

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 will be a voice for the MSCSA memberships including students students and those in our local and global communities, promoting the values of the disciplines of Conflict Resolution Studies and International Development Studies. To achieve this goal, the MSCSA Coordinating Committee will organize, participate in and/or support community building activities and independent initiatives; executives will 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 have declared their 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.

III. Involvement

All Menno Simons College students are welcome to be involved within the MSCSA Coordinating Committee; within the Coordinating Committee and in the events and other activities. All Coordinating Committee positions are volunteer-based, and are ideally filled at a commissioning meeting held in late March. All those who are seeking executive 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 the MSC students via posters and the MSC ListServ.

All members of the Coordinating Committee are expected to embody the mission statement of the MSCSA within their actions on and off campus. 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 these roles, 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 which is amenable to all parties, including the other members of the committee.

IV. Coordinating Committee

The MSCSA Coordinating Committee is made up of five elected executive positions and volunteers (whom assist the executives 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.

The MSCSA has five annually elected positions that create the executives of the Coordinating Committee and MSCSA membership. These positions are currently outlined in the following

statement. It is imperative that the student fully understands what is required of them in the year-long commitment in which they have agreed to fulfill.

Executives 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:

- To lead the vision and the direction of the MSCSA, in correlation with its mission statement
- Acts as a liaison between the MSCSA and the Menno Simons College
- Sets the agenda (in conjunction with others) for meetings
- Calls and facilitates the MSCSA general meetings
- Communicates and collaborates with the UWSA, CMU Student Council and other groups with similar interests
- Applies to the UWSA on a yearly basis for “Recognized Student Group Status”
- Responsible for ensuring the MSCSA Constitution is upheld
- Ensures the MSCSA operates on a consensus model
- As a member of both the CMU Board and Council as a MSC Student Representative, the Facilitator must attend the Canadian Mennonite University Council and Board Meetings, or appoint a replacement from the MSCSA executive to attend meetings
- Responsible for initiating and supporting an openly transparent process of MSCSA work & leadership transition
- Oversees the transition from the current MSCSA executives to the newly elected MSCSA executives, by ensuring new position holders 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 the minutes for MSCSA meetings
- Distribute meeting minutes promptly to coordinating committee through email in order for the Communication 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 the College
- Grant writing when necessary

C. Communications Coordinator

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

- Required to manage Facebook site (Menno Simons College Student Association) and email account (mcsacontact@gmail.com)
- Regularly updating with Menno Simons events, local events that regard Menno Simons culture (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 communicating with us, either through email, facebook, or personally
- Send out MSCSA Coordinating Committee minutes to MSCSA ListServ, to ensure a transparent process and to bring awareness of activities occurring in the Coordinating Committee to membership
- Required to ensure that students and faculty are aware of MSCSA events and/or local events the MSCSA supports through social media, vocal communication, etc. and that the info posted about these events are correct (such as the information online and on posters match)

D. Events Coordinator

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

- Leading the organization and planning of social activities (in correlation with the MSCSA executives) which bring students, faculty and staff together
- Working in conjunction with MSC Director of Student Services and facilitator to plan community events
- Inviting MSCSA members to participate in such events and actions
- Responsible for organizing or appointing the task of booking event locations, special guests (such as Speakers, Bands, etc if an event requires such), catering, arranging ticket and poster printing, etc.

E. Sustainability Coordinator

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

- The organization and maintenance of the garbage/recycling/composting bins in the student lounge (such as taking out the compost, buying new compost bags, cleaning bins if necessary)
- Be in communication with the U of W Sustainability office regarding our committee's environmental sustainability actions (for they may assist us and provide tips)

- Responsible for ensuring all MSCSA purchases (as best as possible) produce as little waste as possible, and promote healthy, sustainable communities and just production of goods and services (i.e. buying fair trade products, buying from social enterprises and local businesses that promote values as taught in CRS and IDS, etc.)
- Promote the MSCSA to students in order to find new recruits for the following academic year of the MSCSA coordinating committee (i.e. class room visits, making an effort to communicate with students regarding the MSCSA)
- Be aware of how MSCSA actions affect the community (MSC, Winnipeg, and beyond), and the environment, and thus, be proactive in helping the MSCSA coordinating committee make sustainable actions for the sustainability of our environment, organization, and community

V. Meetings

Meetings are generally one hour in length, and occur in the Menno Simons College broad room. The meeting times will be determined by finding a time that suits with every MSCSA executive, and will be adjusted as new academic terms begin. A suggested time to discuss meeting times is at the MSCSA Retreat in the beginning of September, and the last MSCSA meeting in the Fall Term.

VI. Finances

In the beginning of each academic term, the MSCSA executives must create a proposed budget, with input from each executive position of what each position's potential expenses may be in 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, a copy should be left with the Director of Student Services for filing, in addition to an electronic copy sent to the Social Media Coordinator so the MSCSA Constitution on the MSC website can be updated.

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 it should be interpreted and applied in a way which makes sense for the current membership, and which holds true to the intent spirit of the mission.