

# MCGILL ARMENIAN STUDENTS' ASSOCIATION CONSTITUTION

**Ratified by Membership on:**

**Ratified by SSMU Council on: February 9, 2017**

## **ARTICLE I: Name**

1.1 McGill Armenian Students' Association also referred to hereinafter as the Club or MASA.

## **ARTICLE II: Description**

2.1 MASA is a non-political and non-discriminatory association founded in 1966.

## **ARTICLE III: Mandate**

3.1 The Club's mandate shall be to:

3.1.1 Introduce McGill students to Armenian culture through various activities.

3.1.2 Unite students of Armenian origin by giving members the opportunity to interact in a dynamic social environment.

3.1.3 Promote awareness of Armenian heritage.

3.2 Code of Conduct:

3.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

3.2.1.1 No member shall make personal profit from the club

3.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

3.3 Student Group Civility

3.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

3.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

3.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

3.4 Environment

3.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

3.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators

3.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

#### **ARTICLE IV: Membership**

- 4.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 4.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 4.3 Associated non-voting membership is open to all others.

#### **ARTICLE V: Executive Committee**

- 5.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 5.2 The EC is composed of the following seven portfolios:
  - 5.2.1 President
  - 5.2.2 Vice President External
  - 5.2.3 Vice President Internal
  - 5.2.4 Vice President Finance
  - 5.2.5 Vice President Communications
  - 5.2.6 Vice President Operations
  - 5.2.7 Vice President Events
- 5.3 The EC shall meet as frequently as it deems fit.
- 5.4 At least three of the seven EC members must be present at an EC meeting in order for quorum to be met.

#### **ARTICLE VI: Portfolios**

- 6.1 The President shall:
  - 6.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.
  - 6.1.2 Oversee all aspects of the Club.
  - 6.1.3 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
  - 6.1.4 Chair all EC meetings.
  - 6.1.5 Cast the deciding vote in the event of a EC deadlock
  - 6.1.6 Co-sign all financial transactions with the Vice President Finance.
- 6.2 The Vice President External shall:
  - 6.2.1 Act as representative of the Club to the community outside of McGill.
  - 6.2.2 Be responsible for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area.
  - 6.2.3 Be responsible for seeking and contacting sponsors.
- 6.3 The Vice President Internal shall:
  - 6.3.1 Be responsible for relationships within the EC and with the Students' Society of McGill University.
  - 6.3.2 Be responsible for developing healthy relations with student and community organizations within McGill.
- 6.4 The Vice President Finance shall:
  - 6.4.1 Oversee and coordinate funding for the programming activities and events of the Club.
  - 6.4.2 Co-sign all financial transactions with the President.
  - 6.4.3 Ensure the funding and financial stability of the Club.
  - 6.4.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.

- 6.5 The Vice President Communications shall:
  - 6.5.1 Maintain the membership list of the Club.
  - 6.5.2 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 6.6 The Vice President Operations shall:
  - 6.6.1 Be responsible for booking rooms and making reservations for events
  - 6.6.2 Organize the Club's physical resources and equipment.
- 6.7 The Vice President Events shall:
  - 6.7.1 Oversee and coordinate the programming of activities and events of the Club
  - 6.7.2 Advertise the Club's events and promote the Club's activities on social media

#### **ARTICLE VII: Fees**

- 7.1 There shall be no Club membership fee.

#### **ARTICLE VIII: Finances**

- 8.1 The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester
- 8.2 All Club bank accounts must be kept at Scotiabank as subsections of the SSMU account
  - 8.2.1 Each account must have a minimum of two and maximum of three signing officers
  - 8.2.2 In order to receive funding of any kind from the SSMU, the Club must have a Scotiabank account

#### **ARTICLE IX: Meetings**

- 9.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 9.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 9.3 Special Meetings shall be called at any time deemed necessary by the EC and/or President.

#### **ARTICLE X: Electoral Procedures**

- 10.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 10.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 10.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 10.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 10.5 Elections are to be conducted by secret ballot in person.
- 10.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 10.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results

#### **ARTICLE XI: Constitutional Amendment Procedure**

- 11.1 Any member of the Club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting
- 11.3 All amendments shall be ratified by the SSMU council before they take effect.

#### **ARTICLE XII: Bylaws and Policies**

- 12.1 The Club shall create and maintain bylaws that cover the operations of the Club which are not specified in the Constitution

12.1 The Club's bylaws shall not contravene the Constitution.

**ARTICLE XIII: SSMU Constitution**

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and bylaws, the SSMU Constitution and bylaws shall take effect.

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and bylaws shall take effect.