



ARAB STUDENTS' ASSOCIATION CONSTITUTION

Ratified by Membership on: December 4, 2007

Ratified by SSMU Council on: _____

ARTICLE I: Name

1.1 Arab Students' Association also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

- Promote the dissemination of information about the Arab people, their history, culture and aspirations
- Provide a better mutual understanding and stronger ties with McGill and Montreal's communities
- Promote understanding with students and organizations of McGill and other universities

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) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.

3.3 Associated non-voting membership is open to all others.

3.4 There shall be an annual VIP membership fee to be determined annually by the executive committee of the Arab students' association. This fee shall not exceed five dollars (\$5.00).

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 five portfolios:

1. President
2. Vice President External
3. Vice President Internal
4. Vice President Finance
5. Vice President Communications
6. Vice President Publications
7. Vice President Events

4.3 The EC shall meet as frequently as it deems fit.

4.4 The EC shall select a Representative for the ASA, whose role shall not be part of the EC; his or her opinion or findings shall not be binding. The representative will assist the club in organizing and planning events as well as reaching up to new members.

ARTICLE V: Portfolios

5.1 The President shall:

- 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.
- 5.1.4 Chair all EC meetings.
- 5.1.5 Co-sign all financial transactions with the VP Finance.

5.2. The Vice President External shall:

- 5.2.1 Act as representative of the Club to the community outside of the University.
- 5.2.2 Be responsible for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area.



- 5.2.3 Be responsible for promoting the image of the Club to the community outside McGill University.
- 5.3 The Vice President Internal shall:
- 5.3.3 Act as the representative of the Club within the University community.
 - 5.3.4 Be responsible for communication within the EC, with other McGill University student organizations, and with the Students' Society of McGill University.
 - 5.3.5 Shall be responsible for booking and arranging meeting rooms, organizing, and drafting agendas for general meetings.
 - 5.3.6 Oversee and coordinate the programming activities and events of the club
- 5.4 The Vice President Finance shall
- 5.3.7 Oversee and coordinate the programming activities and events of the club
 - 5.3.8 Be responsible for the collection of membership fees.
 - 5.3.9 Co-sign all financial transactions with the President.
 - 5.3.10 Ensure the funding and financial stability of the club.
- 5.5 The Vice President Communications shall:
- 5.3.11 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
 - 5.3.12 Maintain the membership list of the club.
 - 5.3.13 Be responsible for communicating with the members of the club via e-mail and other means.
- 5.6 The Vice President Publications shall:
- 5.6.1 Be responsible for organizing, maintaining, and updating the club's website
 - 5.6.2 Be responsible for designing posters, pamphlets, brochures, or tickets that correspond to the club's events.
- 5.7 The Vice President Events
- 5.7.1 Organize and oversee execution of event
 - 5.7.2 Manage ticket selling to members and distribution of posters across campus

ARTICLE VI: Fees

- 6.1 The Club's VIP membership fee shall be \$ 5 dollars for an entire year, and \$ 3 dollars for one semester. Non-VIP members can join the association without cost.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records at the end of each semester.

ARTICLE VIII: Meetings

- 8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
- 8.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.
- 8.4 Any member of the EC can be removed from office under the following conditions:
- failure to execute his or her duties in a responsible manner
 - absence from three consecutive Executive Committee meetings
- 8.5 A member of the Executive Committee can only be removed from office by a 2/3 (two-thirds) majority of the attending registered members, prior warning having been given to the member in question at least one week in advance. A special meeting of the General Assembly must be called for such removal votes and all members must be told the purpose of the meeting
- 8.6 Any registered member has the right to attend meetings of the Executive Committee. At such meetings, Association members not on the Executive Committee shall have the right to join fully in discussions or debate periods, which shall be set and limited by the President at 10 minutes, after which a vote shall be taken either to continue the discussion or to vote on the resolution. Only the Executive Committee can vote at Executive Committee meetings

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Returning Officer (CRO) with final authority over electoral procedures and validity of results.
- 9.2 The Vice-President (Clubs & Services) must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.



- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
- 9.5 Elections are to be conducted by secret ballot.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 Members of the Executive Committee shall be elected by ballot by all the members of Society:
- The candidate obtaining the highest number of votes by registered members shall be declared elected.
 - No member of the Executive Committee can be re-elected for more than two consecutive years to the same office. However, said member may be elected to another office.

ARTICLE X: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment
- 11.3 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XI: Bylaws and Policies

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

ARTICLE XII: SSMU Constitution

- 13.1 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.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.