



CONSTITUTION

Constitution of: McGill Mexican Student Association

Ratified by Club's Membership on (DD/MM/YYYY): _____

Ratified by SSMU Council on: _____ October 18, 2012 _____

ARTICLE I: Name

- 1.1 McGill's Mexican Student Association also referred to hereinafter as the Club.
- 1.2 Code of Conduct
 - 1.2.1 The Club shall carry forth its mandate from an anti-oppressive standpoint.
 - 1.2.2 Equal respect shall be given to all members, regardless of position
 - 1.2.3 No member shall make personal profit from the club

ARTICLE II: Mandate

- 2.1 The Club's mandate shall be to
 - Provide networking opportunities and resources for students who plan on working in Mexico.
 - Promote Mexican culture and heritage within our university
 - Organize trips and events that are educational and resourceful for students with an interest in Mexico.
 - Aid charities with a focus on Mexico through fundraising and mobilization.
 - Organize guest lecturers with a focus on Mexican sociopolitical events.

ARTICLE III: Membership

- 3.1 Membership in a Student's Society Club is open to everyone.
- 3.2 Only Students' Society of McGill University (SSMU) members are eligible to be elected as officers and to hold voting privileges.

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 seven portfolios:
 1. President
 2. Vice President Communications
 3. Vice President Internal
 4. Vice President External
 5. Vice President Finances
 6. Vice President Philanthropy
- 4.4 The EC shall meet as frequently as it deems fit.
 - 4.5.1 At least four of the seven EC members must be present at an EC meeting in order for quorum to be met.

ARTICLE V: Portfolios

- 5.1 The President shall:

For more information, please contact Enbal Singer, Interest Group Coordinator, at igc@ssmu.mcgill.ca.



- 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 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.
- 5.1.3 Chair all EC meetings.
- 5.1.4 May cast the deciding vote in the event of a EC deadlock
- 5.1.5 Co-sign all financial transactions with the VP Finance.
- 5.2 The Vice President Communications shall:
 - 5.2.1 Maintain all social networking accounts and update them regularly to reflect the club's activities.
 - 5.2.2 Head of advertisement; responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.2.3 Be responsible for creating and sending weekly listserv emails.
 - 5.2.4 Responsible for maintaining a current, well organized membership database.
 - 5.2.5 Coordinate all events within the McGill and Montreal communities
 - 5.2.6 Act as director of reserving or booking any needs of the club
 - 5.2.7 Actively pursue speakers and organize trips for club members to attend and take
 - 5.2.8 Organize all fundraising events
 - 5.2.9 Act as head of the Events Committee and run committee meetings.
- 5.3 The Vice President External shall:
 - 5.3.1 Act as a representative of the Club to the community outside of the University.
 - 5.3.1.1 Be responsible for acquiring new sponsorship for the club, including the creation and maintenance of sponsorship packages.
 - 5.3.1.2 Be responsible for maintaining all existing sponsors.
 - 5.3.1.3 Be responsible for the taking of minutes at all meetings.
- 5.4 The Vice President Internal shall:
 - 5.4.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.4.2 Shall be responsible for booking and arranging meeting rooms.
- 5.5 The Vice President Finance shall:
 - 5.5.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.5.2 Be responsible for the collection of membership fees.
 - 5.5.3 Co-sign all financial transactions with the President.
 - 5.5.4 Ensure the funding and financial stability of the club.
 - 5.5.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU
 - 5.5.6 Sit on the Events Committee
- 5.6 The Vice President Philanthropy
 - 5.6.1 Be responsible for all charity events, fundraising and drives.



- 5.6.2 Select and contact appropriate charities.
- 5.6.3 Work with the VP Communications to promote these organizations

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be \$2 dollars.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

ARTICLE VIII: Meetings

- 8.1 Regular Executive shall be held throughout the fall and winter terms.
- 8.2 Special Meetings shall be called at any time deemed necessary by the EC.

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 To run for the position of President, one must have sat on the executive council for a minimum of one semester.
- 9.3 Presidential applicants will be required to present to the Council why they should be president for the upcoming term.
- 9.4 All EC members will let the council know on week in advance if they wish to stay for the next year.
- 9.5 All EC members will let the council know one week in advance if they want to dismiss a member.
- 9.6 If at least three members of the EC decide to dismiss a member, then he/she will be dismissed from the EC the following year.
- 9.7 All executive position renewals require a 2/3 approval vote by current EC members.
- 9.8 A forum will be held for EC members wishing to switch positions. In the case of a conflict, a vote will be held within the EC. A 2/3 approval is required in order to validate the switch.
- 9.9 Open positions will be subject to interviews that the entire EC will attend.
- 9.10 The incoming and outgoing presidents will vet all applications to remove any they decide are unsuitable candidates. They will not decide between viable candidates.
- 9.11 All viable candidates will be called in for interviews which will be led by the incoming and outgoing presidents and attended by the executive.
- 9.12 In order to vote for/against a candidate an executive member must have been present at their interviews

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9.13 Candidates require a 2/3 majority vote from the EC in order to become an executive.

ARTICLE X: Constitutional Amendment Procedure

- 10.1 Any member of the club may propose an amendment to the Constitution.
- 10.2 In order to amend the constitution a two-thirds majority vote in the EC must be in favor of the proposed amendment
- 10.3 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XI: Bylaws and Policies

- 11.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
- 11.2 The club's bylaws shall not contravene the Constitution.

ARTICLE XII: SSMU Constitution

- 12.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 12.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.