**Constitution of the Jewish Studies Students’ Association (JSSA)**

Article I – Establishment

1.1 The society shall be known as the “Jewish Studies Students’ Association of McGill

University” (JSSA);

~~1.2 Any undergraduate student currently enrolled in a class under the Department of Jewish~~

~~Studies is considered to be a member of the JSSA;~~

~~1.2.1 Students not enrolled in the Major, Minor, [Honours, or Joint Honours] program in Jewish Studies shall only be considered members of the JSSA for the duration of the Jewish Studies course;~~

Article II – Mandate

2.1 The mandate of the JSSA shall be;

2.1.1 To represent the interests of students in Jewish Studies to the various decision-making bodies at the AUS, SSMU, the Department and the Faculty;

2.1.2 To act as a liaison between the Department and the students, transmitting information to both parties;

2.1.3 To ensure that the needs of students are always foremost in the minds of the decision makers of the Department.

Article III – Membership

3.1 Any undergraduate student currently enrolled in the Major, Minor, Honours, or Joint Honours programs in the Department of Jewish Studies shall be considered a member

3.2 Any undergraduate student currently enrolled in a class under the Department of Jewish Studies shall be considered a member of the JSSA.

3.3 Students not enrolled in the Major, Minor, Honours, or Joint Honours programs in Jewish Studies shall only be considered members of the JSSA for the duration of the Jewish Studies course.

Article IV – Executive

4.1 The executive committee of the JSSA shall run the day-to-day operations of the

Association.

4.2 The executive shall be chaired by the Nasi/Nasiah (President)

4.3 The executive shall include;

4.3.1 VP External

4.3.2 VP Academic

4.3.3 Gizbor/Gizborit (VP Finance and Operations)

4.3.4 Mazkir/Mazkirah (VP Communications)

4.4 All executives must be in satisfactory academic standing and enrolled at McGill in a Major or Minor program in Jewish studies for the duration of their term;

4.5 Should any member of the executive not fulfill his/her duties as laid out in this constitution, they may be removed by a 2/3 vote of the rest of the executive.

4.6 In the event a position is not filled during elections or becomes vacant during the year through resignation or removal, its duties shall become the responsibility of the President;

4.7 The executive may appoint a member of the society to fill the empty position.

4.8 Each member of the executive committee shall be responsible for the preparation and transition of their successor

4.9 The following positions may be created at the discretion of the Executive:

4.9.1. U1 Representative

4.9.2. VP Events

Article V – Nasi/Nasiah Duties

5.1 The Nasi/Nasiah shall be responsible for the overall coordination of the society;

5.1.1 S/He shall ensure that the duties of the executive are met;

5.2 The Nasi/ah shall be the official spokesperson of the Society;

5.3 The Nasi/ah shall be an ex-officio member of all Association Committees;

5.4 If two people wish to serve as ‘Co-Nasiim’ they may run together in Executive elections;

5.5 Any and all responsibilities not laid out in this constitution shall become the responsibility of the Nasi/ah;

5.6 The Nasi/ah may choose to delegate any of his/her responsibilities to other members of the Society.

Article VI – VP External

6.1 The VP External shall sit as the JSSA’s official representative to the AUS Legislative Council;

6.2 The VP External shall represent the JSSA to all outside bodies and councils;

6.3 The VP External shall facilitate dialogue between the JSSA and other Jewish groups on campus ~~Hillel McGill~~;

~~6.4 The VP External shall be responsible for organizing all academic-related events in coordination with the department;~~

6.4 The VP External shall serve as the representative of the JSSA to all academic committees of the Department and Faculty to which the association is given a seat.

Article VII – VP Academic

7.1 The VP Academic must be enrolled in the Jewish Studies Major or Minor program as a full- time student;

7.2 The VP Academic must be in satisfactory academic standing and be enrolled at McGill for the duration of his term;

~~6.3 The VP Academic shall be responsible for organizing all JSSA public events in consultation with the other executives;~~

~~6.4 The VP Academic shall work with the VP Finance and Operations to ensure that all events remain within the budget of the Society;~~

6.3 The VP Academic shall manage all academic-related inquiries and events in coordination with the department;

6.4 The VP Academic shall be responsible for the organization of tutoring services;

~~6.4.1 The VP Academic shall report to the JSSA Executive on the 1~~~~st~~ ~~Day of every month regarding~~

~~the planning process;~~

~~6.5 The VP Academic in consultation with the VP Finance and Operations shall be responsible for regular fundraisers.~~

7.5 The VP Academic shall be the official liaison with Dorot: The McGill Journal of Undergraduate Jewish Studies ~~Chair of the Academic Journal Committee~~.;

7.6 The VP Academic shall be responsible for attending each Departmental Academic Round-Table (DART) held by the AUS, excluding in the event that such round-tables are in conflict with Jewish religious observances such as Holidays and Shabbat.

Article VIII - Gizbor/Gizborit (VP Finance and Operations)

8.1 The VP Finance and Operations shall be responsible for creating a ‘Programming Calendar’;

8.2 The VP Finance and Operations is responsible for submitting the annual budget of the society to the AUS VP Finance ~~and Operations~~ by ~~at least 1 week prior to~~ by the due date set by the AUS;

8.3 The VP Finance and Operations shall act as liaison between the Association and the AUS VP Finance, who oversees the Association’s bank account.

8.4 The VP Finance and Operations shall be responsible for submitting all receipts and

cheque requisition forms to the AUS;

8.5 The VP Finance and Operations must report on a bi-weekly basis to the Nasi/ah regarding

the state of the Society’s finances;

8.6 The VP Finance and Operations shall be responsible for securing funding for the Jewish

Studies Academic Journal;

8.7 The VP Finance and Operations shall be responsible, in consultation with the VP Academic

for organizing regular fundraisers;

8.8 The VP Finance and Operations shall be responsible for coordinating all applications to

exterior funds for money.

Article IX – Mazkir/ah (VP Communications)

9.1 The Mazkir/ah shall be responsible for all communications between the association and its membership;

9.2 The Mazkir/ah shall take minutes at all meetings of the Association.

9.3 The Mazkir/ah shall be responsible for coordination with the rest of the executive for creating and distributing regular [weekly] email ~~updates~~ [listservs] on the actions of the society;

9.4 ~~The Mazkir/ah shall be responsible for the creation and distribution of printed cultural newsletters at least once per semester;~~

9.5 The Mazkir/ah shall be responsible for advertising all events, activities or other important information related to the JSSA;

9.6 The Mazkir/ah shall be responsible for maintaining the Facebook page and all relevant social media accounts.

Article X – Standing Committees of the Society

10.1 There shall exist an “Academic Journal Committee”

10.2 This Committee shall be responsible for the annual publishing of the ‘Undergraduate

Journal of Jewish Studies’;

10.3 The Chair of the committee shall be the VP Academic

10.4 The Committee shall solicit submissions for the journal through all means of communication and publicity available to them;

10.5 The committee shall be responsible for selecting from amongst the submissions, which papers get published;

10.6 The committee shall also be responsible for the editing and layout of the journal.

10.7 The committee shall ensure that the Journal is published no later than the first day of exams of the Winter Semester.

10.8 Other committees may be struck at the discretion of the Executive.

Article XI – Affiliation

11.1 The JSSA shall operate under the auspices of the Arts Undergraduate Society of McGill

University (AUS) as stipulated in the AUS Constitution

11.2 The JSSA is affiliated with the Department of Jewish Studies.

Article XII – Finances

12.1 The JSSA must adhere to the AUS Financial By-Laws

12.2 The JSSA must undertake fundraising activities, either through applying for grants or direct fundraising.

Article XII – Amendment

13.1 To amend this Constitution, suggestions must pass the Executive with a two-thirds vote

(2/3);

13.2 An amended Constitution must be reviewed and accepted by AUS Council.

Article XIV – Elections

14.1 All executive members of the JSSA are appointed to the JSSA executive committee after an application process including:

14.1.2 A list of 15 signatures from the membership;

14.1.3. Written answers to a series of questions concerning the candidate’s skills and suitability to

the position.

14.2 Given the size of the Jewish Studies department, this is the most suitable method of election

that ensures the ongoing existence of the JSSA.

Article XV – Religious Observance

15.1 The JSSA will not conduct business on Saturdays in accordance with the observance of

Shabbat (Friday at sundown until Saturday night one hour after sundown) as well as on

Jewish Holidays that require religious observance.

15.2 Any event that is singularly hosted by the JSSA must have kosher food exclusively.

15.3 Any event that is hosted in conjunction with another organization must provide sufficient

kosher food options.