

Arts Undergraduate Society of McGill University
L'Association Étudiante de la Faculté des Arts de l'Université McGill

Constitution of the Arts Undergraduate Society of McGill University
As Last Ratified by Referendum, March 2009

Part I: The AUS

Article 1 – Establishment

- 1.1 The Society shall be known as the Arts Undergraduate Society (AUS) of McGill University or L'Association Étudiante de la Faculté des Arts de l'Université McGill (AEFA), hereinafter the AUS.

Article 2 – Mandate

- 2.1 The AUS exists to:
 - 2.1.1 Represent all McGill students in the Faculty of Arts and to promote their welfare and interests;
 - 2.1.2 Provide activities and services to enhance the educational, cultural, environmental and social conditions of its members.
- 2.2 The AUS shall be recognized by its members and the Students' Society, Senate and Board of Governors of McGill University as representative of all undergraduate Arts students registered at McGill University.

Article 3 – Membership

- 3.1 The membership of the AUS shall be composed of all undergraduate students currently registered at McGill University in the Faculty of Arts, subject to payment of fees prescribed in Article 4.

Article 4 – Membership Fees

- 4.1 The AUS Council shall establish a society fee, which shall be paid by every member of the AUS.
 - 4.1.1 Members who are full-time Bachelor of Arts students (as defined by McGill University) shall pay one hundred percent (100%) of the society fee.
 - 4.1.2 Members who are part-time Bachelor of Arts students (as defined by McGill University) shall pay fifty percent (50%) of the society fee.
 - 4.1.3 Members who are full-time and part-time Bachelor of Arts & Science students (as defined by McGill University) shall pay fifty percent (50%) of the society fee.
- 4.2 The society fee shall be collected from each member by the Cashier of McGill University and forwarded to the AUS.

- 4.3 Any change in the society fee shall be subject to ratification by the AUS's members voting in a referendum called for that purpose.

Article 5 – Finances of the Society

- 5.1 The financial year of the AUS shall be the first (1) of June to the thirty-first (31) of May of the following year.
- 5.2 The total expenditures of the AUS in any year shall not exceed its total revenues. A specific vote requiring two-thirds (2/3) majority must be taken and passed at Council if a deficit is to be incurred in any year.
- 5.3 There shall be a set of Financial Regulations inscribed in the by-laws of the AUS, governing the finances of the AUS.
- 5.4 The accounts of the AUS shall be maintained according to standard accounting practices and shall be available to the membership.
 - 5.4.1 Any member wishing to see the accounts of the AUS must submit a request in writing to the Vice-President Finance.
 - 5.4.2 The Vice-President Finance shall respond to any requests by members to see the accounts of the AUS within one (1) full week.

Part II: Organization

Article 6 – Powers and Duties of the AUS Council

- 6.1 The governing body of the AUS shall be known as the Legislative Council (hereinafter, Council) and as such shall:
 - (a) Recognize the supremacy of the AUS Constitution and be bound by it;
 - (b) Be empowered to make all decisions and take action on behalf of the AUS;
 - (c) Adopt the AUS's annual budget;
 - (d) Establish Committees of Council where and when it deems necessary;
 - (e) Have the power to mandate any of its representatives to adopt and defend a specific stance.
- 6.2 The terms of office for members of the AUS Council, other than the Vice-President of Finance (*Article 12.10*), shall be from May first (1) to April thirtieth (30).
- 6.3 AUS Council shall have the power to mandate the votes of its representatives to both the SSMU (Students' Society of McGill University) Council and the McGill University Senate, with a vote of the majority of AUS Council.
- 6.4 AUS Council shall have the power to mandate its representatives to both the SSMU Council and the McGill University Senate to bring forward questions to those bodies, respectively.

Article 7 – Members of the AUS Council

- 7.1 The Council shall consist of:
 - (a) The members of the Executive Committee as defined in Article 10;

- (b) A representative of each of the Faculty of Arts Departmental Associations and Programs to be chosen in accordance with their respective Association's constitution in reference to Article 8.3;
 - (c) All Arts Representatives to SSMU Council, the number of which is to be determined by the SSMU Constitution;
 - (d) All Arts Representatives to the University Senate, the number of which is to be determined by the SSMU Constitution;
 - (f) The Speaker of Council (non-voting);
 - (g) The Recording Secretary (non-voting).
- 7.2 The Arts Representatives to SSMU Council shall:
- (a) Be voting members of SSMU Council and be bound by the SSMU Constitution and by-laws;
 - (b) Consult with AUS council and reasonably represent the prevailing views of Council at SSMU Council meetings;
 - (c) Report the relevant and/or important discussions and decisions of SSMU to Council and of Council to SSMU;
 - (d) Serve as a liaison between Arts students and the SSMU;
 - (e) Each Arts Representative must sit on at least one of the following committees: Student Affairs Committee of the Faculty of Arts, the Curriculum Committee of the Faculty of Arts, or the Faculty of Arts Committee.
- 7.3 The Arts Representatives to the University Senate shall:
- (a) Be elected and removed from office subject to the SSMU Constitution;
 - (b) Be voting members of the AUS Council;
 - (c) Consult with AUS Council and represent and be guided by the views of Council at Senate meetings;
 - (d) Report the relevant decisions and discussions to AUS Council;
 - (e) Serve as a liaison between Arts students and the Senate;
 - (f) All Arts Senators must sit on the Faculty of Arts Committee.
- 7.4 The Speaker of Council:
- (a) Is the neutral mediator of Council;
 - (b) Is appointed by the Executive Committee, and ratified by Council;
 - (c) Shall be a non-voting member of Council;
 - (d) May be removed by a two-thirds (2/3) vote of Council.
- 7.5 The Recording Secretary:
- (a) Is appointed by the Vice-President Communications, and ratified by Council;
 - (b) Shall take the minutes of Council;
 - (c) Shall be a non-voting member of Council;
 - (d) Shall transmit the minutes to the Vice-President Communications.
- 7.6 No member of the AUS may concurrently hold more than one position on Council.
- 7.7 No member of the AUS may hold an Executive position for more than two consecutive academic years.

- 8.1 Each Department and Interdisciplinary Program in the Faculty of Arts shall be entitled to a Departmental Association.
- 8.2 Departmental Associations must hold annual elections in accordance with the AUS Departmental Association Electoral By-Laws and their Constitutions.
 - 8.2.1 Any member of a Departmental Association shall be eligible to run for office and vote in that Departmental Association's election.
- 8.3 Each Departmental Association shall have a single vote on Council, in accordance with Article 9 of the Constitution.
- 8.4 Each Departmental Association must send a minimum of one (1) student representative from its Departmental Association to sit on a minimum of one (1) AUS or Faculty of Arts Committee, not including AUS Council.
- 8.5 Departmental Associations must have their own Constitution. The Vice-President Internal of the AUS must keep updated copies of all Departmental Association constitutions.
- 8.6 Departmental Associations may not issue their own compulsory student fee, independent of the AUS base fee.
- 8.7 Departmental Associations shall recognize the supremacy of the AUS Constitution, By-Laws, and Council.

Article 9 – Meetings of Council

- 9.1 Quorum for a meeting of Council shall be half (50%) of its voting members.
 - 9.1.1 Departmental Associations will have their seat on AUS Council suspended indefinitely if they fail to attend two (2) or more scheduled meetings per semester.
 - 9.1.1.1 Departmental Associations with suspended seats must notify the President in writing five (5) days prior to the next Council meeting, to be put on the agenda, should they wish to reclaim their seats.
 - 9.1.1.2 The seats can be reclaimed by a majority vote at the above council meeting
 - 9.1.2 Departmental Associations who fail to attend two (2) or more Council meetings per semester will lose their funding for the semester.
 - 9.1.3 The Speaker shall not recognize a suspended seat for the purposes of quorum.
- 9.2 The Council shall hold regular meetings at least twice a month, while classes are in session during the fall and winter semesters.
- 9.3 Except where otherwise specified in this Constitution and by-laws, voting and procedure shall be as specified in the newest edition of *Robert's Rules of Order Newly Revised*.
- 9.4 Notice of all meetings shall be given to all members of Council at least three (3) days in advance. In pressing and substantial cases, the President or Executive Committee may call an emergency meeting twenty-four (24) hours in advance.

- 9.4.1 Departmental Associations will have their seat on AUS Council suspended indefinitely if they fail to attend two (2) or more emergency meetings over the course of the academic year. Seats can be reclaimed in the same manner as in 9.1.1.1
- 9.4.2 The President must notify the members by email
- 9.5 All AUS Council meetings shall be open to its members with the exception stated in Article 9.6.
- 9.6 The Council may, when deemed necessary, conduct closed meetings, with a vote of two-thirds (2/3) of the Council in favor of such a motion.

Article 10 – Committees of Council

- 10.1 Standing Committees of Council shall include but are not limited to:
- (a) The Executive Committee;
 - (b) The Academic Affairs Committee;
 - (c) The Financial Management Committee (FMC);
 - (d) The Constitutional and By-Law Review Committee (CBRC);
 - (e) The Freshmen Events Academic and Representative Committee;
 - (f) Arts Undergraduate Improvement Fund Committee;
 - (g) Event Planning Committee;
 - (h) Arts Undergraduate Society Environment Committee.
- 10.2 All standing Committees must submit a written report of their activities to Council at least once a semester.
- 10.3 Council may establish new Standing or Ad-hoc Committees as it sees fit to carry out the AUS's objectives.
- 10.4 All members of the AUS are eligible to become members of AUS Committees.

Article 11 – The Executive Committee

- 11.1 There shall be a Committee of Council called the Executive Committee, which shall govern the AUS between meetings of Council in a manner consistent with policies set out by Council.
- 11.2 The Executive Committee shall be composed of:
- (a) The President;
 - (b) The Vice-President Academic;
 - (c) The Vice-President Communications;
 - (d) The Vice-President External;
 - (e) The Vice-President Internal;
 - (f) The Vice-President Internal. The Vice-President Events;
 - (g) The Vice-President Finance.
- 11.3 No member of the AUS Executive Committee may concurrently serve as a Departmental Executive.
- 11.4 Quorum for a meeting of the Executive Committee shall be four (4) Executive officers.

Article 12 – Powers and Duties of Executive Officers

- 12.1 The Executive Committee shall ensure communication between Council and the members of the AUS.
- 12.2 The Executive Committee shall have all the powers of Council between meetings of Council, except that it shall not entertain motions to amend this Constitution and by-laws.
- 12.3 All resolutions and actions of the Executive Committee taken between Council meetings must be submitted to the next Council meeting for ratifications.
- 12.4 The President shall:
 - (a) Co-ordinate and supervise the affairs of the AUS;
 - (b) Call and preside over meetings of the Executive Committee;
 - (c) Be the official spokesperson for the AUS in a manner consistent with the policies set up by Council;
 - (d) Call meetings and set agenda for Council;
 - (e) Be ex officio on all AUS Committees;
 - (f) Chair council meetings in the Speaker's absence;
 - (g) Chair the Constitutional and By-Law Review Committee.
- 12.5 The Vice-President Academic shall:
 - (a) Be responsible for all educational and curricular concerns of the AUS;
 - (b) Be responsible for the representation of the AUS on Faculty and Academic Committees;
 - (c) Be a liaison between the faculty administration and Arts students;
 - (d) Reasonably represent the prevailing views of Council at all Faculty and Academic Committees;
 - (e) Preside over the Academic Affairs Committee.
- 12.6 The Vice-President Communications shall:
 - (a) Be responsible for communicating to students the goals and activities of the AUS;
 - (b) Aid in the production of all AUS publications;
 - (c) Be responsible for issuing of Council agendas and related documents prior to Council
 - (d) Oversee the preparation of the minutes of AUS meetings;
 - (e) Be responsible for maintaining the AUS files;
 - (f) Be responsible for managing the AUS office;
 - (g) Take minutes at meetings in the Recording Secretary's absence.
- 12.7 The Vice-President External shall:
 - (a) Be responsible for relations between the AUS and other Faculty Societies, SSMU, and Student Services;
 - (b) Be a voting member of SSMU Council in a manner consistent to the wishes of AUS Council;
 - (c) Communicate to Council any external issues that may affect the AUS or its members;
 - (d) Establish and maintain relations with the Montreal community;
- 12.8 Vice-President Internal shall:

- (a) Be responsible for the internal entities of the AUS;
- (b) Be responsible for overseeing the functions of the Departmental Associations and acting as a liaison amongst them and the AUS;
- (c) Aid and oversee Departmental Associations' management of social events and elections;
- (d) Facilitate communication amongst Departmental Associations;
- (e) Act as a resource person for the Departmental Associations;
- (f) Be responsible for recruiting volunteers and coordinating their activities within the AUS;
- (g) Coordinate and oversee the services offered by the AUS;
- (h) Serve as the ombudsperson of the AUS.

12.9 Vice-President Events shall:

- (a) Be responsible for the organization of social and cultural activities for the members of the AUS;
- (b) Work with the Vice-President Internal in aiding Departmental Associations in running social events;
- (c) Work with the Vice-President Communications to actively seek input on the programming interests of the members of the AUS;
- (d) Work with the Vice-President External to seek potential expansion or improvement of programming by way of partnerships with other groups;
- (e) Shall liaise with alumni organizations in the coordination of alumni-student events;
- (f) Shall be responsible for procuring and maintaining all alcohol permits;
- (g) Coordinating all relations with McGill Security Services, where necessary;
- (h) Coordinate and run the Event Planning Committee (EPiC).

12.10 The Vice-President Finance shall:

- (a) Advise the AUS Council on all financial matters of the AUS;
- (b) Prepare the AUS's Budget, including the budget of the AUS Committees, in accordance with the financial regulations of the AUS;
- (c) Keep proper accounts and records in accordance with the AUS's By-laws;
- (d) Prepare and present to members of Council a bi-annual accounting report;
- (e) Prepare a year-end financial statement by the last day of term in April;
- (f) Appoint a treasurer and/or accountant to be accepted by Council;
- (g) Preside over the Financial Management Committee.

12.11 Each member of the Executive Committee shall be responsible for the preparation of a transition manual for his/her successor.

12.11.1 These shall include procedures, records, and previous transition documents.

12.12 In the event of the resignation or the impeachment of the President, the Vice-President Academic shall assume the duties of the President until a by-election, if deemed necessary by Council is held. Should a by-election not be held, the Vice President Academic will remain President until April thirtieth (30th).

12.13 In the event that one of the Vice-Presidents positions is or becomes vacant, the Council shall elect a replacement, in accordance with the Electoral by-laws, from amongst its members until a by-election, if deemed necessary, is

held.

12.14 In the event that one of the Arts Representatives to SSMU positions is or becomes vacant, the Council shall elect a replacement, in accordance with the Electoral by-laws, from amongst its members until a by-election, if deemed necessary, is held.

12.15 In the event of a leave of absence by any member of the Executive Committee or Arts Representative to SSMU, Council shall have the authority, if deemed necessary, to appoint a temporary replacement from amongst its members.

Part III – Elections and Referenda

Article 13 – General Elections

13.1 All members of the AUS shall be eligible to vote in AUS elections.

13.2 There shall be a set of Electoral By-Laws inscribed in the by-laws of the AUS. Elections shall be conducted in accordance with this Constitution and by-laws.

13.3 Elections shall be passed by plurality.

Article 14 – Electoral Officers

14.1 There shall be a Chief Returning Officer (hereinafter referred to as the CRO), who shall be responsible for the general conduct and execution of elections and referenda and shall fulfill this duty with impartiality.

14.1.1 The CRO shall be appointed by the Executive Committee and ratified by Council

14.2 A decision made by the CRO or Elections AUS concerning the interpretation of articles in this Constitution and by-laws regarding elections and referenda, shall be considered binding, subject to an appeal to the Judicial Board.

14.3 The Council shall ratify the appointment of the Deputy Returning Officers (DROs).

Article 15 – Eligibility

15.1 All members of the AUS in satisfactory standing, as determined by McGill University, shall be eligible to stand for election to any of the AUS Executive positions, or as Arts representatives to the SSMU.

15.2 All elected individuals must remain members of the AUS throughout their mandate.

Article 16 – Procedures of Elections and Referenda

16.1 There shall be a set of Electoral Regulations inscribed in the by-laws of the AUS, governing the elections and referenda of the AUS.

Part IV – General Assembly

Article 17 – General Assembly

- 17.1 A General Assembly may establish, amend or rescind any policy of the AUS except:
- (a) The Constitution and the by-laws of the AUS;
 - (b) Membership fees or other financial matters of the AUS.
- 17.2 A General Assembly shall be convened by the Speaker of Council, either at the request of eight (8) councilors or by a request signed by at least 200 members of the AUS.
- 17.3 At least five (5) days public notice must be given for a General Assembly.
- 17.4 Quorum for a General Assembly shall be one hundred and fifty (150) members of the AUS.
- 17.5 General Assemblies shall be chaired by the Speaker.

Part V – Judicial Board

Article 18 – Judicial Board

- 18.1 The Judicial Board of the Students' Society of McGill University shall be the final authority on:
- (a) The interpretation of the Constitution and by-laws of the AUS;
 - (b) The interpretation and legality of any motion passed by Council;
 - (c) The interpretation and legality of the Referendum question;
 - (d) Any decisions made by Elections AUS or the CRO.
- 18.2 The Judicial Board shall have the power to declare invalid any act of the Council or the Committees of the Council which derogates from the Constitution and by-laws of the AUS.
- 18.3 All decisions of the Judicial Board shall be binding upon all involved parties, and no appeals will be permitted.
- 18.4 All members of the AUS shall have the right to petition the Judicial Board on matters falling within the AUS's authority, as set out herein.

Part VI – Removal from Office

Article 19 – Procedures

- 19.1 Any member of the AUS Executive or representative to SSMU may be removed from office for impropriety, violation of the provisions of this Constitution and by-laws, delinquency of duties or misappropriation of funds.
- 19.2 A motion to remove a member of the Executive or representative to SSMU must be presented in writing to the Speaker of Council and signed by at least eight (8) members of the Council, or one hundred and fifty (150) members of the AUS and distributed to all members of the Council at a regular meeting of the AUS Council. The motion to remove will then be inscribed on the agenda

of the next regular meeting of the AUS. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made at Council.

19.3 Quorum for a motion to remove shall be two thirds (2/3) majority of Council.

19.4 Passage of a motion to remove shall require two-thirds (2/3) majority vote of Council.

19.5 Anyone removed from office shall have the right to appeal to the Judicial Board.

Part VII - Miscellaneous Provisions

Article 20 – Language of the Society

20.1 English and French are the official languages of the AUS.

20.2 Members of the AUS may use either official language at all meetings and in all documentation of the AUS.

20.3 The Constitution and By-Laws of the AUS must be made available in both official languages upon request.

Article 21 – Freedom of Information

21.1 All documentation of Council and its Committees shall be public, except those minutes and documents described in Article 21.3

21.2 Requests to see the minutes and documents of Council and its Committees shall be addressed to the Vice-President Communications.

21.3 The Vice-President Communications shall not be obliged to release information, documents or minutes concerning ideas or motions which were not acted upon, or of closed sessions of Council or its Committees.

Part VIII: Ethical Purchasing Policy

Article 22 – Ethical Transaction Policy

22.1 The AUS shall be obligated to conduct its financial transactions in a manner deemed ethical that will uphold the principles of ethical purchasing and be in accordance with ethical purchasing.

22.2 There shall be a set of Ethical Purchasing regulations inscribed in the by-laws of the AUS governing the purchases of the AUS

Part IX: The Constitution

Article 23 – Language of the Constitution

23.1 The Constitution of the AUS will be available English and in French

23.2

In the case of a discrepancy between the English and French versions of this Constitution, the English version shall be deemed authoritative.

Article 24 – By-Laws of the Constitution

- 24.1 Appended to this Constitution are a set of by-laws, which may be adopted by Council as it sees fit, providing that such by-laws conform to the principles embodied in this Constitution.
- 24.2 Quorum for a motion to enact, amend or rescind a by-law of the AUS shall be two-thirds (2/3) of council.
- 24.3 Passage to enact, amend or rescind a by-law shall require two-thirds (2/3) majority of Council.

Article 25 – Amendments to the Constitution

- 25.1 This Constitution may only be amended by a referendum conducted in accordance with Part III of the Constitution.
- 25.2 The existing wording as well as the proposed constitutional amendments shall be provided at every polling station during the referendum.
- 25.3 All amendments to this Constitution shall be adopted in both official languages.

Article 26 – Superseding Clause

- 26.1 This Constitution repeals and supersedes all previous constitutions.