

# **John Molson International Exchange Committee**

## **Constitution Effective June 16, 2015**

### **ARTICLE 1: DEFINITIONS**

**BOD:** CASA Board of Directors

**CASA:** Commerce and Administration Students' Association

**CSEP:** Concordia Student Exchange Program

**Executive:** President, Vice Presidents and Directors of JIC

**JIC:** John Molson International Exchange Committee

**JMSB:** John Molson School of Business

**ISEP:** International Student Exchange Programs

**Simple Majority:** 50%+1 of a designated voting group

**Subsidiaries:** Committees and Associations that fall under the CASA umbrella

### **ARTICLE 2: NAME**

- 2.1. The name of the subsidiary shall be the John Molson International Exchange Committee hereafter referred to by its acronym "JIC".

### **ARTICLE 3: MISSION STATEMENT**

- 3.1. The JMSB CSEP Committee's (JIC) Mission is to promote academic study abroad opportunities, encourage peer support, coordinate social events & fundraising activities, as well as to create unity between different cultures and among future, current & former ISEP participants to & from the JMSB.

### **ARTICLE 4: OBJECTIVES**

- 4.1. Promote the CSEP (Concordia Student Exchange Program) to current and prospective JMSB students to encourage studying abroad;
- 4.2. Enable exposure to work, travel, and leisure opportunities abroad/in international settings for JMSB students;
- 4.3. Facilitate the transition to Montreal and JMSB for incoming exchange students to JMSB and Montreal through support programs, cultural integration, social activities, and other assistance;
- 4.4. Support students of JMSB throughout the exchange application process and prior to their departure from Montreal;
- 4.5. Provide a platform for JMSB students and international students to network.

## **ARTICLE 5: EXECUTIVE STRUCTURE**

- 5.1. The Executive structure of JIC shall consist of the following members:
  - 5.1.1. One President
  - 5.1.2. One Executive Vice President
  - 5.1.3. Vice President Academics
  - 5.1.4. One Vice President Finance
  - 5.1.5. One Vice President of Internal Affairs
  - 5.1.6. Vice Presidents of Marketing
  - 5.1.7. One Vice President of External Affairs
  - 5.1.8. Vice Presidents of Events
  - 5.1.9. One First Year Representative
- 5.2. The President has the sole authority to expand the positions listed in Article 5, create additional positions not listed in this Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of JIC.
- 5.3. The roles of the Executive Team will be subject to those required by the CASA-JMSB Constitution and Book of Policies.
- 5.4. Previous participation in JMSB's exchange program, such as a semester completed abroad before appointment, is required by anyone fulfilling the President and VP Academics roles.
- 5.5. Wherever possible, the majority of Executives should have previously been on exchange, for the purpose of being able to advise potential candidates of the program and answer relevant questions.

## **ARTICLE 6: RESPONSIBILITIES OF THE EXECUTIVE**

- 6.1. The President shall:
  - 6.1.1. Have previously participated in JMSB's exchange program
  - 6.1.2. Be ultimately responsible for JIC and its activities
  - 6.1.3. Call and preside at Executive team meetings.
  - 6.1.4. Be the official spokesperson for JIC on all occasions.

- 6.1.5. Ensure that member appointments are held in accordance with this Constitution and CASA regulations.
  - 6.1.6. Ensure that all members of the Executive team are completing their responsibilities.
  - 6.1.7. Meet regularly with the CASA Vice President Academic and Student Affairs to ensure JIC's effective representation to BOD.
  - 6.1.8. Be responsible for reviewing JIC's financial records monthly to assure the completeness and validity of all transactions and balances.
  - 6.1.9. Maintain signing authority along with the Vice President Finance.
  - 6.1.10. Prepare a monthly review and expense summary along with the Vice President Finance and to be submitted to the CASA Vice President Academic and Student Affairs.
  - 6.1.11. As per the CASA Constitution, provide an Annual Strategic Plan that includes a list of his/her position-specific as well as the overall Subsidiary goals and objectives to which he/she will be held accountable and which must be formally accepted at the August BOD meeting
  - 6.1.12. As per the CASA Constitution, submit a monthly written report on the activities of JIC to the BOD.
- 6.2. The Executive Vice President Shall
- 6.2.1. Have previously participated in JMSB's exchange program.
  - 6.2.2. Replace the President and take upon his/her duties when he/she is absent.
  - 6.2.3. Assist the President in decision-making and in the overall functioning of the Committee.
- 6.3. The Vice Presidents of Academics Shall
- 6.3.1. Have previously participated in JMSB's exchange program.
  - 6.3.2. Help outgoing JMSB students with their exchange application and academic matters pertaining to the CSEP program.
  - 6.3.3. Aid the **International Student Affairs Coordinator** during information sessions, interviews and all other academic matters with concern to the CSEP program
  - 6.3.4. Obtain the necessary information pertaining to incoming International students taking part in the CSEP program and helping them with academic matters.
- 6.4. The Vice President Finance Shall

- 6.4.1. Maintain signing authority of JIC's bank account along with the President.
  - 6.4.2. Create and manage budgets for JIC and its individual events and initiatives.
  - 6.4.3. Prepare a monthly revenue and expense summary to be submitted to CASA.
  - 6.4.4. Manage check requisition slips and reimbursement claims to be approved by the president.
  - 6.4.5. Regularly update the Executive team on budget and explain variances.
- 6.5. The Vice President Internal Affairs Shall
- 6.5.1. Manage the schedules of all executives, and maintain an internal calendar of all official events, meetings, and activities of JIC.
  - 6.5.2. Keep minutes at Executive team meetings
  - 6.5.3. Create post-mortem reports for all JIC events
  - 6.5.4. Assist the President in various administrative tasks
  - 6.5.5. If necessary, assist the President in improving the organizational structure and procedures of JIC.
  - 6.5.6. Become the liaison between JIC and the incoming CSEP students through newsletters and the creation of the **Buddy System**.
- 6.6. The Vice President Marketing Shall
- 6.6.1. Create a long-term marketing strategy for JIC
  - 6.6.2. Create a marketing strategy for each event
  - 6.6.3. Manage promotion via Facebook, Mailchimp, and the JIC website
  - 6.6.4. Answer messages submitted to JIC's Facebook page
  - 6.6.5. Manage JIC's website
  - 6.6.6. Creation of graphic content for JIC's events and initiatives
  - 6.6.7. Ensure standardization and functionality across all of JIC's marketing assets
- 6.7. The Vice President External Affairs Shall
- 6.7.1. Build and maintaining a relationship with sponsors
  - 6.7.2. Acquire speakers for events

- 6.7.3. Negotiate sponsorship agreements
- 6.8. The Vice Presidents of Events Shall
  - 6.8.1. Plan and ensure the functioning of the event logistics
  - 6.8.2. Contact and book event venues and transportation when necessary
- 6.9. The First Year Representative Shall
  - 6.9.1. Be an undergraduate student who has completed fewer than two semesters at JMSB.
  - 6.9.2. Be appointed by the president according to a schedule described by CASA.
  - 6.9.3. Work with all Executive Members in order to gain experience and end the year with a comprehensive knowledge of JIC's operations.

#### **ARTICLE 7: APPOINTMENT OF THE PRESIDENT**

- 7.1. Candidates for the position of JIC President must be approved by the outgoing JIC Executive team via two-thirds majority vote of the members present at a meeting duly convened for this purpose.
  - 7.1.1. This meeting must be scheduled during the CASA general elections period.
- 7.2. Voting shall follow the following process:
  - 7.2.1. Each member who has stated their intent to be nominated shall give a brief presentation, lasting no more than 5 minutes.
  - 7.2.2. The current President shall call a vote by roll call of all Executives of JIC.
  - 7.2.3. The candidate who receives the least votes shall be removed from consideration, and another vote shall occur until only one candidate remains; that candidate shall be appointed as President.

#### **ARTICLE 8: RESIGNATION AND REMOVAL FROM OFFICE**

- 8.1. The President may resign from his or her position by submitting a written notification to the CASA Vice President Academic and Student Affairs. Upon resignation, the office previously held by the President shall be considered vacant.
- 8.2. The President may be removed from his/her position by a special majority vote of the BOD upon the recommendation from the CASA Vice President Academic and Student Affairs or after a special majority vote of the Committee Executive approving a removal from office
- 8.3. Each Executive shall have the right to resign from his/her position by providing the President with a formal written notice five university days prior to it taking effect.

**ARTICLE 9: AMENDMENTS**

- 9.1. This Constitution shall be reviewed annually by the Executive team.
- 9.2. Amendments to this constitution must be adopted by a two-thirds (2/3) majority vote of the Executive members present at a meeting specially convened for this purpose prior to being brought to CASA's Board of Directors or its Policy Committee for ratification.

**ARTICLE 10: CASA CONSTITUTION**

- 10.1. Where items are not defined in this Constitution or there are inconsistencies with the official CASA governance documents, the latter shall take precedence.
- 10.2. Only the physical copy of this Constitution filed in the CASA office is considered binding.

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Caroline Daoust-Larente, President

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James Vaccaro, Temporary Chairperson