

Menno Simons College Student Association Constitution

I. Mission

The Menno Simons College Student Association (MSCSA)¹ strives to embody the spirit and principles of peace, justice, equality, social action, and community. The MSCSA is a voice for MSC, including students and those in our local and global communities, promoting the values of Conflict Resolution Studies (CRS) and International Development Studies (IDS). To achieve this goal, the MSCSA organizes, participates in and/or supports community building activities and independent initiatives; members endeavor to anticipate and respond to the needs of those whom they serve. The MSCSA strives to integrate sustainability practices and considers such values in every purchase, initiative, and event.

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 student groups, though they may not be individually elected for roles in both groups. If a role is shared as a co-position, only one 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 invited to be involved with the MSCSA at events, meetings, and other activities. All MSCSA positions are volunteer-based and are ideally filled during elections in March. Those who seek MSCSA positions should make their interests known to the current cohort at least two weeks before the election period. All interested students are encouraged to attend an MSCSA meeting prior to the beginning of elections.

All members of the MSCSA are expected to embody the mission of the MSCSA within their actions on and off campus. The MSCSA 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 position must commit for the entire academic year (both Fall and Winter terms).

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

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

¹ For the purposes of this document, MSCSA refers to the elected members who are representatives of the entire MSC student body.

IV. MSCSA Structure

The MSCSA is made up of six elected volunteer positions 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. Every position of the MSCSA can have a Co-, except the Menno Simons College Student Representative. It is imperative that students fully understand what is required of them in the year-long commitment which they agree to fulfill.

The MSCSA positions that comprise the collective membership are outlined in the following section:

- A. Facilitator
- B. Secretary/Treasurer
- C. Communications Coordinator
- D. Events Coordinator
- E. Community Liaison
- F. Menno Simons College Student Representative

A. Facilitator

The Facilitator directs and oversees all aspects of the MSCSA and its activities. While the Facilitator ensures that the MSCSA operates on a consensus model, they also have the authority to make final decisions in the event of a stalemate. Duties include, but are not limited to:

- ❖ Leading the vision and direction of the MSCSA, in correlation with its mission statement
- ❖ Determining weekly meeting times based on majority or consensus
- ❖ Setting agenda (in conjunction with others) for meetings
- ❖ Calling and facilitating MSCSA general meetings
- ❖ Communicating and collaborating with the UWSA, CMU Student Council, and other groups with similar interests (as applicable)
- ❖ Ensuring the MSCSA Constitution is upheld
- ❖ Deciding on quorum at the beginning of the academic year
- ❖ As a student representative of both the CMU Board and Council, the Facilitator agrees to attend the Canadian Mennonite University Council and Board Meetings, or appoint a replacement from the MSCSA executive to attend meetings
- ❖ 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 positions and have all required documents
- ❖ Attending MSC College Council meetings as a student representative

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
- ❖ Submitting meeting minutes to the MSC Academic Advisor for review/edits and posting to the MSC website, to ensure a transparent process and raise awareness of activities
- ❖ Organizing relevant MSCSA information and documentation

- ❖ Responsibility for the financial accounts of the MSCSA
 - Working with the MSCSA to budget events for the year
 - Signing power for the MSCSA
 - Negotiating funding through the UWSA and Menno Simons College
 - Grant writing, as necessary
- ❖ Working alongside the Events Coordinator to coordinate purchases, bookings, and finances for events

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:

- ❖ Renewing UWSA ‘Affiliated Student Group Status’ before the academic year
 - <https://theuwsa.ca/uwsa-student-groups/>
- ❖ Updating UWSA benefits as necessary (ref. V below)
 - NOTE: All student groups must complete the UWSA online Positive Space training before being approved as a student group. The Communications Coordinator should keep updated on this training and share with the rest of the MSCSA.
- ❖ Managing the MSCSA social media platforms and email account (mcscacontact@gmail.com), updating regularly with Menno Simons College events and local events that relate to the culture and programs (CRS/IDS) of Menno Simons College
- ❖ Responding to emails sent to the MSCSA email and social media accounts
- ❖ Encouraging students to communicate with the MSCSA, either through email, social media, or personally
- ❖ Ensuring that MSC students, faculty, and staff are aware of MSCSA events and/or local events the MSCSA supports through social media, oral communication, etc. and that the information posted about these events is correct (e.g. ensuring online information and posters match)
- ❖ Sharing relevant information with Facilitator(s) as needed

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. This relates to events that occur within the MSC community. The Events Coordinator also supports, but does not plan, external relations under the domain of the Community Liaison. Duties include, but are not limited to:

- ❖ Organizing and planning social activities, in conjunction with the MSCSA and MSC Student Services, to bring MSC students, faculty, and staff together
- ❖ Working alongside the Treasurer in organizing and booking event locations, catering, media equipment, special guests (e.g. speakers, bands), as applicable
- ❖ Arranging the printing of tickets and posters for events
- ❖ Inviting the MSC community - and broader community, as relevant - to participate in events and actions
- ❖ Working alongside MSC Recruitment and Student Services Assistant in planning MSC student activities, in addition to MSCSA planned events
- ❖ Taking responsibility for the organization of event planning; i.e. informing MSCSA of responsibilities required for putting on events and managing the delegation of such tasks

- This includes maintaining a schedule/timeline for tasks and promotion of events
- ❖ Developing surveys and/or questionnaires at the beginning of the year to find out what events and/or initiatives students would like to see the MSCSA organize; summarizing reoccurring suggestions/themes and reporting at MSCSA meetings

E. Community Liaison

The Community Liaison is responsible for the community initiatives of the MSCSA. This position works closely with the Events Coordinator. Duties include, but are not limited to:

- ❖ Communicating with the UWinnipeg Campus Sustainability Office (CSO) regarding the MSCSA's environmental sustainability actions (they may assist and provide tips)
- ❖ Working to establish relationships with the UWinnipeg community at large, as well as networking within the local community to strengthen the university experience of MSC students
- ❖ Searching for opportunities for students to be engaged in the community through volunteering, internships, and work placements
 - Collecting information about opportunities, posting within MSC, and sending to the Communications Coordinator for social media
- ❖ Initiating relationships with other student organizations and departments of UWinnipeg, such as the Campus Sustainability Office, GCSAC, ISA, etc.
- ❖ Supporting the MSC Student Representative when necessary with promotion/sharing of UWSA related events and initiatives
- ❖ Organizing a minimum of four initiatives during the academic year that benefit other community programs. The Liaison is the key organizer for these initiatives, and is responsible for obtaining approval from the rest of the MSCSA for support and the delegation of tasks required to complete initiatives. These community initiatives are the domain of the Liaison and do not follow the typical responsibility delegation of other MSCSA tasks unless organized by the Liaison.
 - Examples of initiatives: donation drives, volunteering, opportunities, awareness campaigns, etc.)
- ❖ Honouring the values of Treaty 1 Territory and the Indigenous community and maintaining a respectful connection between MSCSA activities and these values

F. Menno Simons College (MSC) Student Representative

The MSC Student Representative will represent the MSCSA and its mission on the University of Winnipeg Students' Association (UWSA) Board of Directors (BoD). The MSC Student Representative is expected to meet and exceed the UWSA expectations for its Board of Directors members. The Menno Simons College Student Representative shall be a University of Winnipeg student enrolled in Menno Simons College. This is defined as any and all students enrolled in at least one (1) half (1/2) courses, three (3) credit hours, in the departments of Conflict Resolution Studies (CRS) and International Development Studies (IDS), during the academic year, and/or who have declared their major in Conflict Resolution Studies or International Development Studies, who have a valid University of Winnipeg ID card, and who have paid their UWSA student fees. Expectations include, but are not limited to:

- ❖ Acting as as spokesperson for and ensuring the interests particular to MSC students are represented at the Board of Directors while at all times keeping in mind the general welfare of the UWSA and all of its Members

- ❖ Attending the scheduled BoD orientation organized by the Executive Directors in concert with the UWSA General Manager and UWSA staff. Only extenuating circumstances will permit another BoD Orientation to be arranged within two (2) months of taking office.
- ❖ Assisting the Vice President External Affairs and President in corresponding with the University of Winnipeg, Canadian Mennonite University, government, and community as necessary on matters relevant to MSC students
- ❖ Attending monthly UWSA meetings and the UWSA Annual General Meeting
- ❖ Acting as a liaison with the MSCSA
- ❖ Performing such duties that the BoD determines from time to time by motion or By-Law
- ❖ Joining a UWSA sub-committee at the beginning of the academic year
- ❖ Developing monthly BoD reports and sending them to the Chair
- ❖ Sharing UWSA related Student Initiatives, Services, Events/Spaces, Advocacy, and Opportunities at MSC
 - Print posters, speak in classes, share on MSCSA/MSC social media
 - Information can be found here: <https://theuwsa.ca>
- ❖ Attending MSCSA meetings biweekly as a minimum

As a member of the UWSA BoD, the MSC Student Representative is entitled to a five hundred dollars (\$500) honorarium at the end of their term provided the person holding the position fulfills all duties and requirements as per the UWSA By-Laws. As per conversations that the MSC Student Representative had in the 2019-2020 academic year with UWSA staff, the honorarium is for the individual completing this role. It is against UWSA By-Laws for the honorarium to go to the MSCSA/MSC in any way.

V. UWSA Affiliated Student Group Status

The MSCSA is a part of the Affiliated Student Group Status collective. This group is comprised of University of Winnipeg students and non-University of Winnipeg students, including community members and members from external organizations or institutions. Affiliated Groups may have consistent funding or support from external organizations or chapters. It is important for all MSCSA members to acknowledge the benefits that may suit their specific duties and/or that of the whole group.

The benefits of Recognized Groups and Affiliated Groups are as follows:

- ❖ Free space bookings through the UWSA Events Manager
- ❖ A yearly printing budget of \$20 for Affiliated Groups
- ❖ Event discounts through the Events Department
- ❖ Social media promotion through UWSA media outlets
- ❖ Accounting services through the UWSA Business Manager

Benefits are to be reviewed by the Communications Coordinator annually and updated as necessary. Information can be found here: <https://theuwsa.ca/uwsa-student-groups/>

VI. 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 members, and will be adjusted when a new academic term begins. A suggested time to discuss meeting times is at the MSCSA Retreat (early September) and the last MSCSA meeting of the Fall term.

VII. Finances

In the beginning of each academic term the Secretary/Treasurer is encouraged to 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. The Secretary/Treasurer and Facilitator should be consulted for approval prior to purchasing.

VIII. Amendments

Amendments to the MSCSA Constitution require the approval of the MSCSA as a whole. The updated Constitution should be distributed to the members and an electronic copy should be sent to the MSC Academic Advisor for updating on the MSC website.

IX. 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.