

Menno Simons College Student Association Constitution

I. Mission

The Menno Simons College Student Association (MSCSA) strives to embody the spirit and principles of peace, justice, equality, social action, and community. The MSCSA Coordinating Committee is a voice for the MSCSA membership, including students and those in our local and global communities, promoting the values of the disciplines of Conflict Resolution Studies (CRS) and International Development Studies (IDS). To achieve this goal, the MSCSA Coordinating Committee organizes, participates in and/or supports community building activities and independent initiatives; Committee members endeavor to anticipate and respond to the needs of those whom they serve.

II. Membership

All students enrolled in at least one CRS and/or IDS course within a given academic year, and/or students who have declared a major in IDS and/or CRS, will be considered members of the MSCSA. No membership is required but students are asked to sign a membership form to release their contact information.

Students may be involved in the MSCSA as well as other students groups, though they may not be individually elected for roles in both groups; but if a role is shared as a co-position, either of the co-members may hold an elected role in another group. The Facilitator of the MSCSA must not be an elected member of another student group.

III. Involvement

All Menno Simons College students are welcome to be involved within the MSCSA Coordinating Committee, at events and with other activities. All Coordinating Committee positions are volunteer-based and are ideally filled at a commissioning meeting held in late March. All those who seek Committee positions should make their interest known to the current Coordinating Committee at least two weeks before the annual commissioning meeting. The commissioning meeting shall be advertised at least two weeks in advance to MSC students via posters, social media, and the MSC Connections (e-newsletter).

All members of the Coordinating Committee are expected to embody the mission of the MSCSA within their actions on and off campus. The Coordinating Committee also commits to promoting their roles to MSC students throughout the year in order to find new recruits for the following academic year (i.e. classroom visits, intentionally communicating with students regarding the MSCSA). All students elected for a Coordinating Committee position must commit for the entire academic year (both Fall and Winter terms).

The MSCSA *strongly* encourages prospective members of the Coordinating Committee to consider their availability and interest for these roles before volunteering. If a Committee member is unable to fulfill the responsibilities of their role, concerned persons should speak directly to the individual first. If this fails, the Committee shall be notified and shall respond appropriately.

In the event that two or more people wish to hold the same position, the MSCSA Coordinating Committee encourages job sharing and/or expanding the position description in a way that is amenable to all parties, including the other members of the Committee. Co-positions will be

permitted in the event that two students would like to share a position, though no more than two students may fill one role.

IV. Coordinating Committee

The MSCSA Coordinating Committee is made up of five elected positions and volunteers (who assist Committee members with their agenda), who meet on a weekly basis to coordinate activities, as well as to discuss and make decisions on issues relevant to the MSCSA and MSC student body.

The MSCSA has five annually elected positions that comprise the Coordinating Committee and MSCSA membership. These positions are currently outlined in the following statement. It is imperative that students fully understand what is required of them in the year-long commitment which they have agreed to fulfill.

Members of the Coordinating Committee include:

- A. Facilitator
- B. Secretary/Treasurer
- C. Communications Coordinator
- D. Events Coordinator
- E. Sustainability Coordinator

A. Facilitator

The Facilitator directs and oversees all aspects of the MSCSA and its activities. Duties include, but are not limited to:

- Leading the vision and direction of the MSCSA, in correlation with its mission statement
- Acting as a liaison between the MSCSA and Menno Simons College
- Setting the agenda (in conjunction with others) for meetings
- Calling and facilitating the MSCSA general meetings
- Communicating and collaborating with the UWSA, CMU Student Council and other groups with similar interests
- Applying to the UWSA on an annual basis for “Recognized Student Group Status”
- Ensuring the MSCSA Constitution is upheld
- Ensuring the MSCSA operates on a consensus model
- As a member of both the CMU Board and Council as a MSC Student Representative, the Facilitator agrees to attend the Canadian Mennonite University Council and Board Meetings, or appoint a replacement from the MSCSA executive to attend meetings
- Attend MSC College Council meetings as a student representative
- Initiating and supporting an openly transparent process of MSCSA work and leadership transition
- Overseeing the transition from the current MSCSA executives to the newly elected MSCSA executives by ensuring new executive members understand their position and have all required documents

B. Secretary/Treasurer

The Secretary/Treasurer prepares and maintains accurate records of the MSCSA's activities and financial statements. Duties include, but are not limited to:

- Recording and preparing minutes for MSCSA meetings
- Promptly distributing meeting minutes to the Coordinating Committee through email in order for the Communications Coordinator to distribute the minutes to the MSCSA membership
- Organizing relevant MSCSA information and documentation
- Maintaining MSCSA membership records
- Being responsible for the financial accounts of the MSCSA
- Working with the MSCSA Coordinating Committee to budget events for the year
- Signing power for the MSCSA
- Negotiating funding through the UWSA and Menno Simons College
- Grant writing, when necessary

C. Communications Coordinator

The Communications Coordinator aids in advertising, updating and raising awareness for the Menno Simons College student body. Duties include, but are not limited to:

- Managing the MSCSA Facebook site (Menno Simons College Student Association) and email account (mcscacontact@gmail.com), updating it regularly with Menno Simons College events and local events that relate to the culture and programs of Menno Simons College (CRS/IDS/Human Rights)
- Responding to emails sent to the MSCSA email account, as well as responding to Facebook messages sent to the MSCSA Facebook account
- Encouraging students to communicate with the MSCSA, either through email, Facebook, or personally
- Sending out MSCSA Coordinating Committee minutes to the MSCSA ListServ, to ensure a transparent process and to raise awareness of activities occurring in the Coordinating Committee
- Ensuring that MSC students, faculty and staff are aware of MSCSA events and/or local events the MSCSA supports through social media, vocal communication, etc. and that the information posted about these events is correct (e.g. ensuring online information and posters match)

D. Events Coordinator

The Events Coordinator leads the creation and running of events that fulfill the MSCSA mission and the interests of the MSCSA membership. Duties include, but are not limited to:

- Leading the organization and planning of social activities (in correlation with the MSCSA executives) to bring MSC students, faculty and staff together
- Working in conjunction with MSC Student Services and the Facilitator to plan community events
- Inviting MSCSA members to participate in events and actions
- Supports the actions of the Initiatives Coordinator, when related to events
- Organizing and booking event locations, special guests (e.g. speakers, bands, etc. if an event requires), catering

- Arranging the printing of tickets and posters for events

E. Sustainability Coordinator

The Sustainability Coordinator is responsible for the environmental, community, and organizational sustainability of the MSCSA Coordinating Committee. Duties include, but are not limited to:

- Organizing and maintaining the garbage/recycling/composting bins in the MSC student lounge (taking out compost, buying new compost bags, cleaning bins, if needed)
- Communicating with the UWinnipeg Sustainability Office regarding the MSCSA Coordinating Committee's environmental sustainability actions (they may assist and provide tips)
- Ensuring all MSCSA purchases (as best as possible) produce minimal waste, promote healthy, sustainable communities and just production of goods and services (e.g. purchasing Fair Trade products; purchasing from social enterprises and local businesses that promote values taught in MSC programs)
- Being aware of how MSCSA actions affect the community (MSC, UWinnipeg, and beyond) and the environment and, thus, proactively helping the MSCSA Coordinating Committee act in ways that are sustainable for the environment, the organization, and the community

V. Meetings

Meetings are generally one hour in length and occur in the Menno Simons College Boardroom. The meeting times will be determined by finding a mutually convenient time for all Coordinating Committee member, and will be adjusted when a new academic terms begin. A suggested time to discuss meeting times is at the MSCSA Retreat (early September) and the last MSCSA meeting of the Fall Term.

VI. Finances

In the beginning of each academic term, the Coordinating Committee must create a proposed budget, with input from each member regarding potential expenses for the coming term. The Secretary/Treasurer is responsible for maintaining financial accounts and records.

VII. Amendments

Amendments to the MSCSA Constitution require the approval of the MSCSA Coordinating Committee. The updated Constitution should be distributed to the membership through the MSCSA ListServ and a copy should be left with the MSC Student Services Assistant and/or Academic Advisor for filing; an electronic copy should be sent to the MSC Social Media Coordinator for updating on the MSC website.

VIII. Constitution as a Document

It is with a spirit of pragmatism and of looking forward that we have created this document. It was recognized that there was a need for student activities and the MSCSA was revived for this purpose. This document was created to serve as a framework for interested students who want to participate in a student association. This document is a starting point and should be interpreted

and applied in a way that makes sense for the current membership and holds true to the intended spirit of the mission.