

## The Constitution of CSSA McGill

### CONSTITUTION

麦吉尔中国学生学者联谊会

Chinese Students & Scholars Association

CSSA

#### Article I: Name

The "Chinese Students & Scholars Association" is referred hereinafter as "CSSA" or the "Association". In Chinese CSSA is "麦吉尔中国学生学者联谊会".

#### Article II: Mandates

The association mandates are:

- To improve current understanding on the economic and politic reforms in China.
- To organize all types of interesting activities to enrich students' life (including choir, modeling, drama, dancing clubs)
- To share the experience of adaptation to life in Canada to new students
- To promote better communication within the CSSA community
- To bridge students in the CSSA community and students from other bodies
- To build up and strengthen the reputation of McGill University in the mainland of China
- To facilitate the career development for Chinese students in the CSSA community for employment on their return to China

#### Article III: Membership

Full membership of CSSAMU is open to all full-time Chinese students at McGill University who are from the mainland of China. Only members with full membership may vote and hold executive positions.

Associate membership is open to all others who are not eligible for full membership.

#### Article IV: Structural Organization

4.1.1 The General Assembly of all of the Chinese student representatives shall be the supreme authority and governing body of the Association. All the representatives shall be elected from each faculty of department of the Chinese students at McGill University.

4.1.2 The General Assembly takes the following responsibilities:

- To propose, ratify, and amend the Constitution.
- To vote for the Executive Committee members.
- To monitor the Executive Committee's work through scheduled periodic meetings.
- To channel the communication between the Executive Committee and all Chinese students at McGill University.

4.2.1 The Executive Committee (EC) shall administer the Association and oversee all events.

4.2.2 The Executive Committee is comprised of the following portfolios:

- President
- Consultant
- VP External
- VP IT
- VP Communication
- VP Promotion
- VP Activity
- VP Academic
- Treasurer
- General Secretary

4.2.3 Meetings: the EC shall meet as frequently as it deems fit and required.

4.2.4 Quorum: A minimum of three of the five EC members must be present at an EC meeting in order for quorum requirements to be met.

4.3. Duties of President:

- To represent the CSSA and act as the chief spoke-person of the CSSA.
- To preside overall the General Assembly and EC meetings.
- To direct and to administer the EC in all activities of the CSSA.
- To ensure the smooth running of the CSSA as a whole, through coordination with the different members, employing a vision that is consistent with the CSSAMU mandates.
- To cast the deciding vote in the event of an EC deadlock.
- To co-sign all financial transactions with the Treasurer.
- To co-sign all minutes of meetings with the General Secretary.
- To report to the General Assembly about the on-going work of the EC.

4.4 Duties of Vice President External

- To act as the representative of CSSA outside of McGill University.
- To develop relations with other student organizations outside of McGill University.
- To maintain the communication with Chinese graduates of McGill university.
- To explore new career opportunities in Canada and in China.
- To market the CSSA community outside of McGill University.

4.5 Duties of Vice President IT

- To establish and maintain the website of CSSA.
- To maintain the forum of CSSA.
- To assist VP External and VP Promotion to market CSSA outside and inside McGill.

#### 4.6 Duties of Vice President of Promotion

- To act as the representative of the CSSA inside of McGill University.
- To communicate within the McGill Chinese community with other McGill University student organizations and with the Students Society of McGill University.
- To market the CSSA within McGill University.
- To publish our weekly letter and all the promotion flyers and emails

#### 4.8 Duties of Vice President Communication

- To maintain and to update the membership list of the Association.
- To send information to members and get feedbacks of each activities and the daily operation of CSSA

#### 4.7 Duties of Vice President Activity:

- To organize activities and events of CSSA and enrich members' school lives.
- To set up all types of clubs and sport events which help us to promote Chinese culture.
- To ensure that all clubs and sport team meet regularly.

#### 4.8 Duties of Vice President Academic

- To organize tutorials for students who are still not efficient at English.
- To hold conferences that promote information concerning careers in China, working abroad etc. among members.
- To promote the communication between old and new students.

#### 4.9 Duties of Treasurer:

- To oversee and to coordinate the financial transactions of the CSSA.
- To co-sign all financial documentation and transactions with the President.
- To maintain and update the record of all financial transactions.
- To report the financial status to the General Assembly monthly.

#### 4.10 Duties of General Secretary:

- To record minutes at the EC and general meetings, and to ensure the proper distribution of all the minutes.
- To co-sign all minutes with the President.
- To keep all the minutes, reserve and arrange meeting rooms.
- To draft the agendas for general meetings and the EC.

#### Article V: Fees

5.1. Full and associate annual membership fees are currently \$ 5.00. Amendments on the membership fees shall be proposed by the EC and approved by the General Assembly.

#### Article VI: Finance

6.1. Fees may be charged for certain activities, to insure the requirement of balanced budget.

#### Article VII: Meetings

- The President of the CSSA shall be responsible for convening all General Meetings, Regular Administrative Meetings and Special Meetings.
- The President of the CSSA shall be the Chairman of the General Meetings, Regular Administrative Meetings and Special Meetings.
- If the President of the CSSA is not available during the General Meetings, Regular Administrative Meetings or Special Meetings, the Vice-President Internal or the General Secretary of CSSA shall assume the duties of the President of the CSSA during the aforementioned meetings.
- The General Meetings shall be held during March of each year, for the main purpose of electing NEW representatives, Heads of each Department, Vice-Presidents, General Secretary, and/or the President of the CSSA, and to organize and plan the activities for each year.
- The Regular Administrative Meetings shall be held each month of each year to deal with routine administrative affairs of the CSSA and to implement the planned activities for each year.
- If any event or activity of the CSSA is under the special or urgent circumstances, Special Meetings shall be convened at any time by the President of the CSSA as required to deal with the circumstance.

#### Article XIII: Electoral Procedures

8.1. The President of the CSSAMU shall have the supreme authority to the electoral procedures and the final validation of the electoral results. If the President of the CSSA is not available during the General Meetings, the Vice-President Internal or the General Secretary of the CSSA shall assume the duties of the President of the CSSA during the meetings.

8.2. Elections shall be held during the period of the General Meetings in March of each year.

8.3. Electoral Procedures:

- The President of the CSSA may designate the Vice-President Activity or the General Secretary as the Chief Election Officer to organize the election procedures.
- The members of the CSSA in each faculty shall have the right to elect the Representatives in that faculty.
- The Representatives in each faculty shall have the right to elect the Heads of each Departments, General Secretary, the Vice-Presidents, or the President.
- All Election Activities shall be conducted by secret ballot.
- Ballots must be kept in a secure place for two weeks after the end of election activity for the purpose of possible checking and supervision.

## Article IX: Affiliations

9.1 The Association shall be affiliated with the Canadian Chinese Embassy.

## Article X: Constitutional Amendment Procedure

### 10.1 Proposal:

Amendments must be proposed and submitted, in writing, by the Executive Committee, or by twenty percent (20%) of the members in the Association.

### 10.2 Approval:

In order to amend the constitution, a two-thirds majority of the membership must vote in favor of the proposed amendment at any formal occasion of the Association. All amendments shall be ratified by the SSMU Committee before they can take effect.

## Article XI: Bylaws and Policies

11.1 The Association shall create and maintain bylaws that govern all the operations of the Association, which are not specified in the Constitution.

11.2 The Association's bylaws shall not contravene the Constitution. In the case of any inconsistencies arising between the Association Constitution and the Bylaws, the Constitution takes precedence and governs.

## Article XII: SSMU Constitution

12.1 In the case of any inconsistencies arising between the Association Constitution and the SSMU Constitution and Bylaws, the SSMU Constitution and Bylaws shall take precedence and govern.

12.2 If there are any areas not incorporated in this Constitution, the SSMU Constitution and Bylaws shall take precedence and govern.