



Constitution of Arab Student Network

Ratified by Service Membership on:

Ratified by SSMU Council on:

1 Article I: Name

- 1.1 Arab Student Network also referred to hereinafter as the ASN
- 1.2 "Arab" refers to the culture of the 22 "Arab" countries that are active members of the League of Arab States, also known as Arab League

2 Article II: Mandate

- 2.1 The ASN's mandate shall be to:
 - To represent a secular, non-political and integrative perspective of Arab culture
 - To provide adequate resources, support and awareness derived from the heritage of the Arab world, for the demand of the student body
 - To facilitate the interaction of the network of local Arab professionals, employers, associations or institutions along with making their presented resources and mandates more accessible to the student body
- 2.1.1 Our vision is to stabilize a secular and non-political integrative body, that connects all presented resources in Montreal inspired by Arab culture and heritage, whether provided by an association, employer or institution, and converging them onto one portal, in the aim of making them more accessible to the student body.
- 2.1.2 The Arab Student Network has progressed from its awarded association, Arab Students' Association title in 1962.

2.2 Code of Conduct

- 2.2.1 The ASN 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.
- 2.2.2 No member shall make personal profit from the ASN
- 2.2.3 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 ASN will maintain cordial and respectful relations with all other clubs, services and independent student groups
- 2.3.2 The ASN will not use SSMU resources and/or their service 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 service shall be responsible for contacting the SSMU Vice-President Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

- 2.4.1 The ASN shall make attempts to regularly monitor the environmental impact of all its events and operations
- 2.4.2 Services 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



- 2.4.3 The ASN 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 Service 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) ASN members are eligible to be elected as officers and to hold internal voting privileges.
- 3.3 As a SSMU Service, all our services are accessible to the student body

4 Article IV: Executive Board

- 4.1 The Executive Board (EB) shall administer the Service and oversee its initiatives.
- 4.2 The EB is composed of the following five portfolios:
1. President
 2. Vice President Events
 3. Vice President Academics
 4. Vice President Media & Communication
 5. Vice President Operations & Internal Affairs
 6. VP Finance
- 4.3 The EB shall meet as frequently as it deems fit.
- 4.4 Each Vice President portfolio is permitted to assign permanent or temporary committees to assist them in their roles. These positions will be filled by an application process conducted by the Vice President of the portfolio of interest. The number of committees depends on the degree of expansion of the service along with the number of student interests.

5 Article V: Portfolios

- 5.1 The President shall:
- 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the ASN
 - 5.1.2 Manage and direct the dynamic of executive members and their respected committees along with overseeing their output
 - 5.1.3 Innovate areas of collaboration and sponsorship with services, associations, faculties, independent student groups and other local businesses, for optimal resource allocation and student service support
 - 5.1.4 May cast the deciding vote in the event of an EB deadlock.
 - 5.1.5 Co-sign all financial transactions with the Vice President Finance
 - 5.1.6 Approve award for greatest executive, candidate for scholarship grant, affiliated clubs and committee members with EB
 - 5.1.7 Have served at least two semesters as a Vice President.
 - 5.1.8 Ensure that the Service is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University.
 - 5.1.9 Ensure that the Service maintains its mandates, mission, vision and initiatives
 - 5.1.10 Hire a Chief Recruitment Officer and Equity Speaker, if needed



- 5.2 The Vice President Events shall:
 - 5.2.1 Act as representative of the ASN to the community within and outside of the University.
 - 5.2.2 Coordinate the communication and acquirement of all forms of sponsorship and promotion from local employers, caterers and other predominant Arab institutions
 - 5.2.3 Be responsible for promoting the image of the ASN and its services to the community within and outside McGill University.
 - 5.2.4 Oversee and coordinate the programming activities and events of the service.
 - 5.2.5 Direct the organization, management and delegation of task specific committees under the Events portfolio
 - 5.2.6 Outline the potential mandates and the adequate logistical input of all events across the year

- 5.3 The Vice President Operations & Internal Affairs shall:
 - 5.3.1 Be responsible for communication within the EB and with the Students' Society of McGill University.
 - 5.3.2 Maintain the archives and documentation of the Service
 - 5.3.3 Take minutes at EB and ensure proper distribution of all minutes.
 - 5.3.4 Manage the booking of venues and tables for meetings, events and initiatives
 - 5.3.5 Shall be responsible for the maintenance and design of the ASN office.
 - 5.3.6 Responsible for mediating the selling of merchandise
 - 5.3.7 Direct the organization, management and delegation of task specific committees under the Operations portfolio
 - 5.3.8 Interview incoming voted executive applicants with President

- 5.4 The Vice President Finance shall:
 - 5.4.1 Oversee and coordinate funding for the programming activities and events of the Service.
 - 5.4.2 Be responsible for the collection of revenue from initiatives or events
 - 5.4.3 Co-sign all financial transactions with the President.
 - 5.4.4 Advise affiliated clubs or services in aim of financial stability
 - 5.4.5 Keep track of all financial transactions and receipts and send copy to VP Operations & Internal Affairs to organize

- 5.5 The Vice President Media & Communications shall:
 - 5.5.1 Maintain the website, social media pages along with media updates, publication listing and e-commerce transactions
 - 5.5.2 Be responsible for ensuring the stability of all digital inputs to an event
 - 5.5.3 Be responsible for graphic design campaign, events and initiative advertisements
 - 5.5.4 Be in charge of all media preview related to ASN events and initiatives
 - 5.5.5 Direct the organization, management and delegation of task specific committees under the Media & Communications portfolio



6 Article VI: Fees

- 6.1 A fee levy of 0.5\$ will be installed following a referendum approval, no membership fee exists

7 Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an expected budget sheet in coordination with the SSMU VP Finance

8 Article VIII: Meetings

- 8.1 There shall be two annual General Assemblies held, one in mid-September and one in the end of March for the purpose of introducing initiatives and electing new members to the EB respectively
- 8.2 Regular Executive meetings shall be held throughout the fall and winter terms.
- 8.3 Committee meetings are led by the executive in charge of the portfolio of the committee and may be set up at any time deemed necessary

9 Article IX: Electoral Procedures

- 9.1 The Vice-President Student Life 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 Campaign Period is held during the week before the General Assembly
- 9.3 Elections upon voting are to be held during the General Assembly
- 9.4 The Executive Committee may designate chairs and CROs to assist the running of elections in consultation with the President.
- 9.5 Elections are to be conducted by the voting of attendees, committee members and EB in the General Assembly
- 9.6 The Vice-President Student Life should be notified immediately in the event of contested electoral results.
- 9.7 Electoral by-laws maintain the structure of the elections and are available on the service website.

10 Article X: Constitutional Amendment Procedure

- 10.1 The President of the Service may propose an amendment to the Constitution.
- 10.2 In order to amend the constitution a majority vote at a EB meeting ~~must~~ be in favor of the proposed amendment
- 10.3 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 XI: Bylaws and Policies

- 12.1 The Service shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 12.2 The Service by-laws shall not contravene the Constitution.
- 12.3 The Service by-laws must be available to any member of the SSMU when and if requested.

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

- 13.1 In case of any inconsistencies between the Service Constitution and the SSMU Constitution and Internal Regulations, the latter shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and Internal Regulations and Policies shall take effect.