

The Constitution of McGill Iranian Students Association

Ratified by SSMU Council on:

Article 1: Name

1-1 McGill Iranian Students Association (MISA) also referred to hereinafter as the Club.

Article 2: Mandate

2-1 MISA is a non-profitable organization with no specific political or religious affiliations. The Club's mandate shall be to:

- 2-1-1 Represent and Promote the Iranian community and Iranian culture and heritage at McGill and outside;
- 2-1-2 Work with the Iranian community inside and outside McGill to strengthen the relation and communication between them;
- 2-1-3 Help the Iranian community at McGill with their academic and non-academic issues as much as possible by organizing social, and cultural activities and providing the community with information, news, and support pertinent to its mandate;

Article 3: Membership

3-1 Membership in MISA is open to everyone.

3-2 Only MISA members form the Students' Society of McGill University (SSMU), Post Graduate Students' Society (PGSS), and McGill staff or Alumni with a valid McGill ID are eligible to be elected as officers and to hold voting privileges.

3-3 In this and other MISA official documents, unless otherwise specified, a MISA member is understood as defined in the previous article.

3-4 MISA executive committee shall decide on the Club membership fee and terms.

Article 4: 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 four portfolios:

- (1) President
- (2) Vice President (VP) External
- (3) Vice President Internal
- (4) Vice President Finance

4-3 The EC shall appoint one of the Club executives to serve as the Club Secretary for a certain period.

4-4 The EC shall meet as frequently as it deems fit.

4-5 At least three of the four EC members must be present at an EC meeting in order for quorum to be met.

4-6 In the main activities of the Club such as, organizing events and activities, all the EC members shall take part and responsibility according to their domains. In addition:

Article 6: Affiliations

6-1 MISA is not affiliated to any other organization outside McGill and acts as an independent body under the SSMU regulations.

Article 7: Constitutional Amendment Procedure

7-1 A Proposed amendment to the constitution must be signed by at least fifteen (15) MISA members and placed to a referendum.

7-2 In order to amend the constitution a 2/3 majority vote at a General Assembly must be in favor of the proposed amendment.

7-3 All amendments shall be ratified by the SSMU council before they take effect.

Article 8: Bylaws and Policies

8-1 MISA shall create and maintain bylaws that cover the operations of the Club which are not specified in the Constitution

8-2 The Club's bylaws shall not contravene the Constitution.

Article 9: SSMU Constitution

9-1 In case of any inconsistencies between the MISA Constitution and the SSMU Constitution and Bylaws, the SSMU Constitution and Bylaws shall take effect.

9-2 If there are any areas not covered in this Constitution, the SSMU Constitution and Bylaws shall take effect.

Article 10: General assemblies and meetings

10-1 MISA shall organize at least two regular General Assemblies in March and October each year, to conduct elections and referenda, discuss the relevant issues with its members, and make appropriate decisions.

10-2 Election of the new executives shall be done at the March assembly. Any extra General Assemblies can be officially requested by at least ten (10) MISA members.

Bylaw I: Meetings and General Assemblies

Adopted on: November 24, 2006

Article 1: Regular meetings

- 1-1 In this document the word *day* means a non-holiday weekday.
- 1-2 Hereinafter, the *Council* refers to the Executive Committee (EC) of MISA.
- 1-3 The Council shall hold as many regular meetings as needed to debate its business and make decisions.
- 1-4 The President shall notify the Secretary of a required meeting and he/she should arrange with the other EC members as soon as possible. Once the time and place is set, a final notice containing the agenda for the meeting shall be sent by the Secretary to the attending members at least twenty-four (24) hours before the meeting takes place.
- 1-5 Emails sent to the MISA members' accounts are considered the official method of communication between the members.
- 1-6 Any of the Councillors may demand to add a new item to the agenda at least twelve (12) hours before the meeting starts.
- 1-7 Any MISA member may submit a written question to the council to address issues relevant to the MISA mandate (as described in the constitution) to be discussed in the question period. The submitted question shall be added to the agenda if received by the Secretary before the agenda is finalized. Otherwise, it shall be included in the next meeting agenda. In addition, MISA members may ask to attend the question period to hear about their submitted question in person.
- 1-8 The President or, in his/her absence, one of the Vice Presidents appointed by the President shall chair the meetings. The appointment must be officially received by the Secretary before the meeting.
- 1-9 The chair shall act as the Speaker for the meeting or may, alternatively, assign this role to another Councillor.
- 1-10 It is the duty of the chair to make sure that all the debates, discussions, and questions are confined to the subject under discussion and the time limit, and the appropriate language is used.
- 1-11 At least three (3) of the four (4) Councillors must be present in a regular meeting in order for it to be considered official.
- 1-12 Other MISA members may be invited by the Council to participate in a special section of the regular meetings for consultation purposes or to form special committees. These members, however, may not vote on issues being debated.
- 1-13 The Secretary is responsible to make minutes of the motions, resolutions, and a summary of the important discussion during the meeting.

Article 2: Order of business for regular meetings

The order of business for a regular meeting is as follows:

- 2-1 **Call to order:** The meetings shall be called to order by the Speaker.
- 2-2 **Approval of minutes:** Minutes from previous meetings shall be read and approved by the Council.
- 2-3 **Adoption of the agenda:** The agenda shall be read and approved by the Council. Urgent issues or amendments may be requested by the Councillors at this time, but must be approved by the Council.

Article 6: Order of business for General Assemblies

The order of business for GAs is as follows:

- 6-1 **Call to order:** The meetings shall be called to order by the Speaker. The Speaker should set a time limit at the beginning of the GAs and manage each session so that this time is respected.
- 6-2 **Adoption of the agenda:** The agenda shall be read and approved by the the attendees. At this time adding a new motion to the agenda shall require the approval by at least 2/3 majority of the attendees with voting privilege.
- 6-3 **Reports of the Councillors:** First the President or his delegate shall report briefly (maximum ten minutes) on the MISA activities since the last GA. This shall follow with a detailed report of the VP Finance on the MISA expenditures and budget. Other Councillors may also present short (maximum five minutes) special reports, if necessary. All the reports in the GAs must be written.
- 6-4 **Main business:** The main business on the agenda shall be discussed in order. This may include but not limited to elections, referenda, and policy changing. The procedures for the elections and referenda are described in the MISA elections bylaw. The current or newly elected President shall sketch an overall plan and guideline of MISA for the period until the next GA and get the members approval.
- 6-5 **Question period:** To save time and avoid redundancy, the question period shall be included in the above sessions. The Speaker shall maintain the priority of the questions as they are raised by the attendees and limit the number of questions and time for each question according to the meeting duration.

Article 7: Minutes and documentation

- 7-1 The Secretary shall be responsible to make minutes of the resolutions and important discussions.
- 7-2 The Council shall approve the final version of the GA minutes in its first meeting following the GA (at most ten days after the GA) and make it available to the members by posting a copy on the MISA website.

Bylaw II: Elections and Referenda

Adopted on: November 24, 2006

Article 1: General

- 1-1 In this document the word *day* means a non-holiday weekday.
- 1-2 Hereinafter, the *Council* refers to the Executive Committee (EC) of MISA.
- 1-3 Election of the new councillors and referenda shall only be done in the General Assemblies with direct voting.
- 1-4 Elections are passed by plurality (majority of less than 50%) and referenda shall be passed by simple majority except for amendments to the constitution which shall require a 2/3 majority to pass.
- 1-5 It is the duty of the President to conduct the elections and referenda in the right order according to the constitution and bylaws, unless another councillor has been appointed to do so by the Council. In this case the President shall oversee the general procedure.
- 1-6 Referenda can be initiated by the Council or other MISA members.
- 1-7 Each referendum question shall deal with only one subject.

Article 2: Eligibility

- 2-1 All members of MISA with a valid McGill ID shall be eligible to run for any of the council or other committees positions.
- 2-2 All the candidates must ensure MISA that they will remain a voting member for the term of the position they are running for. This term for the MISA Executives shall be at least until the next GA.

Article 3: Terms of office

- 3-1 Normally the EC members shall be elected in the Spring GA and serve for one year. In any case they shall remain eligible and able to serve at least until the next GA when their successors are elected.

Article 4: Nomination procedure

- 4-1 Nominations for the MISA Executive Committee positions shall be open for at least ten (10) and maximum thirty (30) days.
- 4-2 Nomination shall be called by MISA at least two (2) times using MISA's official communication methods.
- 4-3 In the case there is no nominee for an elected position, MISA council shall decide on how to fill the vacant positions in agreement with criteria for an elected position.
- 4-4 Each candidate can run for only one open position.
- 4-5 It is the responsibility of the nominees to learn the MISA constitution and bylaws regarding the elections and respect them.

- 8-9 Each candidate may introduce a scrutineer at each election to participate in the counting. To do so, the candidate shall submit a signed authorization to MISA with the name, signature, and McGill ID number of his/her scrutineer.
- 8-10 At least Two MISA councillors and the candidates scrutineers (if any) shall count the ballots.
- 8-11 A ballot is to be rejected if the preference is not clear.
- 8-12 A candidate or the referendum initiator may request a recount to take place before him/her if he/she loses his/her election or the referendum is not passed.
- 8-13 Results shall be announced at the end of the meeting and officially on the MISA website no later than seven (7) days after the poll.
- 8-14 The Secretary must retain all records and ballots for a period of seven (7) days following the official announcement of results.
- 8-15 Any complaints about the results or petitions for recount by the candidates or referendum initiators shall be made in written and signed no later than five (5) days after closing the polls.
- 8-16 In case of tie votes for two leading candidates, the elected candidate shall be declared by drawing of lots. For referenda, a tie result shall be interpreted as defeat.