

# **Constitution and By-Laws of Maple Leaf International School Zhenjiang Student Union ("MLISZJSU")**

## **Article I**

1. The name of the Student Union shall be Maple Leaf International School Zhenjiang Student Union (hereinafter "Student Union", "Union" or "SU").
2. The purpose of the Student Union shall be the following, and all activities of the Student Union shall be conducted in the furtherance of this purpose:

The purpose of the Union is to solve the problems in the daily life of students at Zhenjiang Maple Leaf International School, and organising various activities on campus to enrich the campus life for the students.

3. The election or removal of Student Union Officers (President, Vice-President and all of the Ministers) and other school-wide involvements must be approved with the consultation of the Student Union Consultant (Mr. Vero).

## **By-Law I — Membership**

1. All members of the Student Union shall be Maple Leaf International School Zhenjiang students.
2. All Union members shall have the right to bring forward motions and cast a vote at the Student Union's Annual General Meeting.
3. The membership of the Student Union shall be limited to the following:

There shall be no limitation on who may be a member.

## **By-Law II — Meetings of the Members**

### *Section I — Weekly Meetings*

1. The Student Union shall hold an Weekly Meeting at least once per week.
2. The date, time, and location of the Weekly Meeting shall be set by the President in consultation with the other Officers and announced to the Union members at least two (2) days before the meeting is to take place.
3. The Student Union Officers shall attend each Weekly Meeting.

### *Section II — Annual Meetings*

1. The Student Union shall hold an Annual General Meeting at least once per academic year between the months of March and May, inclusively.
2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Ministers at least two (2) weeks before the meeting is to take place.
3. At an Annual General Meeting, at least five (5) Union Ministers or fifty percent (50%) of Union Ministers, whichever is more, must be present in order for the meeting to be able to proceed. If this minimum is not achieved (“quorum”), no vote taken will be considered valid. The Presidents and Ministers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.
  - a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers and associated parties shall appoint their replacements for the next year.
4. The Annual General Meeting shall be chaired by the President and the Vice-President.
5. During the Annual General Meeting, the Union members, based on the previous Ministership election, shall appoint the Ministers of the Union, who shall begin their terms on the start of the next year.
6. The Union Officers may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Union and the Officers.

7. At any time, a petition of thirty percent (30%) of Union Officers, or three (3) Union Officers, whichever is more, can call a Special General Meeting, during which the Union Officers may make any decision affecting the operation of the Union, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the President or Vice-President at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The President must then e-mail all of the Union Officers and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

### **By-Law III — Union Officers**

1. President. The President is the chief executive of the Union and in that capacity is able to make decisions affecting the Union and its operations. So long as those decisions are made in furtherance of the Union's purpose and do not violate this Constitution or the SU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Union members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to.
2. Vice President. The Vice-President provides communication, organization and collaboration assistance to the President, which is mainly done through communicating with the Ministers and Members, supporting on the affairs when organizing events, and helping on the execution of policies. The VP should work closely with the President and is also responsible for supervising the President for any violation of this constitution.
3. Ministers. The Minister of each department is reliable for governing the department he/she belongs to. The Minister must ensure the purpose of the department is fulfilled before making any decisions or executing any instructions. The Ministers should allocate the members of that department in a reasonable manner and assign them with adequate amount of work. The Minister has the right to decide the composition of his/her department members, and is thus accountable for any inappropriate behavior of the members.
4. All Union Officers must be currently registered students at Maple Leaf International Zhenjiang.

5. Unless otherwise allowed for within this document, the Officers shall be elected at the Student Union's Annual General Meeting by the Union's members and they shall hold office from the end of their predecessors' terms until April 30 or until their successors are elected.
6. Any Officer is allowed to resign their position within the Union. The resigning Officer must notify the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to the Union members if there remain unpaid debts of the Union.

#### **By-Law IV — Ministers**

To fulfil its purpose, the Student Union includes the following departments, each has unique responsibilities and a Minister to operate. Each Minister and the responsibilities of their departments are listed below.

1. **Minister of Mass-media Department:** Responsible for taking photos for various activities, making posters, broadcasting activities, and managing campus public media.
2. **Minister of Study Department:** Responsible for coordinating the contradictions between academic departments of the school (such as Chinese teachers, Canadian teachers, etc.) and students. It will also plan the school knowledge contests. It is also similar to the logistics department, which usually provides support when the rest of the department needs it.
3. **Minister of Entertainment Department:** Responsible for programming and audit student entertainment activities, including but not limited to campus singing competitions, drama shows, Halloween parties and other events.
4. **Minister of Club Management Department:** Responsible for helping the club presidents on organise activities to gain club benefits and resources. Ensures that regular club meetings, exhibitions and events are held to enable the club activities to be carried out in an orderly and high quality manner.
5. **Minister of Discipline Department:** Responsible for the routine inspection of the school, including but not limited to the morning exercises and cafeteria order, students' appearance as well as students' daily behaviour.
6. **Minister of Residence:** Responsible for ensuring students' fundamental living rights. To set the dormitory bell and coordinate the contradictions (including but not limited to the

hygiene in cafeteria, the safety of food supply, and the living condition in dormitory) between non-academic departments and students.

7. **Minister of Promotion Department:** Responsible for effective promotion of activities, including communicating with teachers, scheduling morning announcements and informing students of every class at night studies.
8. **Minister of Finance:** Responsible for managing and governing financial assets, propose economic and financial policy, and coordinate and supervise these actions as empowered by this constitution. Must record any official transactions of the Student Union for any purpose, including but not limited to the sale income, sponsorship including and event expenditures. The Minister of Finance must be coordinated by two (2) or more Finance Assistances, whose obligation is to supervise and cross-check the validity of any recording of transaction.

#### **By-Law V — Amendments**

1. This document may be amended by the Union's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

#### **By-Law VI — Union Election Procedures**

1. Unless otherwise allowed for in this document, Union Officers shall be elected at the Union's Annual General Meeting by the Union members present.
2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Union members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the Secretary and another Union member who will verify the vote's fairness.

## **Operational Policy I — Statement of Accountability**

1. All Union Officers shall abide by this document as well as the SU Governing Documents and the Maple Leaf International School Zhenjiang Student Rules and Regulations. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Union's purpose and in the best interest of the Union's members.
2. All Union Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Union members.
3. All Union Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfil every obligation owed under those agreements.

## **Operational Policy II — Membership Dues**

1. As a condition of Union membership, all prospective members shall make payment to the Union of the following:

There shall be no dues charged to any member.