



CONSTITUTION OF THE MCGILL TAIWANESE STUDENTS ASSOCIATION

**Ratified by Club's Membership:
Ratified by SSMU Council on: March 9, 2017**

1 Article I: Name

1.1 McGill Taiwanese Students Association also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Promote Taiwanese culture and tradition
- Provide a platform for people to meet more friends and share their interest in Taiwan
- Find local and online sponsors in order for our members to benefit deals and discounts at restaurants and shops (for them to integrate more in the McGill/Montreal community)
- Hold events related to the culture of Taiwan

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 fulfill 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 portfolios:
 - 1. Co-Presidents (2)
 - 2. Senior Advisor (3)
 - 3. Secretary (1)
 - 4. Finance Director (2)
 - 5. Junior Finance Director (1)
 - 6. Externals (3)
 - 7. Internal (4)
 - 8. Cultural Director (1)
 - 9. Communications Director (2)
 - 10. Social Media Director (1)
 - 11. Photographer (1)
 - 12. Junior Graphic Designer (1)
 - 13. First Year Representatives (5)
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 Voting rights within the EC will be distributed between related portfolios equally. Each of the following groups shall have one vote to cast towards a decision of the EC, rather than each individual EC member.
 - 4.4.1 Voting will be conducted via the following groups:
 - 1. Co-presidents



2. Senior Advisors
3. Finance Directors and Junior Finance Director
4. Externals
5. Internals and Secretary
6. Cultural Director, Communications Director, Photographer, Junior Graphic Designer, and Social Media Director
7. First Year Representatives

5 Article V: Portfolios

- 5.1. The Co-Presidents shall:
 - 5.1.1 Presides over all executive and member meeting
 - 5.1.2 Creates the agenda for all executive meetings
 - 5.1.3 Be knowledgeable with all workings of the functional and project teams, ensure that communication is clear between all the teams and that every executive is working towards the same ultimate goal
 - 5.1.4 Ensure group cohesion amongst all team members
 - 5.1.5 Responsible and accountable for all MTSA day-to-day operations
- 5.2. The Senior Advisor shall:
 - 5.2.1 Provide insights to support and assist other executives in the club based on his/her experienced
- 5.3. The Secretary shall:
 - 5.3.1 Take Executive meeting minute
 - 5.3.2 Assist the Event Coordinators during interviews and recruitment
 - 5.3.3 Book rooms for executive meetings, events, special usage
 - 5.3.4 Book tabling on campus: fall, winter and summer activities, etc.
 - 5.3.5 Bridge between SSMU and MTSA
- 5.4. The Finance Director shall:
 - 5.4.1 Coordinate with the Externals and the Event Coordinators in finance goals
 - 5.4.2 Complete funding applications
 - 5.4.3 Work with the Event Coordinators to create accurate event-specific budgets as well as a long-term MTSA budget
 - 5.4.4 Alert the Presidents when funds are missing or lacking funds
 - 5.4.5 Only report to the Presidents
- 5.5. The Junior Finance Director shall:
 - 5.5.1 Assist the Finance Director in his/her tasks (listed above)
 - 5.5.2 Record all revenue and expenses
 - 5.5.3 Issue reimbursements
- 5.6. The Externals shall:
 - 5.6.1 Keep in touch with sponsors on monthly bases



- 5.6.2 In charge of at least three sponsors per person throughout the year
- 5.6.3 Actively seek out new sponsors

- 5.7. Internals shall:
 - 5.7.1 Oversee all the event planning
 - 5.7.2 Make long-term event calendar
 - 5.7.3 Coordinate all the events throughout the year and make sure they are all on track (task distribution, progress, updates, deadlines)

- 5.8. The Cultural Director shall:
 - 5.8.1 Plan executives' bonding sessions and other activities that bring the team together (retreat, birthday cakes, etc.)
 - 5.8.2 Oversee the MTSA Food Blog

- 5.9. The Communications director shall:
This position is split between the web designer and the graphic designer
 - 5.9.1 Oversee the entire communication and marketing team; arrange regular meetings
 - 5.9.2 Coordinate with Event Coordinators prior to the event to discuss promotion strategy
 - 5.9.3 Oversee promotion deadlines (video, website, advertisement, photo release, event page)
 - 5.9.4 Maintain MTSA as a brand
 - Web Designer shall:
 - 5.9.1.1 Design and maintain MTSA's website
 - 5.9.1.2 Play an active role regarding MTSA's branding direction
 - 5.9.1.3 Play an active role in designing promotional strategies for various events
 - 5.9.1.4 MTSA will advertise the Web Designer's work on all its pages

 - Graphic designer shall:
 - 5.9.2.1 Design posters, banners and online graphics for the event promotion
 - 5.9.2.2 Design the membership card and MTSA booklet during the summer
 - 5.9.2.3 Play an active role regarding MTSA's branding direction
 - 5.9.2.4 Play an active role in designing promotional strategies for various events

- 5.10. The Social Media Director shall:
 - 5.10.1 Coordinate with the Communications director to send out bi-weekly email to members
 - 5.10.2 Manage MTSA's Facebook and Instagram accounts, update/post regularly intriguing and eye-catching posts
 - 5.10.3 Create event pages



- 5.10.4 Advertise for all of MTSA's events through social media
- 5.10.5 Will require many hours online, crafting a position, fun and family image of MTSA
- 5.10.6 Make seasonal posts with MTSA account (Christmas, Easter, Halloween, etc.)
- 5.11. The Photographer shall:
 - 5.11.1 Shoot and edit pictures for all the major events
 - 5.11.2 Must have its own equipment
 - 5.11.3 Play an active role regarding MTSA's branding direction
 - 5.11.4 Play and active role in designing promotion strategies for all the events
 - 5.11.5 MTSA will advertise the Visual Director's work on all its pictures and pages
 - 5.11.6 Brainstorm ideas for EC photo shoot
- 5.12. The Junior Graphic Designer shall:
 - 5.12.1 Design posters, banners and online graphics for the event promotion
 - 5.12.2 Assist the Graphic Designer in his/her tasks
 - 5.12.3 Play an active role regarding MTSA's branding direction
 - 5.12.4 Play an active role in designing promotional strategies for various events
- 5.13. The First Year Representatives shall:
 - 5.13.1 Promote for MTSA among the first year population at McGill
 - 5.13.2 Specialize in ticket selling for all the major events
 - 5.13.3 Learn and adopt MTSA culture
 - 5.13.4 Be enthusiastic about learning new skills from the upper years executives
 - 5.13.5 Actively promote for MTSA on social platforms

6 Article VI: Fees

- 6.1 The Club's membership fee shall be \$5 dollars for the membership card.

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 Regular meetings shall be held throughout the fall and winter terms (minimum once per week)
- 8.2 Special Meetings shall be called at any time deemed necessary by the EC, the Co-Presidents and/or the Event Coordinators



- 8.3 Meeting minutes are recorded on Word Documents by the Secretary and posted on our Facebook group
- 8.4 Every executive of MTSA must be prepared and present at the meetings (absences must be notified to one of the Presidents beforehand)
- 8.5 All MTSA executives must arrive on time and stay until the end of the meeting (exception and special cases must be dealt with one of the Presidents beforehand)
- 8.6 Cellular phones and laptops are prohibited except for the Presidents, the Secretary and the executives who need to present a project/proposal.

9 Article IX: Electoral Procedures

- 9.1 Elections are held in mid to late March after the midterm season and before the finals
- 9.2 President candidate(s) are nominated anonymously by executives
- 9.3 President candidate can choose to accept or refuse nomination depending on whether they choose to run for it or not, and should they choose to, they have the option of presenting a five (5) minutes campaign speech
- 9.4 Decisions will be made based on anonymous votes (every single executive have to vote)

10 Article X: Affiliations

- 10.1 The McGill Taiwanese Students' Association (MTSA) is not affiliated with any national or international organization.

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 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.