



CONSTITUTION THE MALAYSIAN AND SINGAPOREAN STUDENTS' ASSOCIATION (MASSA)

Ratified by Club's Membership on: 11/08/2015

Ratified by SSMU Council on: 19/11/2015

- 1 Article I: Name
 - 1.1 Malaysian and Singaporean Students' Association also referred to hereinafter as the Club.

- 2 Article II: Mandate
 - 2.1 The Club's mandate shall be to:
 - Welcome all students who are interested in Malaysian and Singaporean culture;
 - Promote information about Singapore and Malaysia to the McGill community and to the public;
 - Organize the majority of our events centered around Southeast Asian culture;
 - Provide a friendly community for international Malaysian and Singaporean students to connect with each other through the events we organize.

 - 2.2 Code of Conduct
 - 2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
 - 2.2.1.1 No member shall make personal profit from the club
 - 2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

 - 2.3 Student Group Civility
 - 2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups
 - 2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.
 - 2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

 - 2.4 Environment
 - 2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations



- 2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators
- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

- 3 Article III: Membership
 - 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
 - 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.

- 4 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 8 portfolios:
 - 1. 2 Co-Presidents
 - 2. Vice President Communications
 - 3. Vice President Events
 - 4. Vice President Finance
 - 5. Vice President Logistics
 - 6. 2 Culinary Coordinators
 - 7. Artistic Director
 - 8. 3 First Year Representatives
 - 4.3 The EC shall meet as frequently as it deems fit.

- 5 Article V: Portfolios
 - 5.1 The 2 Co- Presidents shall:
 - 5.1.1 Be the chief executive officers, chief representatives, and chief spokespersons of the Club.
 - 5.1.2 Be responsible for drafting agendas for executive meetings.
 - 5.1.3 Oversee all aspects of the club.
 - 5.1.4 Be the main points of contact between the SSMU VP Clubs and Services and the Club
 - 5.1.5 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.
 - 5.1.6 Chair all EC meetings.



- 5.1.7 Co-sign all financial transactions with the Treasurer (one of the two Co-Presidents).
 - 5.1.8 Come to a general consensus on all official decisions which directly affect the Club's activity
 - 5.1.9 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
- 5.2. The Vice President Communications shall:
- 5.2.1 Act as representative of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.2.4 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
 - 5.2.5 Maintain the membership list of the Club.
- 5.3 The Vice President Events shall:
- 5.3.1 Construct an Event Workflow for every event organized by the club detailing the duties of each executive member on the day of (and possibly day before) the event itself.
 - 5.3.2 Oversee and coordinate the programming activities and events of the club
 - 5.3.3 Be responsible for certain aspects of the Deepavali event and Southeast Asian Night event organized by the club including:
 - i. Finding and contacting performers/performance groups.
 - ii. Being the main point of contact between these performers/performance groups and the club.
 - iii. Relaying information to the Vice President Logistics regarding audiovisual equipment needed for each performance.
 - iv. Ushering the performers/performance groups and having them on standby during the respective events.
- 5.4 The Vice President Finance shall:
- 5.4.1 Oversee and coordinate funding for the programming activities and events of the club.
 - 5.4.2 Be responsible for the collection of membership fees.
 - 5.4.3 Co-sign all financial transactions with one of the Co-Presidents.
 - 5.4.4 Ensure the funding and financial stability of the club.
 - 5.4.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 5.5 The Vice President Logistics shall:
- 5.5.1 Be responsible for communication within the EC and with the Students' Society of McGill University.
 - 5.5.2 Shall be responsible for booking meeting rooms and venues for events organized by the Club.



- 5.5.3 Be responsible for certain aspects of the Deepavali event and Southeast Asian Night event organized by the club including:
 - i. Booking all necessary audiovisual equipment required by each of the performers/performance groups.
 - ii. Managing all audiovisual equipment and possibly delegating tasks to volunteers.
 - 5.5.4 Attend all security meetings arranged by the events administrator and the chief of security.
 - 5.5.5 Ensure that all events organized by the club follow the safety and security regulations of the Students' Society of McGill University.
- 5.6 The Culinary Coordinators shall:
- 5.6.1 Be responsible for obtaining all necessary ingredients themselves or delegating this task to other executive members
 - 5.6.2 Be the primary coordinators for all food preparation prior to the event and during the event itself
 - 5.6.3 Be responsible for constructing a Food Workflow detailing the duties of each executive member a few days before and on the day of the event (if food and beverages are necessary).
- 5.7 The Artistic Director shall:
- 5.7.1 Be responsible for designing and creating various pieces of art for posters, ticket stubs, pamphlets, stage props, etc.
 - 5.7.2 Be responsible for printing the tickets for the Deepavali event and Southeast Asian Night event.
 - 5.7.3 Be responsible for creating an Art Workflow that details the duties of each executive member the day before and the day of the Deepavali event and Southeast Asian Night event.
- 5.8 The First Year Representatives shall:
- 5.8.1 Be responsible for promoting various events and activities organized by the club via social media.
 - 5.8.2 Update the Club Blog and upload pictures on relevant social media after every significant event.
 - 5.8.3 Find and contact volunteers for larger events if necessary.
- 6 Article VI: Fees
- 6.1 The Club's membership fee shall be \$5 dollars.
- 7 Article VII: Finances
- 7.1 The Executive Committee or Collective 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 before May 31st of each year.
 - 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 meetings shall be held throughout the fall and winter terms.

8.2 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chairs.

9 Article IX: Electoral Procedures

9.1 Interviews for new executive members are to be held before September 30th of each year

9.2 New interviewees' applications are to be discussed during an executive meeting but final decisions of the newly appointed executives are made by the two Co-Presidents.

9.3 At the end of the academic year, executive members may apply for other executive positions or remain in their current positions for the upcoming year via an application form prepared by the two Co-Presidents.

9.4 New executive positions for the upcoming year are assigned by the current President/Co-Presidents.

9.5 The position of President/Co-President can only be held by any one person for one year.

9.6 Rotations for executive positions are effective on June 1st of every month.

10 Article X: Affiliations

10.1 The Club is not affiliated with any group.

11 Article XI: 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 consensus on the proposed amendment must be reached at a General Meeting.

11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU council before they take effect.

12 Article XII: 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.

12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.

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