

WORLD ISLAMIC AND MIDDLE EAST STUDIES STUDENTS' ASSOCIATION  
CONSTITUTION

Ratified by Membership on: Sept 20, 2018

Ratified by AUS on: October 3rd, 2018

**LAND ACKNOWLEDGEMENT:**

We acknowledge that McGill University and the Institute of Islamic Studies is located on the unceded land of the Kanien'kehá:ka (Mohawk) people. The Kanien'kehá:ka are one of the five founding nations of the Haudenosaunee confederacy and are known as the "Keepers of the Eastern Door." The island we call Montréal is known as Tiotia:ke in the Kanien'kehá:ka language, and has historically served as a meeting place for other indigenous nations.

In our studies in the World Islamic and Middle East Studies Department, we pursue understanding and solidarity with people in the Middle East and throughout the Islamic world. We likewise affirm our desire for solidarity with indigenous communities here in Tiotia:ke and across Turtle Island (North America) by promoting an inclusive academic space for indigenous histories and narratives to be heard alongside those in our own field of study.

**ARTICLE I: Name**

1.1 World Islamic and Middle East Studies Students Association, also referred to hereinafter as WIMESSA.

**ARTICLE II: Mandate**

2.1 WIMESSA's mandate shall be to:

To enrich the lives of students in the World Islamic and Middle East Studies degree programs and Arabic, Persian, Urdu, and Turkish Language Minors through relevant programming and events.

To provide to membership and be aware of resources available on campus ranging from mental health services to exchange and internship information.

To act as a forum for discussion to all students in World Islamic and Middle East Studies (and language minors) to discuss matters internal and external to the Association and department.

To represent and advocate for the interests of WIMESSA members. All members of the WIMESSA Executive will be open to hearing academic and non-academic grievances from constituents.

**ARTICLE III: Membership**

3.1 WIMESSA Membership is open to all students enrolled in World Islamic Middle East studies degree programs and Middle Eastern Language Minors (Arabic, Persian, Turkish and Urdu).

**ARTICLE IV: Executive Committee**

4.1 The Executive Committee shall administer WIMESSA and oversee its events.

4.2 The Executive Committee is composed of the following 5 portfolios:

- President (or co-presidents):
- VP Finance

- VP Internal
- VP External
- VP Academic
- VP Internships and Exchange
- VP Events

4.3 The Executive Committee shall meet for an extended meeting as close to the beginning of the fall semester as possible (with the entire executive committee present), after which the executive committee will meet bi-weekly at least.

## **ARTICLE V: Portfolios**

5.1 The President (or co-presidents) shall:

- Facilitate WIMESSA meetings.
- Act as chief executive officer, chief representative, and chief spokesperson for WIMESSA.
- Oversee events.
- Coordinate and, if necessary, moderate between WIMESSA executives.

5.3 The VP Finance shall:

- Be in charge of organizing WIMESSA's finances.
- Put together a yearly budget for WIMESSA activities and submit it to the AUS.
- Ensure the funding and financial stability of the club.
- Be intimately familiar with the Finance section of the AUS Financial Guidebook.
- Be consciously aware of funding sources available to WIMESSA (i.e. through AUS and SSMU, etc.) and be able to suggest those when necessary.

5.4 The VP Internal shall:

- Shall be responsible for booking rooms, setting WIMESSA meeting agendas, and taking minutes at WIMESSA meetings.
- Organize elections and tally votes.
- Serve as a connection between faculty, staff, and the association.
- Organize the optional annual WIMESSA executive retreat.
- Disseminate Listservs to membership with relevant information, including updating the WIMESSA mailing list.
- Administer WIMESSA's various social media accounts. .
- Be responsible for promoting WIMESSA's image in the McGill community.
- Coordinate the submission and distribution of annual WIMESSA elections and all by-elections materials.

5.5 The VP External shall:

- Attend all AUS Council Meetings.
- Foster good relations and liaise between WIMESSA and other departments and associations.
- Actively pursue opportunities to collaborate with other departmental organizations and groups.
- Be responsible for developing healthy relations with student and community organizations in McGill, particularly those clubs related to the Middle East.

5.6 The VP Events shall:

- Propose, organize and facilitate special WIMESSA programming such as coffee hours, guest speakers and Association outings.
- Be responsible for compiling a post-event report for each event hosted by WIMESSA and submitting said report to the WIMESSA Google Drive.
- Designate and ensure the attendance of at least two sober individuals at all WIMESSA events involving the consumption of alcohol.

5.7 The VP Academic shall:

- Advocate and represent WIMESSA members' interests within the department, AUS, McGill administration and faculty.
- Sit on relevant departmental, AUS, and McGill committees.
- Coordinate the association's tutoring and mentorship program.

5.8 The VP Internships and Exchange coordinator shall:

- Advocate for more internship and exchange opportunities, especially in the Middle East and North Africa.
- Work closely with the Arts Internship Office and McGill's offices for exchange and study abroad.
- Form relationships between WIMESSA and institutions that offer exchange or internship opportunities.
- Inform WIMESSA members about travel restrictions in the Middle East and North Africa.
- Conduct an exchange information session at least once per semester open to WIMESSA constituents.

#### **ARTICLE VI: Fees**

6.1 The WIMESSA fee will be collected by the AUS and distributed to WIMESSA in Fall and Winter allocations.

#### **ARTICLE VII: Finances**

7.1 The VP Finance will be in charge of organizing finances, including records, budgets, and all dealings with AUS VP Finance.

7.2 The WIMESSA Executive will examine financial records and standing as necessary during the semester.

7.3 WIMESSA VP Finance will conduct a Fall and Winter audit (two separate audits) of the Society's finances.

#### **ARTICLE VIII: Meetings**

8.1 Regular Executive meetings will take place at least bi-weekly throughout the fall and winter terms.

8.2 There shall be a General Executive Meeting held in early March for the purpose of electing a new Executive.

8.3 There shall be a WIMESSA Town Hall in the first month of each semester open to all students pursuing a WIMES degree or Arabic, Persian, Urdu, or Turkish minors, the purpose of which should be to inform constituents of plans for the semester, promoting transparency, and fielding suggestions and questions from students.

## **ARTICLE IX: Electoral Procedures**

9.1 Voting will take place in earliest March week that does not encompass Reading Week.

9.2 Each person interested in any WIMESSA position will submit a short paragraph describing their experience and goals for the coming year. They are free to submit photos and creative digital media as well, so long as it contributes to their elections platform.

9.3 These paragraphs will be combined and sent out to all students and faculty on the WIMESSA mailing list. WIMESSA members will vote for one person for each position.

9.4 The VP Internal will tally the votes and make the executive decision. Votes will be submitted to the WIMESSA ELECTIONS email address. At this time the VP Internal and IIS administrator/student advisor will be the only executive with access to the official email.

9.5 The new WIMESSA Executive will meet with the current executive all through March and April.

9.6 In the case that an executive position is empty either through resignation or lack of applicants in the spring, the new executive will solicit applications for each position in the fall and fill vacancies by appointment.

9.7 In the case of a tie between up to two candidates, both candidates will be selected to fill the position.

- This tie breaking procedure holds during matters of application-based appointments.

- If there is a tie between more than two candidates, a re-election will be called just for those candidates involved in the tie.

## **ARTICLE X: Removal Procedures**

10.1 For a WIMESSA executive member to be removed from his/her/their position, another member must submit a notice of impeachment to the WIMESSA email two weeks before the meeting during which the removal vote will occur.

10.2 There must be a simple majority (>50%) vote among the executives in order for the impeachment to carry through to a removal.

10.3 WIMESSA constituents who gather signatures of 10% of WIMESSA students may petition for the removal of an executive, which will then be voted two weeks after the submission of the petition by the WIMESSA executive.

10.4 The executive member being impeached may NOT vote on matters related to his/her/their own removal from a WIMESSA executive position.