



CONSTITUTION OF TURKISH STUDENTS SOCIETY OF MCGILL UNIVERSITY

Ratified by the Club's Membership:

Ratified by the SSMU Council: December 1, 2016

1 Article I: Name

- 1.1 Turkish Students' Society of McGill University is also referred to hereinafter as the Club.

2 Article II: Mandate

- 2.1 The Club's mandate shall be to:
- Connect the Turkish Students currently enrolled in undergraduate, graduate or MBA programs at McGill University with one another,
 - Create long lasting relationships between alumni and current students,
 - Introduce the Turkish culture to the McGill community,
 - Establish a network with local Turkish business organizations in the Montreal area.
- 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.
- 2.2.2 No member shall make personal profit from the club.
- 2.2.3 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 address 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 of its events and operations.
- 2.4.2 Club 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 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.



- 2.4.3 The Club must attempt to find sustainable alternatives to the non-recyclable plastic, effective waste management, providing vegan and vegetarian options, purchasing ethically sourced and environmentally-friendly clothing, 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 nine portfolios:
1. President
 2. Vice President External
 3. Vice President Internal
 4. Vice President Finance
 5. Vice President Operations
 6. Vice President Communications
 7. Vice President Events (2)
 8. General Representative.
 9. Webmaster
- 4.3 The EC shall meet as frequently as it deems fit,
- 4.4 At least five of the ten 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 President shall:
- 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club,
 - 5.1.2 Oversee all aspects of the Club,
 - 5.1.3 Be the main point of contact between the SSMU VP Clubs and Services and the Club,
 - 5.1.4 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,
 - 5.1.5 Chair all EC meetings,
 - 5.1.6 Co-sign all financial transactions with the VP Finance,
 - 5.1.7 Co-sign all minutes with the VP Operations,
 - 5.1.8 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 the representative of the Club and be responsible for promoting the image of the Club to the community within and outside of McGill 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 Inform members about McGill events and encourage them to participate.
 - 5.3.4 Oversee and coordinate the programming activities and events of the club

- 5.4 The Vice President Finance shall:
 - 5.4.1 Oversee and coordinate funding for the programming activities and events of the club,
 - 5.4.2 Co-sign all financial transactions with the President,
 - 5.4.3 Ensure the funding and financial stability of the club,
 - 5.4.4 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.

- 5.5 The Vice President Operations shall:
 - 5.5.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes,
 - 5.5.2 Be responsible for booking and arranging meeting rooms,
 - 5.5.3 Network with local businesses to find additional funding and financial support,
 - 5.5.4 Help oversee and coordinate the programming activities and events of the club,
 - 5.5.5 Assist the President in the overall operation, management and organization of TSSMU and its executive council,
 - 5.5.6 The VP Operations shall perform the duties of the President should they be unable to do so for any given period of time.

- 5.6 The Vice President Events Shall:
 - 5.6.1 Be the primary contact of the annual events,
 - 5.6.2 Coordinate programming of activities and events of the Club,
 - 5.6.3 Be responsible for booking and arranging event locations.

- 5.7 The Vice President Communications Shall:
 - 5.7.1 Be responsible for managing all kinds of communications (social media, e-mail, poster) of the Club,
 - 5.7.1 Be responsible for writing event descriptions for the annual events,
 - 5.7.2 Works with VP Internal to obtain and store the contact information of the executive committee and members.

- 5.8 The General Representative Shall:
 - 5.8.1 Act as the liaison between the Executive Committee and the other club members,
 - 5.8.2 Inform the club members about the latest news and events that the society organizes,



- 5.8.3 Be present at the executive committee meetings that will be held prior to a major event,
 - 5.8.4 Inform first-year students about the events via all kinds of communication channels (email, social media) and help with the promotion.
- 5.9 Webmaster
- 5.9.1 Create and maintain the club website
 - 5.9.2 Keep close contact with other officers and members to keep the site up-to-date
 - 5.9.3 Help the club with any technological issues
 - 5.9.4 Maintain the email lists
- 6 Article VI: Fees**
- 6.1 There shall be no membership fee collected from the members.
- 7 Article VII: Finances**
- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit being complete with records of all transactions and receipts that is to be submitted to the SSMU at the end of each semester.
 - 7.2 All club bank accounts must be kept at Scotiabank as sub-sections of the SSMU account.
 - 7.3 Each account must have a minimum of two and maximum of three signing officers.
 - 7.4 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 the Committee Chair.
- 9 Article IX: Electoral Procedures**
- 9.1 Presidency Election
 - 9.1.1 The condition to become a president shall be to serve for the society at least one year as an Executive Committee member in one of the portfolios stated in Article V.
 - 9.1.2 All willing current or prior Executive Committee Members who want to nominate themselves for the presidency role for the upcoming year shall inform the current president about their intention prior to the General Meeting that will be held at the end of March.
 - 9.1.3 At the General Meeting that will be held at the end of March, candidates shall give a short speech about why they should be selected as the president for the upcoming year, and prepare a platform beforehand.
 - 9.1.4 After their speech, a secret ballot shall be conducted to elect the new president.



- 9.1.5 The current president at that time shall be the Chief Electoral Officer with final authority over electoral procedures and validity of results.
 - 9.1.6 Every (EC) member, 1st and 2nd year representatives shall have one voting right and must vote for the presidency election.
 - 9.1.7 In case of a tie, the current president's vote will be counted as two and will determine the result; unless the tie includes the president herself running for the position for the second time.
 - 9.1.8 The current president cannot be elected for the third time.
- 9.2 Executive Committee Elections
- 9.2.1 After the presidency elections, all members of the society shall be informed about the available Executive Committee positions and shall be requested to apply for the stated (EC) portfolios.
 - 9.2.2 All executive positions shall be open to all the members of the Turkish Student Society with priority given to new members.
 - 9.2.3 Anyone who wishes to apply for an Executive Position shall submit a minimum 200 words of motivational letter to the TSSMU e-mail address prior to the elections deadline indicating their willingness to fulfill the requirements of the position and his/her plans for the upcoming year.
 - 9.2.4 If there is more than one application to an executive position, old executive committee and the newly elected president shall conduct interviews with the applicants who wish to become an executive member in person or via Skype. As a result of the interviews, there shall be an open voting.
 - 9.2.5 Executive Committee Elections are to be held before April 5 at the previously mentioned General Meeting and the results will be announced after April 15th.
- 10 Article X: Affiliations**
- 10.1 The Club shall have no 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 favour 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.