VP Events shall take information and suggestions from the rest of the Executive Committee for the selection of events.

5.1.7 One (1) Vice-President Trips.

5.1.7.1 The Vice-Presidents Trips shall organize and monitor all trips organized by MISN.

5.1.7.2 S/he shall be responsible for supervising the proper organization of each event that takes place outside of Montreal. If they require support, they can delegate tasks to the Executive Committee members

5.1.7.3 The VP Trips shall take information and suggestions from the rest of the Executive Committee for the selection of trips and events outside of Montreal.

5.1.8 One (1) Vice-President Communication/IT.

5.1.8.1 The Vice-President Communication/IT shall be responsible for facilitating means of communication within the Executive Committee and to all MISN members.

5.1.8.2 S/he shall oversee the use of communication network in order to ensure that its needs are being met and prevent any form of abuse.

5.1.8.3 S/He shall be proactive in staying informed and is responsible for updating news on the website and other virtual social media.

5.1.8.4 His/her tasks would be most accurately described in 3.3.

5.1.9 One (1) First-Year/Representative.

5.1.9.1 The First-Year Representative shall work to promote MISN to international students in their first year at McGill and to help them ease their transition into university and a new environment.

5.1.9.2 S/he shall be a first-year student elected at the beginning of the Fall Semester.

5.1.9.3 S/he shall be proactive in fostering communication between first-year students and MISN.

5.1.10 One (1) Exchange Student Representative

5.1.10.1 This position shall be filled by a student on exchange in order to foster relations with exchange students at McGill and serving their special needs to make McGill their home away from home.

5.1.10.2 The Executive Committee should profit from the experience of how similar student organizations are run around the world.

5.1.10.3 The representative shall be elected the beginning of the Fall Semester.

5.1.10.3.1 Candidates running for this position must be present in Montreal for a full school year.

5.2 The Executive Committee shall be committed members of MISN responsible for the period starting from the time of their election to the end of the following Winter Semester.

5.3 Only one person shall hold any given position that requires one person at any given time.

5.3.1 Only the position of President is exempt from clause 5.3.

5.3.1.1 In these circumstances, two people could hold the title, but would have to share responsibility and privileges.

5.3.1.2 Both people should be elected at the election General Assembly.

5.3.1.3 The General Assembly must approve of this exception before the elections take place

5.4 No member of the Executive Committee shall gain any personal profits from their position.

5.5 Meetings of the Executive Committee shall be called by the President with notification given at least three (3) days prior to the meeting. The President shall also call a meeting of the committee upon receipt of a written request form from any member of the Committee.

5.6 The Committee must meet at least once a week.

5.7 Fifty percent plus one person of the Executive Committee shall constitute quorum at meetings.

5.8 Any member of the Executive Committee absent from three (3) Committee meetings without an acceptable excuse shall be deemed to have submitted his/her resignation.

5.8.1 Tardiness for more than 15 min without prior notice (24 hours) is considered an absence.

ARTICLE VI – REMOVAL OF AN EXECUTIVE

6.1 An Executive Committee member may be removed from his/her position for impropriety, violation of the provisions of this Constitution, delinquency of duties or misappropriation of the Service's funds.

6.2 An Executive Committee position shall be vacated if over two-thirds majority of members of the Executive Committee vote that a member be removed from his/her position.

6.2.1 This vote shall take place through a secret ballot and the identity of the voters shall not be revealed.

6.3 A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.

6.4 In the event of resignation, removal, or extended inability to act, the vacant position will be open for election to all full members.

ARTICLE VII – GENERAL ASSEMBLY

7.1 General assemblies shall be held at least twice (2) a year

ARTICLE VIII – FINANCES

8.1 A detailed budget shall be presented to the Executive Committee by the VP Finance and voted upon before being submitted to SSMU by the deadline established by the Vice-President (Finance and Operations) of SSMU.

8.2 A detailed report of “income” and “expenses” should be kept up to date (with a lag time of maximum 15 days) and made available to any member on request.

ARTICLE IX – ELECTIONS

9.1 The elections shall be organized by the outgoing Committee members.

9.1.1 The outgoing President shall appoint the Chief Returning Officer (CRO), with final authority over electoral procedures and validity of results.

- 9.1.2 The Vice-President (Clubs and Services) of SSMU reserves the right to be the CRO, under extenuating circumstances.
- 9.2 The Vice-President (Clubs and Services) and the CRO (if applicable) must be notified of the date of the general assembly two (2) weeks prior to the date of the General Assembly called for election purposes.
- 9.3 Electoral Procedures;
 - 9.3.1 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of the elections in consultation with the CRO.
 - 9.3.2 Elections are to be conducted by secret ballot.
 - 9.3.3 Ballots must be kept in a secure place for five (5) weeks after the date of voting.
- 9.4 (1) President, (1) VP Internal, (1) VP External, (1) VP Services, (1) VP Finance, (2) VP Events, (1) VP Trips, (1) VP Communication/IT shall be elected at the final General Assembly in the Winter Semester.
- 9.5 (1) First-Year Representative and (1) Exchange Student Representative shall be elected at the first general meeting of the Fall Semester.
- 9.6 Candidates running for the position of President must have served on the Executive Committee for at least two (2) consecutive semesters.
 - 9.6.1 In the event that no candidate fulfills the requirements, as outlined in 9.6, an exception will be made to allow candidates to run without previous participation on the Executive Committee.

ARTICLE X – FEES

- 10.1 Membership of MISN does not depend on student fees.

ARTICLE XI – CONSTITUTIONAL AMENDMENT PROCEDURE

- 11.1 Any member of MISN may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution, two-thirds of the attendees at a General Assembly must be in favor of the proposed amendment after the constitution has been amended and ratified by a simple majority vote of the Executive Committee.
- 11.3 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XII – SSMU’S CONTITUTION

- 12.1 In case of any inconsistencies between the MISN Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 12.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.