



# CONSTITUTION OF DARAJA: CONNECTING STUDENTS WITH AFRICA

## **1 Article I: Name**

- 1.1 The name of this Club shall be Daraja: Connecting Students with Africa. It shall be a McGill student club located on campus.

## **2 Article II: Objectives**

- 2.1 The objectives of the club are:
- To provide awareness and information about CFSIA and matters concerning East Africa in general
  - To raise funds for individual projects organized by Daraja members
  - To keep contact between and provide a means for past, present, and future CFSIA students as well as travelers to Africa for sharing ideas, interests, stories, and future plans about Africa.

## **3 Article III: Membership**

- 3.1 Membership is open to current McGill students.
- 3.2 Only full-time McGill Students genuinely interested in Africa and CFSIA will be able to hold office.

## **4 Article IV: Structure of the Executive Committee**

- 4.1 The Executive Committee shall consist of up to 6 Executive Officers elected annually by all members of the club. Elections shall be held by the President and Co-President.
- 4.2 The Executive Officers shall be:
- President
  - Co-President
  - Treasurer
  - Director of Internal Affairs
  - Communications Director
  - Fundraising Director
- 4.3 The Executive Officers shall have such powers and duties as are assigned to them by the constitution and as will be delegated to them by the President or Co-President.
- 4.4 The Executive Officers shall never directly or indirectly receive any profits from their positions as such.
- 4.5 The quorum of the Executive Committee shall be four of its Officers, one of whom must be the President or Co-President: voting shall consist of a simple majority of those present
- 4.6 Any Executive Officer may create special sub-committees as deemed necessary by the Executive Committee, granted at least one Officer sits on any such committee.

## **5 Article V: Portfolios**

- 5.1 The President and Co-President shall:
- 5.1.1 Officially represent Daraja equally in all circumstances
- 5.1.2 Organize the allocation of monetary installments:
- 5.1.2.1 Select individual projects from club members to receive funding



- 5.1.2.1.1 Individual projects will be accepted on the basis of an organized proposal, noble intentions, and acceptable planning.
    - 5.1.2.1.2 Funding for such projects will follow approved budgets guidelines outlined in the project proposal
    - 5.1.2.1.3 If the budget outline or any part of the proposal is deemed to be poorly organized or unfeasibly attainable, it will not be accepted but can be redrawn with the aid of the President or Co-President.
  - 5.1.3 Be responsible for internal relations and preside over all executive and general meetings
    - 5.1.3.1 Maintain weekly executive gatherings
    - 5.1.3.2 Arrange club wide meetings as deemed necessary
    - 5.1.3.3 Present an agenda at the beginning of each meeting
    - 5.1.3.4 Keep a record of all members of Daraja
    - 5.1.3.5 Designate a club officer to represent the club as "President" in case of absence
    - 5.1.3.6 Delegate coordinators for all subcommittees
    - 5.1.3.7 Volunteer management
    - 5.1.3.8 Recruiting volunteers
  - 5.1.4 Be responsible for external relations
    - 5.1.4.1 Public Relations:
      - 5.1.4.1.1 Be responsible ex-officio for all public relations of Daraja
      - 5.1.4.1.2 Be responsible for attending or committing an executive officer to attend all external meetings pertaining to the club
    - 5.1.4.2 McGill Relations:
      - 5.1.4.2.1 Be responsible for all relations with MBSU, CFSIA, the Geography Dept., and any other McGill groups
- 5.2. The Director of Internal Affairs shall:
  - 5.2.1 Ensure proper flow of communication between executive departments and between presidents and executives
  - 5.2.2 Direct members to the necessary executives dealing with their concerns
  - 5.2.3 Address any concerns or conflicts between club members
  - 5.2.4 Keep track of all minutes in executive and general meetings
  - 5.2.5 Keep a written record of all executive and general meetings
- 5.3 The Treasurer shall:
  - 5.3.1 Be the financial officer
  - 5.3.2 Maintain all financial records and receive all money acquired by or allocated from Daraja.
  - 5.3.3 Present a financial statement every month to the President and Co-President.
  - 5.3.4 Make a final report at the end of his/her term of office
  - 5.3.5 Co-sign all cheques of Daraja with a President
  - 5.3.6 Be responsible for collecting and keeping track of all the money raised from Daraja events.
  - 5.3.7 Be responsible for depositing all funds raised into the Daraja bank account
  - 5.3.8 Withdraw any money needed to fund an Daraja activity, after being given authority to do so by a President.



5.4 The Communications Director shall:

- 5.4.1 Be responsible for contacting all members for notification of meetings, events, and reminders
- 5.4.2 Be responsible for the direction and guidance of any new members and or non-club individuals seeking information
- 5.4.3 Be responsible for all publicity and press releases of all events sponsored by Daraja
- 5.4.4 Provide any club-wide handouts and individual fundraising sheets necessary.

5.5 The Fundraising Director shall:

- 5.5.1 Be responsible for soliciting and collecting corporate sponsorship donations
- 5.5.2 Be responsible for soliciting and collecting individual sponsorship donations
- 5.5.3 Be responsible for establishing relationships with the above donors for the future
- 5.5.4 Be responsible for coordinating the what, when and where of all fundraising events.

This constitution shall be reviewed annually and any amendments shall be immediately presented to the President or Co-President via the Communications Director.

Amendments will need the consensus of the executive committee to be passed