

## **1 Article I: Name**

- 1.1 Syrian Students' Association of McGill University also referred to hereinafter as the Club.

## **2 Article II: Ideology**

- 2.1 The Club supports events and activities brought in accordance with its Vision and Mandate described hereinafter.
- 2.2 The Club is not affiliated with any political entity or ideology; rather, it aims to maintain inclusivity and remain, as an entity, apolitical. The ideological perspective of the club is to support the Syrian people's basic human rights and liberties, in addition to supporting organizations that provide humanitarian relief and/or advance Syrian student's education.

## **3 Article III: Vision**

- 3.1 The Club aims to unite the Syrian community at McGill and within Montreal, and works to empower Syrian refugees, both locally and abroad, through supporting organizations that provide humanitarian relief and educational resources.
- 3.2 The Club also aims to assist newly settled Syrians in Montreal by helping them with social integration, in addition to navigating available resources, from applying to University or finding language classes. The Club aims to act as a main point of contact for newly settled Syrians.
- 3.3 The Club is a safe and inclusive space for all students, and respects both cultural and religious sensibilities (i.e. providing Halal food, not serving or allowing alcohol at events).

## **4 Article IV: Mandate**

### **4.1 The Club's mandate shall be to**

- 4.1.1 Bring together McGill University students to plan and host events intended to raise awareness about the Syrian conflict, and to fundraise in order to support charities and organizations that provide humanitarian aid to the Syrian community, whether local or abroad.
- 4.1.2 Create a forum for discussion of any topics related to the ongoing conflict in Syria., allowing members of the McGill community to exchange ideas freely in a non-judgemental environment that respects all opinions, so long as they do not violate the Code of Conduct outlined hereinafter.
- 4.1.3 Collaborate with charities and organizations that provide humanitarian assistance to Syrians in need.
- 4.1.4 Advocate for the importance and right to education for displaced and newly settled Syrians alike.
- 4.1.5 Promote Syrian culture across campus.

### **4.2 Code of Conduct**

- 4.2.1 The Club shall carry forth its mandate from an apolitical, anti-oppressive, and equitable standpoint, where equal respect is given to all members, regardless of, but not limited to, background, gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 4.2.2 No member shall make personal profit from the club.
- 4.2.3 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.

### **4.3 Student Group Civility**

- 4.3.1 The Club will maintain cordial and respectful relations with all other clubs, services and independent student groups.
- 4.3.2 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.
- 4.3.3 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.

### **4.4 Environment**

- 4.4.1 The Club will attempt to regularly monitor the environmental impact of all its events and operations, through the utilization of services and resources available in SSMU, namely the Plate club, the Green Events guide, and applications to the SSMU Green Fund.
- 4.4.2 The Club will maintain a goal of equitable decision making that is environmentally friendly for purposes of sustainability. This will be done with waste management, providing vegan and vegetarian options, purchasing clothing that is ethically sourced and environmentally-friendly, purchasing local and sustainable, fair trade coffee and tea, and local and/or organic foods.

## **5 Article V: Membership**

- 5.1 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.
- 5.2 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.
- 5.3 Associated non-voting membership is open to all others.

## **6 Article VI: Executive Committee**

- 6.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 6.2 The EC is composed of the following seven portfolios:
  - a) President
  - b) Vice President External
  - c) Vice President Internal
  - d) Vice President Administration
  - e) Vice President Finance
  - f) Vice President Education
  - g) Vice President Outreach
  - h) Vice President Media & Communications
- 6.3 The EC shall meet as frequently as it deems fit once per week during Fall and Winter semesters.
- 6.4 At least one third of the EC must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

## **7 Article VII: Portfolios**

- 7.1 The **President** shall:
  - 7.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.

- 7.1.2 Oversee all aspects of the Club.
- 7.1.3 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.
- 7.1.4 Chair all EC meetings or delegate responsibilities accordingly.
- 7.1.5 May cast the deciding vote in the event of an EC deadlock.
- 7.1.6 Co-sign all financial transactions with the VP Finance.
- 7.1.7 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.

7.2 The **Vice President External** shall:

- 7.2.1 Be the main point of contact between the Club and the community within and outside of the University.
- 7.2.2 Respond to all emails, Facebook messages and website requests.
- 7.2.3 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
- 7.2.4 Be the main liaison with the Syrian Student Association of Concordia.
- 7.2.5 Be responsible for promoting the image of the Club to the community within and outside McGill University, and keeping a consistent and positive public image of the Club.
- 7.2.6 Write all posts and promotional material by the Club on platforms including Facebook, online newsletter, and Club's website.
- 7.2.7 Lead the "Books Not Bombs" campaign.

7.3 The **Vice President Internal** shall:

- 7.3.1 Be responsible for maintaining a healthy environment within the EC and establishes effective communication among them.
- 7.3.2 Assist the President in following the objectives listed in Clause 7.1.3.
- 7.3.3 Resolve any issues that arise within the EC, with the assistance of the President if necessary.
- 7.3.4 Be the main point of contact between the SSMU VP Student Life and the Club.
- 7.3.5 Be responsible for communication within the EC and with the SSMU.
- 7.3.6 Maintain the membership list of the club through MyInvolvement.
- 7.3.7 Be responsible for communication between the EC and the Club's members, utilizing the platforms that include but are not limited to: online newsletter, e-mail account, social media accounts, and website.
- 7.3.8 Respond to emails, messages on Facebook, and requests on the Club website that are relevant to SSMU or Club members.
- 7.3.9 Review the constitution annually and suggests amendments if necessary.
- 7.3.10 Overlook Club's finances and audit with President and VP Finance.

7.4 The **Vice President Administration** shall:

- 7.4.1 Be in charge of planning events that project the Club's mission and vision.
- 7.4.2 Take minutes at EC and general meetings, and ensure proper distribution of all minutes.
- 7.4.3 Be in charge of all room, venues, and table bookings.
- 7.4.4 Organize committees within the EC and with volunteers (e.g. food committee, decorations committee) specific to each event.
- 7.4.5 Be in charge of all logistical planning such as: reserving venues, communicating with venue manager, budgeting food and props, setting ticket prices for events, and arranging transportation for members if needed.

- 7.4.6 Be responsible of weekly (or biweekly) bake sales on McGill campus to fund the Club and humanitarian organizations that support Syrians.
- 7.4.7 Actively seek sponsors for the Club's events and mission, assisted by VP Finance.
- 7.5 **The Vice President Finance shall:**
  - 7.5.1 Oversee and coordinate funding for the activities and events of the Club.
  - 7.5.2 Manage all of the Club's incoming funds and auditing.
  - 7.5.3 Co-sign all financial transactions with the President.
  - 7.5.4 Ensure the funding and financial stability of the Club. Provide advice on budgeting and financing for events.
  - 7.5.5 Maintain full transparency of the Club's finances by undergoing a monthly review with the EC of all Club transactions and pertinent audit information with the EC.
  - 7.5.6 Be responsible for forming a Finance Committee and conveying all financial operations with the President, VP Internal.
  - 7.5.7 Keep track of all financial transactions and receipts pertaining to the Club. Document all Club transactions on a Google Drive folder shared with all EC and in a compressed file shared on Club website.
  - 7.5.7 Prepare and submit the audits for the SSMU as well as all funding applications to SSMU.
  - 7.5.8 Be responsible of third party transactions with non-profit organizations and charities that the Club supports according to the Club's mission.
  - 7.5.9 Be responsible of annual transition of signing officers.
  - 7.5.10 Be responsible for sponsorship applications and writing grants to potential sponsors, assisted by VP Administration and VP Outreach.
  - 7.5.11 Be responsible for instructing the EC on financing and passing on the knowledge to new VP finance every year.
- 7.6 **The Vice President Education shall:**
  - 7.6.1 Assist the President in maintaining the focus of the Club on its vision and mission.
  - 7.6.2 Contribute to the intellectual growth of the Club's board members through thought-provoking discussions at EC meetings.
  - 7.6.3 Act as a peer-supporter to newly arrived Syrians by responding to messages and requests on email, social media and the Club website, meeting with them if necessary, offer support and guidance.
  - 7.6.4 Channel the Club's efforts toward promoting and holding meaningful events. Offer new ideas for events or campaigns.
  - 7.6.5 Benefit from the expertise of professors and other student clubs or local organizations in an effort to expand the scope of the educational topics covered and enrich their content.
  - 7.6.6 Ensure that members of the community, both Syrian and non-Syrian, are provided with adequate awareness opportunities and suitable settings to learn more about the Syrian Refugee Crisis, and subsequently act on it.
  - 7.6.7 Lead and handle the Peer-Mentorship program offered by the Club, assisted by the President.
  - 7.6.8 Write the content of the "Resources" page of the Club's website, and update it regularly.
- 7.7 **The Vice President Outreach shall:**
  - 7.7.1 Act as the main liaison with the Syrian Kids Foundation charity.
  - 7.7.2 Be responsible for writing grant applications to potential sponsors, assisted by the VP Finance.
  - 7.7.3 Create and lead subcommittees of volunteer members to work on specific events or projects.
  - 7.7.4 Support new Club members by guiding them to volunteer opportunities based on their skills and interests.

- 7.7.5 Recruit McGill students interested in volunteering for the Syrian cause through NGOs or charities such as Syrian Kids Foundation by writing posts on the Club's social media, website, online newsletter, and McGill Career services (myFuture).
- 7.7.6 Lead and manage awareness campaigns about the Syrian conflict and refugee crisis on McGill campus.
- 7.8 The **Vice President Media & Communications** shall:
  - 7.8.1 Be in charge of graphic design related to the Club, including the Club logo, event posters or flyers, Club theme and banner, event tickets, and website design.
  - 7.8.2 Be in charge of photography at all of the Club's events, editing photos, and uploading them on the Club's social media pages and website in a timely manner.
  - 7.8.3 Maintain, improve and expand the Club's social media presence.
  - 7.8.4 Maintain and constantly update the Club's website content, consistent with Club's public image.
  - 7.8.5 Write and send weekly or biweekly online newsletters, assisted by the VP External.
  - 7.8.6 Add new members to online newsletter listserv.

## **8 Article VIII: Fees**

- 8.1 There shall be no membership fee associated with the Club.

## **9 Article IX: Finances**

- 9.1 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.
- 9.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account.
- 9.3 Each account must have a minimum of two and maximum of three signing officers.
- 9.4 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.

## **10 Article X: Meetings**

- 10.1 The EC shall decide on a meeting time at the beginning of each semester.
- 10.2 The EC shall respect the meeting time and hold a meeting weekly or bi-weekly.

## **11 Article XI: Electoral Procedures**

- 11.1 The President of the Club shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 11.2 Elections are to be held internally (i.e. within the EC) and are for the purpose of electing a new president. In this regard, the next president of the Club must come from within the EC.
- 11.3 Elections are to be held once a year; specifically in the beginning of the calendar year.
- 11.4 The EC may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 11.5 Elections are to be conducted by secret ballot.
- 11.6 The election of a new President shall proceed as follows:
  - 11.6.1 Each EC member will nominate at least one person and at most two persons, via secret ballot, as candidates for the new President.
  - 11.6.2 The current President/CEO will tally the nominations.
  - 11.6.3 The two EC members who attain the most votes will be notified by the CEO and will become the potential candidates for President, if they so choose to accept the nominations.

- 11.6.4 If the two nominated EC members both accept the nominations, the EC team will proceed to vote, via secret ballot, between the two candidates.
- 11.6.5 If one nominated EC member declines their nomination, the other nominated EC member requires a vote of confidence to be elected (50%+ majority).
- 11.6.6 If there is a tie, the CEO retains the right to break the tie at their own discretion.
- 11.7 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 11.8 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results.
- 11.9 As for the rest of the EC, at the beginning of every calendar year, the positions for EC will be open for general members to apply to.
- 11.10 Current EC members are allowed to re-apply for the position they currently hold.
- 11.11 The application process for the VP Portfolios will proceed as follows:
  - 11.11.1 The EC will form an “elections committee” consisting of up to 3 current EC members.
  - 11.11.2 Online applications for the positions will be distributed to the Club’s general members approximately one month into the calendar year.
  - 11.11.3 All candidates will be interviewed by the elections committee.
  - 11.11.4 The elections committee members will bring their feedback to the rest of the EC team, and together the EC will decide on who to appoint.
  - 11.11.5 The newly appointed EC members will join the team for the semester as “shadow executives” to ensure an effective transition of roles and responsibilities within the portfolios.
  - 11.11.6 By the end of the winter semester, the shadow executives will have officially become the new members of the EC.

## **12 Article XII: Affiliations**

- 12.1 The Club is not affiliated with any national or international organization, nor any political or religious institution.

## **13 Article XIII: Constitutional Amendment Procedure**

- 13.1 Any member of the club may propose an amendment to the Constitution. In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting
- 13.2 The VP Internal is responsible of writing the Club’s constitutional amendments. Any suggestions on constitutional amendments should be communicated with the VP Internal.
- 13.3 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.

## **14 Article XIV: Bylaws and Policies**

- 14.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 14.2 The club’s bylaws shall not contravene the Constitution.
- 14.3 The club by laws must be available to any member of the SSMU when and if requested.

## **15 Article XV: SSMU Constitution, By-Laws and Policies**

- 15.1 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.
- 15.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.

