

**MCGILL MAURITIAN STUDENT ASSOCIATION (MMSA)**  
**CONSTITUTION**

**ARTICLE I: Name**

1.1- McGill Mauritian Student Association (MMSA) also referred to hereinafter as the Club

**ARTICLE II: Objectives**

- 2.1- To promote greater awareness about the Mauritian culture on and outside McGill campus
- 2.2- To provide an opportunity for Mauritian and non-Mauritian students to meet on a regular basis at McGill University
- 2.3- To help bring individuals together by pursuing social and educational programs, and cultural activities of common interest for the benefit of the whole community.
- 2.4- To introduce members within the Club to external organizations and events with the similar goal of preserving and encouraging the Mauritian culture
- 2.5- To promote McGill University within and outside the Mauritian community of Canada

**ARTICLE III: Membership**

3.1- Membership in the Club is open to everyone

**3.2- Full Membership**

Any student, who is a member of the Student Society of McGill University (SSMU) or Post Graduate Student's Society (PGSS), may become a full member by signing the membership list and paying the annual membership fee.

Full members shall have voting privileges and they shall be eligible to hold executive positions with The McGill Mauritian Student's Society.

**3.2- Associate Membership**

Any other individuals, whom are not members of SSMU or PGSS, may become associate members by signing the membership list and paying the membership fee. Associate members shall neither have voting privileges nor hold executive positions with the Club.

## **ARTICLE IV: Fees**

### **4.1- Membership fees**

Full and associate members shall be required to pay an annual fee of a minimum of \$2 upon the acceptance or renewal of their membership. The membership fee can be changed at the discretion of the Executive Committee and must be approved at the General Meeting.

### **4.2- Activity fees**

Additional charges shall be required for some or all of the activities and events organized by the Club and shall be determined by the Executive Committee. These prices shall be advertised in conjunction with the announcement of forthcoming events.

## **ARTICLE V: Executive Committee**

### **5.1- Authority**

The Executive Committee (EC) shall administer the Club and oversee its events.

### **5.2- Composition**

The EC is composed of the following six portfolios:

1. President
2. Vice President Internal
3. Vice President External
4. Finance Vice President
5. Administration Vice President
6. Project Management Vice President

### **5.3- Executive Committee Meetings:**

The EC shall meet as frequently as it deems fit. However, a standard guideline should be at least twice each month. Such meetings shall be called by the President at least forty-eight hours before the meeting, unless under special circumstances. The EC shall examine the financial records at the end of each semester.

### **5.4- Quorum**

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

### **5.5- Terms of Office**

The EC shall be elected for a term of one year from April to March.

### **5.6- Resignation**

Resignation of any Executive shall be made by written notice to the EC at least 2 weeks prior to the date of resignation.

## **ARTICLE VI: Portfolios**

### **6.1- The PRESIDENT shall:**

- be the chief executive officer, representative, and spokesperson of the Club.
- Preside over all general and EC meetings.
- Oversee all aspects of the club.
- Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various portfolios with a vision that is consistent with the Club mandate.
- Chair all EC meetings.
- Co-sign all financial transactions with the Finance Vice President.
- Co-sign all minutes with the Administration Vice President.

### **6.2- The VICE PRESIDENT INTERNAL shall:**

- Act as the representative of the Club within the University community.
- Perform the duties of the President, as Acting President, in the absence of the latter.
- Be responsible for communication within the EC, with other McGill University student organizations, and with the Student's Society of McGill University.
- Maintain the membership list of the Club.
- Co-ordinate the annual membership recruitment campaign.
- Oversee and coordinate the programming activities and events of the Club.

### **6.3- The VICE PRESIDENT EXTERNAL shall:**

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

### **6.4- The FINANCE VICE PRESIDENT shall:**

- Establish and maintain the Club's budget and financial statements that guarantees financial stability.
- Record all spending of the Club and keep accounts up-to-date.
- Ensure the funding the Club.
- Oversee and coordinate the programming activities and events of the Club.
- Be responsible for the collection of membership fees.
- Co-sign all financial transactions with the President.
- Respect the financial rules and regulations of the SSMU.

### **6.5- The ADMINISTRATION VICE PRESIDENT shall:**

- Be responsible for all correspondence of the Club.
- Be custodian of all official club documents and files, including the membership list.
- Record minutes at EC and general meetings.
- Co-sign all minutes with the President.
- Be responsible for booking and arranging meeting rooms for all general meetings.

**6.6- The PROJECT MANAGEMENT VICE PRESIDENT shall:**

- Shall be responsible for the creation and management of the Club's website and all projects that relate to information technology.
- Work with all the other members of the EC to advertise and promote certain internal and external events of the Club.
- Be the online resource that informs all members of upcoming events and social activities.
- Supervise over the interactive communication, which takes place on the website.
- Be responsible for promoting the image of the Club to the community outside McGill University.

**ARTICLE VII: Election of Executive Officers**

**7.1- Election Time**

The EC shall be elected once every academic year by secret ballots of full members at the General Meeting to be held in March of each year.

**7.2- Electoral Procedures**

- Regulations for nomination and election procedures shall be provided by the EC at least three weeks prior to the election.
- Nominations shall be closed at least one week before the election, and announcement shall be made of the nominees at least five days before Election Day by the EC.
- Executives will be voted into office in a 50 % plus 1 vote or, in the case of more than two candidates, the one with a majority of votes will be elected.
- 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 election purposes.
- 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.
- The EC may designate Deputy Returning Officers (DROs) to assist the running of election in consultation with the CRO.
- Ballots must be kept in a secure place for 5 weeks after the date of voting.

**7.3- Office Vacancies**

A Special General Meeting shall be called in the event of a vacant position.

**ARTICLE VIII: General Meetings**

**8.1- Authority**

The General Meeting shall be the supreme authority of the Club.

**8.2- Chairperson**

The President of the Club shall act as Chairperson and shall call at least two General Meetings during the regular academic session, one to be held in September and the other in March.

### **8.3- Functions of the General Meetings**

The functions of General Meetings are as follows:

1. To receive and adopt annual reports submitted by the EC of the Club.
2. To elect the new Executive Committee (to be held in March of each year).

### **8.4- Notice of General Meetings**

General meetings shall be called by the President with at least seven days notice. A notice shall be placed in the Tribune and/or Daily, as well as on the SSMU notice board. Posters will also be placed and distributed on-campus by the EC to notify members.

### **8.5- Special General Meetings**

Following a written request of 30 % of total full membership, the President shall call a Special General Meeting. A detailed written explanation of the reasons for such a request must be submitted, together with the written request, to the President of the Club.

### **8.6- Quorum**

Quorum at General Meetings shall be fifty percent plus one of the total full memberships.

## **ARTICLE IX: Affiliations**

9.1- The Club shall be affiliated with:

- Concordia Mauritian Student Association (CMSA)

## **ARTICLE X: Constitutional Amendment Procedures**

### **10.1- Proposal**

Amendments must be proposed in writing by:

1. The Executive Committee or,
2. 30% of the total full membership, to the President of the Club, who shall call an EC meeting and present the proposal to Executive officers.

### **10.2- Adoption**

Amendments shall be adopted upon a two-thirds vote of the total full members (voting members) attending the General Meeting.

Amendments to the Constitution shall not become effective until ratified by SSMU.

**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.