**The Constitution of the McGill Chinese Students’ Society**

Date Adopted by Members: November 2013

Approved by SSMU Executive Committee on behalf of SSMU Council: August 7, 2014

I The Society shall introduce and promote the vast diversity of Asian cultures within the McGill community.

II The Society shall foster and strengthen friendships between students of Asian descent and students of other cultures/races.

III The Society shall help new students adapt to the university environment and encourage more interaction between students to develop a sense of community.

Article 1 – Name

1.1 The name of this organization shall be “The McGill Chinese Students’ Society In Chinese the club would be presented as “麥基爾華人學生會” and hereafter referred to as “MCSS”. The official address of MCSS shall be: McGill Chinese Students’ Society, c/o Students’ Society of McGill University, 3480 McTavish Street, Montreal, Quebec Canada H3A 1X9.

Article 2 – Membership

2.1 Full membership shall be open to all full-time and part-time students of McGill University. Only full members may vote and hold executive positions.

2.2 All members shall hold a membership card of the Society.

Article 3 – General Meetings

3.1 The General Meeting shall be the supreme authority of the society.

3.2 The president(s) of the Society shall be the chairman of all General Meetings.

3.3 General Meetings shall be called by the President on at least three days notice.

3.4 At all General Meetings, 50% or the total full membership on the first call or any number on the second call, shall constitute a quorum.

3.5 A two-third majority vote at a General Meeting may recall any executive from office.

3.6 The agenda for each General Meeting shall be compiled at least a week in advance by the VP Internal(s) and must cover all upcoming events and projects.

3.7 The VP Internal(s) will oversee the General Meeting to ensure that it follows the aforementioned agenda.

Article 4 – Executive Council

4.1 The executive authority of the Society shall be vested in the Executive Council, which shall have full power to direct and administer the affairs of the Society. All decisions shall be approved in principle by the general membership.

4.2 The Executive Council shall be composed of the President(s), an Internal Vice President(s), an External Vice-President(s), Sponsorship Director(s), Finance Vice-President, Junior Finance, Academic & Cultural Vice-President, Cultural Director(s), Communications Vice-President, Project Manager(s), Social Director(s), First Year Representative(s), and the Media & Design Team - Media Vice-President, Web & Design Advisor, Webmaster, Social Media Director, Tech Support, Photographer, Videographer, and Junior Videographer.

4.3 All members of the Executive Council must be full members of the Society.

4.4 The Executive Council shall be composed of the following Executive Officers:

1. President(s): Shall represent the society in all matters of external and internal activities bearing the Society’s name. Shall preside over all General Meetings. Shall direct and administer the Executive Council in all activities of the Society. Shall represent the Society within and outside the McGill Community.
2. Internal Vice-President(s): Shall assist the President in all work as Chief Executive and shall be Acting President in the absence of the President. Shall take minutes of all meeting and be responsible for all correspondence. Shall be in charge of all documents and files of the Society, which at all times shall be subject to inspection by the members. Shall represent the Society to the SSMU Club Representatives.
3. External Vice-President(s): Shall be responsible for maintaining and establishing relationships with other student organizations. Shall be responsible for searching for and maintaining good relation with sponsors and supporters of the Society.
4. Finance Vice-President: The Finance Vice President and the President shall be co-signing officers for all financial transactions of the Society. The Finance Vice President shall be responsible for the Society’s budgets and financial statements. Shall keep all accounts of the Society up to date, and these accounts shall be at all times subject to inspection by members of the Executive Council and members of the Society upon request of 10% of the total full membership.
5. Junior Finance: Shall aid the Finance Vice President on all the Society’s budgets and financial records whenever necessary.
6. Academic & Cultural Vice-President: Shall carry out and direct all academic & cultural activities and initiatives in accordance with the aims of the Society.
7. Cultural Director(s): Shall aid the Academic & Cultural Vice President to carry out academic & cultural activities and initiatives.
8. Social Director(s): Shall help organize events for our members and promote them in accordance with the aims of the Society.
9. Communications Vice-President: Shall be responsible for our Society’s listserv and organize a monthly newsletter to be sent out electronically to all our members.
10. Project Manager(s): Shall initiate and oversee all aspects of an event from beginning to end for our members in accordance with the aims of the Society.
11. First Year Representative(s): First Year Representative(s) are recruited in September of each academic year. First Year Representative(s) shall act as liaisons between the Society and new incoming students and shall promote the Society’s events in accordance with the aims of the Society.
12. Media & Design Team: Includes Media Vice-President, Web & Design Advisor, Webmaster, Social Media Director, Tech Support, Photographer, Videographer, and Junior Videographer. Shall be responsible for all promotional material for the Society and the Society’s overall image to the public in all these forms of media (web, social media platforms, design, etc…)
13. All members of the Executive Council shall attend all meetings punctually.
14. The Executive Council shall be empowered to appoint special committees to work on particular issues deemed necessary.

4.5 The Executive positions shall be elected for a term of one year, from June 1st of the year to May 31st of the following year.

4.6 Resignation of any executive shall be made by written notice to the Executive Council at least one month prior to the date of resignation. Any outstanding work involving the executive must be completed prior to the date of resignation. All projects that the executive was involved in and supporting documents must be passed on to the rest of the council. Information such as passwords, future project ideas, etc…of the club must be kept strictly confidential and should not be shared with others after resignation.

Article 5 – Election of Executives

5.1 The election process shall proceed as follows:

1. The Executive Council shall be elected once every academic year by a secret ballot of full members at a General Meeting as stated in chapter 3, article 3.
2. Regulation for nomination and election shall be provided by the Executive Council at least two weeks prior to election.
3. Electoral by-laws subject to approval of the Executive Council and members
4. Nominations shall be closed at least one week before elections and announcements shall be made of the names of nominees at least three days before elections.

5.2 In the event of a vacancy of an executive position in the middle of the semester, an election must take place for said position. Notice of the meeting shall be posted prior to the election, as per section 5.1 above.

5.3 There shall be no automatic filling of position vacancies, regardless of the individual’s previous experience or position.

5.4 In the Fall and Spring semesters, the Society will hold an open recruitment to its members for any vacant positions that should be filled.

5.5 Any new positions that members or Executives believe should be added to the Executive Council shall be petitioned at least 2 weeks before the election date with an explanation on why the position is necessary and thus far lacking for the council.

Article 6 – Fees

6.1 Full members shall be required to pay annual fees to the Society. The membership fees shall be proposed by the Executive Council and will include a membership card and discounts at specific sponsors and events.

6.2 Charges for various activities may arise to ensure that a deficit does not occur.

6.3 All unexcused absences from Executives for General Meetings will be met with a one dollar fine, of which will be added to the Society’s funds for future events and projects.

All unexcused absences from Executives for official events will be met with a two dollar fine, of which will be added to the Society’s funds for future events and projects.

Article 7 - Amendments to the Constitution

7.1 Amendments must be proposed, in writing, by the Executive Council, or by 20% of the full membership.

7.2 Adoption of amendments shall proceed as follows:

1. Amendments shall be adopted upon a simple majority vote of the full members of the Executive Council attending a General Meeting
2. Amendments to the Constitution shall become effective once ratified by SSMU Council