



Spanish and Latin American  
Student Association of McGill University.



## CONSTITUTION OF SPANISH AND LATIN AMERICAN STUDENT ASSOCIATION SLASA

**Ratified by Club's Membership on: September 30, 2016**

**Ratified by SSMU Council on: December 1, 2016**

### **1 Article I: Name**

**1.1 Spanish and Latin-American Student Association also referred to hereinafter as the Club**

### **2 Article II: Mandate**

#### **2.1 The Club's mandate shall be to:**

- Unite Latin American and other Spanish-speaking students.
- Offer students from other countries the opportunity to interact with the Hispanic culture and learn more about its language, people and traditions.
- Increase awareness of the Latin-American culture among all McGill students.
- Collaborate with other organizations inside and outside McGill in order to provide assistance to vulnerable communities in Canada and Latin America.
- Raise funds for charities and develop programs to improve the social conditions of vulnerable communities.
- Facilitate integration of newly arrived Spanish-speaking students at McGill

#### **2.2 Code of Conduct**

**2.2.1 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.**

**2.2.1.1 No member shall make personal profit from the club**

**2.2.2 Any executive member who fails to fulfil their responsibilities shall be subject to the expulsion procedure outlined in this constitution**

#### **2.3 Student Group Civility**

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

**2.3.2 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.**

**2.3.3 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.**

## **2.4 Environment**

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

**2.4.1.1 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**

**2.4.2 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.**

## **3 Article III: Membership**

**3.1 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.**

**3.2 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.**

**3.3 Associated non-voting membership is open to all others.**

## **4 Article IV: Executive Committee**

**4.1 The Executive Committee (EC) shall administer the Club and oversee its events.**

**4.2 The EC is composed of the following thirteen portfolios:**

- 1. Co-Presidents (2)**
- 2. Vice President External**
- 3. Vice President Internal**
- 4. Vice President Communications**
- 5. Vice President Finances**
- 6. Vice President Academics**
- 7. Vice President Integration**
- 8. Vice President Fundraising**
- 9. Vice President Project Manager**

- 10. Vice President Operations
- 11. Vice President Events
- 12. Vice President Corporate Relations
- 13. Vice President Graphic Design

4.3 The EC shall meet as frequently as it deems fit.

4.4 At least five of the thirteen EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

## **5 Article V: Portfolios**

5.1 The Co-Presidents shall:

5.1.1 Be two members with equal status to hold this position.

5.1.2 Only members that have been part of the Club for at least two semesters can obtain this position.

5.1.3 Be the chief executive officer, chief representative, and chief spokesperson of the Club.

5.1.4 Oversee all aspects of the Club.

5.1.5 Be the main point of contact between the SSMU VP Clubs and Services and the Club

5.1.6 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.

5.1.7 Chair all EC meetings.

5.1.8 May cast the deciding vote in the event of a EC deadlock.

5.1.9 At least one Co-President shall co-sign all financial transactions with the VP Finance.

5.1.10 Ensure that the Club is abiding by the Constitution, by-laws and Policies of the Students' Society of McGill University.

5.2 The Vice President External shall:

5.2.1 Act as representative of the Club to the community within and outside of the University.

5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.

5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.

5.3 The Vice President Internal shall:

5.3.1 Be responsible for communication within the EC and with the Students' Society of McGill University.

5.3.2 Maintain the membership list of the club.

5.3.3 Oversee and coordinate the programming activities and events of the club

5.4 The Vice President Finances shall:

- 5.4.1   Oversee and coordinate funding for the programming activities and events of the club
  - 5.4.2   Be responsible for the collection of membership fees.
  - 5.4.3   Co-sign all financial transactions with at least one Co-President.
  - 5.4.4   Ensure the funding and financial stability of the club.
  - 5.4.5   Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
- 5.5    The Vice President Communications shall:
- 5.5.1   Regularly update social media platforms.
  - 5.5.2   Promote events.
  - 5.5.3   Promote Latin American and Spanish culture
  - 5.5.4   Create and send a weekly newsletter to SLASA's members.
  - 5.5.5   Take minutes at EC and general meetings, and ensure proper distribution of all minutes
  - 5.5.6   Co-sign all minutes with at least one Co-President.
- 5.6    The Vice President Academics shall:
- 5.6.1   Maintain relations with academic entities inside and outside McGill
  - 5.6.2   Organize cultural and intellectual events for McGill students.
  - 5.6.3   Promote Latin American authors and other intellectual entities.
  - 5.6.4   Promote Spanish language and culture around McGill
- 5.7    The Vice President Integration shall:
- 5.7.1   Assure that all the events are accessible for McGill students.
  - 5.7.2   Create dynamics to integrate new members.
  - 5.7.3   Take into account cultural differences to establish a stable relation between all the club members.
- 5.8    The Vice President Fundraising shall:
- 5.8.1   Create a fundraising campaign.
  - 5.8.2   Create fundraising events.
  - 5.8.3   Apply for scholarships and grants.
  - 5.8.4   Find and maintain donations.
- 5.9    The Vice President Project Manager shall:
- 5.9.1   Develop a charitable project.
  - 5.9.2   Establish and maintain positive relations with non-profit organization(s) both local and foreigners.
  - 5.9.3   Plan the logistics for the charitable projects chosen by EC.
- 5.10   The Vice President Operations shall:

5.10.1 Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.

5.11 The Vice President Events shall:

5.11.1 Develop contracts with other organizations.

5.11.2 Plan the logistics of events.

5.11.3 Provide all the necessary equipment for the events.

5.12 The Vice President Corporate Relations shall:

5.12.1 Establish relations with any for-profit organization.

5.12.2 Organize the sponsorship package of the membership.

5.12.3 Negotiate contracts with potential sponsors and partners.

5.12.4 Maintain a list of sponsors updated.

5.14 The Vice President Graphic Design shall:

5.14.1 Create every design/image that the EC deems necessary.

5.14.2 Provide visual content to VP communications.

5.14.3 Be responsible for the updates of SLASA's web page.

## **6 Article VI: Fees**

6.1 The Club's membership fee shall be \$10 dollars

6.2 When a student is chosen as part of the EC they shall not pay memberships.

## **7 Article VII: Finances**

**7.1 The Executive Committee or Collective 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.**

**7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account.**

**7.2.1 Each account must have a minimum of two and maximum of three signing officers.**

**7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account**

## **8 Article VIII: Meetings**

8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.

8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.

8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

**9 Article IX: Electoral Procedures**

**9.1 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.**

9.2 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.

9.3 Elections are to be held before April 31 during the previously mentioned General Meeting.

9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.

9.5 Elections are to be conducted by secret ballot in person.

9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.

**9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results.**

**10 Article X: Affiliations**

10.1 The Club shall have no religious nor political affiliations

**11 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 a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment

**11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.**

**12 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.**

12.2 **The club's bylaws shall not contravene the Constitution.**

12.3 **The club by laws must be available to any member of the SSMU when and if requested.**

**13 Article XIII: SSMU Constitution, By-Laws and Policies**

13.1 **In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.**

13.2 **If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.**