

THE CONSTITUTION OF THE MCGILL INTERNATIONAL BUSINESS AND TRADE LAW SOCIETY (MIBTLS)

ARTICLE I. NAME OF THE CLUB

- 1.1 The established Society by this Constitution is the McGill International Business and Trade Law Society and may be abbreviated as MIBTLS (hereinafter the “Society”).

ARTICLE II. MANDATE

- 2.1 The Society’s mandate shall be to:
 - 2.1.1 Promote the study of international business and trade law within the McGill University Faculty of Law, concentrating on international financial regulations, commercial transactions, international intellectual property, import and export, trade remedies and competition, foreign investment, dispute resolution, international organizations, and international development.
 - 2.1.2 Provide a forum to discuss emerging topics and emphasize community engagement with respect to interested students, academics, practitioners, policymakers, businesspeople, and transnational corporations.
 - 2.1.3 Plan, organize, and host events for interested undergraduate, graduate, and post-doc students.
 - 2.1.4 Diversify students’ involvement without prejudice to race, sex, age, class, nationality, or any other sorts of behavior and action that discriminate between human beings.

ARTICLE III: Membership

- 3.1 Membership for the Society under the McGill International Business and Trade Law is open to all McGill students regardless of the level of education, the field of study, and the enrolled faculty.
- 3.2 Members are eligible to vote in the General Assembly, in accordance with Article 4.1.
- 3.3 Members eligible to be selected into the Executive Board are limited to McGill law students. In exceptional circumstances, students from other McGill faculties may be selected. The affirmative vote of all of the Executive Officers is required.
- 3.4 Members are eligible to hold events, invite guests, and request to consider a long-term agenda for the Society. Such a Member is called a “Collaborator” who shall work under the supervision of Executive Officers. Each Executive Officer shall recruit at least one Collaborator at the beginning of Fall semesters, the qualification of which will be determined by VP-Internal. Upon the request of the President, Collaborators must present themselves to the Executive Board's meetings.
- 3.5 Members are eligible to request a certificate of Membership.

ARTICLE IV. MEETINGS

- 4.1 General Assembly
 - 4.1.1 There can be one General Assembly meeting per Year no later than the end of April by the decision of the Executive Board.
- 4.2 Executive Board
 - 4.2.1 4.2.1 The Executive Board shall meet weekly from August 15th.
 - 4.2.2 4.2.2 The Executive Board's meeting shall be held upon the request of any Executive Officers by the President's approval.
 - 4.2.3 The meetings shall be composed of Executive Officers. At the request of the President, Head Collaborators shall attend the meetings.
- 4.3 Quorum
 - 4.3.1 4.3.1 The meetings shall be held regularly, no later than one month from the latest meeting.
 - 4.3.2 4.3.2 Executive Board quorum is majority (50%+1) for an odd number of Executive Officers and (50%) for an even number.

ARTICLE V. EXECUTIVE BOARD

- 5.1 The Club shall be governed by an Executive Board composed of Six Executive Officers.
- 5.2 The Executive Officers of the Society are as follows:
 - President;
 - Vice-President Internal;
 - Co-Vice-President External;
 - Co-Vice-President External;
 - Vice-President Financial;
 - Vice-President Communications
- 5.3 The Executive Board shall make its decision as much as possible by consensus. Under circumstances in which a consensus is not achievable, the criterion is a majority of votes (50%+1).
- 5.4 Each Executive Officer has one vote. Collaborators participating in Executive Board meetings are not eligible to vote unless the President otherwise determines.
- 5.5 Only the President and Co-Vice President Externals shall act as the external officers unless President decides otherwise.
- 5.6 The decisions regarding internal matters or the Executive Board's structure shall be confirmed and signed by the President. Decisions pertaining to financial obligations shall be signed by President, together with the Vice President Finance.
- 5.7 Attending weekly meetings is mandatory. In the absence of any Executive Officers in four consecutive meetings, the President can replace the Officer in the absence of a reasonable excuse.

Article VI. Roles of Officers

6.1 VP Externals

- 6.1.1 Represent the Society to external bodies, representatives, and agencies.
- 6.1.2 Develop and strengthen connections between the Society and other clubs within the School of law (the Law Student Association (LSA), Grad Law Students Association (GLSA)), and other faculties, including but not limited to business schools.
- 6.1.3 Contact public or private institutions, including governmental bodies, representatives, or individuals, on behalf of the Society, in conjunction with the President or solely after his/her request.
- 6.1.4 Attend external meetings either in conjunction with the President or solely in representation of the Society.
- 6.1.5 Serve as the official spokesperson for the Society in the absence of the President.
- 6.1.6 Attend any meetings along with the President, as advised by the President.
- 6.1.7 Design, implement, and assess events together with VP Internal or President in accordance with Society's yearly schedule, confirmed by the President.
- 6.1.8 List the names of invitees, presenters, and guests to the Executive Officers.
- 6.1.9 Update the rest of the executive members on the latest accomplishments.
- 6.1.10 Act as liaison with VP Externals' Collaborators and hold regular monthly meetings or extraordinary meetings if needed.
- 6.1.11 Provide accurate and comprehensive information on all pertinent matters within his/her duty to the President.
- 6.1.12 Update the email signature of the Officer's email account's upon selection.
- 6.1.13 Events Planning
 - 6.1.13.1 Create a detailed agenda confirmed by the President.
 - 6.1.13.2 Locate and contact tentative panelists whose specialty is related to the topic of the event, with the purpose of inviting them.
 - 6.1.13.3 Organize the logistics of the events, including but not limited to ongoing communication with panelists in order to set up dates, accommodations, meetings among the panelists prior to the event, and meeting lunch (including inquiring about panelists' diet).

- 6.1.13.4 Locate and book a room, microphones, tablecloths, utensils, and markers for the events according to the date selection.
- 6.1.13.5 Contact other clubs to ensure the concurrence of events.
- 6.1.13.6 Contact the faculty members and any other related persons and inform them about the event.
- 6.1.13.7 Cooperate with VP Communications to advertise the events on all the Society's platforms (Facebook, Twitter, and Website) and School's platformers (LSA's and Grad Office's bulletin, School's TV, etc.)
- 6.1.13.8 Collect attendees' email accounts in order to send a proof of attendance, in case of eligibility for Continuing Legal Education (CLE) credits.
- 6.1.13.9 Submit the receipts of the event to VP Finance for reimbursement.
- 6.1.13.10 Attend the weekly Executive Officers Meetings and provides updates/input on projects that are underway.
- 6.1.13.11 Update the email signature of the Officer's email account's upon selection.
- 6.2 VP Internal
- 6.2.1 Promote students' involvement in the Society's activities by finding (through an advertisement), interviewing, and selecting competent candidates to occupy vacant positions by the end of August. The selected candidates shall be presented to the President for final approval.
- 6.2.2 Promote students' involvement in activities by electing competent Collaborators, managing their operations, and supporting their regular meetings.
- 6.2.3 Plan and execute all social events organized by the Society alongside other vice-presidents, as needed.
- 6.2.4 Fulfill the obligation and responsibilities of the President in his/her absence.
- 6.2.5 Maintain internal communication with the members.
- 6.2.6 Book a room for the Executives meeting.
- 6.2.7 Attend any meetings along with the President, as advised by the President.
- 6.2.8 Work with President and VP Finance to calculate and disperse the Society's budget for creating events.
- 6.2.9 Design, implement, and assess events together with VP External in accordance with Society's yearly schedule, confirmed by the President.
- 6.2.10 Prepare agenda, content, and materials for Clubs Days and present them to potential members.
- 6.2.11 Attend the weekly Executive Officers Meetings and provides updates/input on projects that are underway.
- 6.2.12 Update the email signature of the Officer's email account's upon selection.
- 6.2.13 Two-Step Recruitment Process
- 6.2.13.1 Begin the recruitment process in the first two-weeks of Fall semester. Applications shall be open during this time period and will be promoted via MIBTS' social media pages.
- 6.2.13.2 Revised the applications once the application process closed. Revision of applications should consider the following:
 - a. The applicant's faculty
 - b. The applicant's general experience in student clubs, in fields related to international business and trade law, and other relevant experiences
 - c. The applicant's general knowledge on such field of law
 - d. The applicant's estimated time commitment to MIBTS
- 6.2.13.3 Schedule an interview with applicants who have met the requirements outlined above. The primary aim of interviews shall be:
 - a. To evaluate the applicant's willingness to contribute to MIBTS
 - b. To determine the applicant's general event ideas for MIBTS
 - c. To determine the applicant's overall capacities in committing to MIBTS
- 6.2.13.4 Chosen the applicant who has met these requirements and report the details to the President for final approval.

6.3 VP Finance

- 6.3.1 Obtain Society sponsorship, as approved by the President.
- 6.3.2 Reimburse the expenses made for the Society's operations.
- 6.3.3 Cooperate with other Officers to ensure that receipts are collected, and payments are delivered.
- 6.3.4 Maintain the Society's funds in a secure account and report the balance to the Executive Officers in the first weekly meeting.
- 6.3.5 Communicate with the LSA in advance of events to receive funds and fill out the LSA's required forms at the beginning of each calendar year.
- 6.3.6 Attend the weekly Executive Officers Meetings and provides updates/input on projects that are underway.
- 6.3.7 Update the email signature of the Officer's email account's upon selection.

6.4 VP Communications

- 6.4.1 Update and manage the Society's social media accounts (Twitter, FB, LinkedIn) with relevant and timely news articles, papers, updates, competitions, essay-writing contests, among others.
- 6.4.2 Create and make any updates to the Society's website to include Executive Officers' updates, collaborator information, upcoming events, and any other Society-related news.
- 6.4.3 Create promotional materials for the Society's events to promote events on social media platforms to McGill law students and the Montréal legal market at-large.
- 6.4.4 Create and lay out the Society's quarterly bulletins to be sent to members on recent goings-on and future events.
- 6.4.5 Liaise with Social Media Collaborators to find relevant and à propos news articles to post.
- 6.4.6 Attend the weekly Executive Officers Meetings and provide updates/input on projects that are underway.
- 6.4.7 Plan certain events and perform additional miscellaneous tasks at the request of the other Executive Officers.
- 6.4.8 Introduce new Executive Officers at the start of Fall semesters through the Society's platforms no later than September 1st.
- 6.4.9 Endorse panelists, presenters, Executive Officers, and in general, anyone involved with the Society on LinkedIn.
- 6.4.10 Prepare weekly meetings' minutes for distribution.
- 6.4.11 Update and distribute the Society's letterhead.
- 6.4.12 Update the email signature of the Officer's email account's upon selection.

6.5 President

- 6.5.1 Provide leadership and direction to the Society.
- 6.5.2 Preside at meetings of the Society and oversees the activities of the Executive Officers and Collaborators.
- 6.5.3 Establish short and long-term objectives and goals.
- 6.5.4 Structure or restructure the Society to ensure continuity of leadership by providing opportunities for Officers to finalize tasks and monitor Collaborators' activities.
- 6.5.5 Represents the Society in meetings with foreign stakeholders or faculty
- 6.5.6 Monitor the Society's expenditures
- 6.5.7 Monitor the Society's communications and advise on the effective way of informing the interested body.
- 6.5.8 Conduct one-on-one meetings with Executive officers to overview tasks and duties and provide guidelines on task management.
- 6.5.9 Schedule weekly meetings by obtaining Officers' course schedules and extracurricular activities.
- 6.5.10 Decide on holding meetings online or in-person. In any case, the qualification of which must be determined before the start of Fall semesters.
- 6.5.11 Store and maintain the records of events and activities for Officers' access on any platforms such as Microsoft Teams, One Drive, or Google Drive.

6.5.12 Generate an agenda for weekly meetings. The agenda shall be provided to the Executive Officers at most 48 hours prior to the start of the meeting.

Article VII: Society's Supervisor

7.1 The Society shall ensure that one faculty member expert in international business and trade law agrees to supervise the Society's activities.

Article VIII: Modification and Update

8.1 Executive Officers can modify and update this Constitution. Such a decision must be made unanimously.

Article IX: Signature

This Constitution Is Signed By Executive Officers Of The Society On Monday, October 5th, 2020.

Mahan Ashouri _____

Liam Brunton  _____

Paul Trinel  _____

Azar Mahmoudi _____

Fiona McGuinty  _____