

McGill Classics Students' Association

Constitution

Article I – Name

1.1 Classics Students' Association of McGill University, **or in French**, L'Association des Étudiants d'Études Classiques de l'Université McGill (hereafter, the "CSA").

Article II – Objectives

- 2.1 To strengthen and promote the study of Classics at McGill University;
- 2.2 To represent student interests and voices within the Classics Program in conjunction with the Department of History **and Classical Studies**;
- 2.3 To provide all McGill Classics students with the opportunity to engage in Classics-related social and academic extracurricular activities.

Article III – Membership

- 3.1 All validly registered full time or part time McGill University students that take one Classics course (see course catalogue for affiliated courses) **per academic year** are automatically members of the CSA;
- 3.2 Membership becomes effective when a student enrolls in a Classics or an approved Classics related course with the latter being determined by the Executive;
- 3.3 Membership shall be effective during the academic year in which a student is enrolled in a Classics course;
- 3.4 Any member of the CSA has the right to attend and speak at executive meetings, but may not vote.**
- 3.5 Membership can be terminated before the term of membership expires, if the member is involved in theft, fraud, or any commission or omission of an act or acts detrimental to the CSA as determined by the Executive.

Article IV - General Elections

- 4.1 The Executive shall set dates for all elections. These elections must take place no later than the last day of April.
- 4.2 The positions of: President; Vice President, Financial Affairs; Vice President, Internal Operations; Vice President, Events; Vice President, External Affairs; Vice President, Academic Affairs; and Vice President, Communications and Publicity shall be elected at this time. All members-at-large shall be elected in the fall. The date for the member-at-large election must be announced **by the second meeting** of the CSA for that academic year;

4.3 All members have the right to present themselves as a candidate for executive positions;

4.4 **Announcement** of all elections shall be made **at least one week** before elections are held;

4.5 A majority of 50% plus one of all CSA members present is necessary for election to an executive position;

4.6 In the event of a tie, CSA members have the option to create a joint position. A majority of 50% plus one of all CSA members present is necessary for this to occur;

4.7 In the event that a position is not filled in the General Election, the executive board shall ~~organize a search to fill the position~~ appoint a person to the position.

4.7.1 In the interim, the duties of the unfilled position will be delegated to other officers as determined by a two-thirds (2/3) majority vote of the executive board.

4.7.2 The search shall consist of:

4.7.2.1 An advertisement of the position in the same manner as positions prior to the General Election;

4.7.2.2 A special meeting of the executive board to interview and vote upon candidates who have submitted applications for the position, requiring a two-thirds (2/3) majority for appointment to an executive position.

4.8 No one may hold two executive positions at once except in cases of interim appointment, or if they are Hirundo Editor-in-Chief;

4.9 The membership is the final authority regarding the affairs of the CSA.

Article V - Executive Board

5.1 The executive board will serve as the principal administrative body of the CSA;

5.1.1 The executive board will enforce the Constitution of the CSA and ensure that the Constitution is reflective of and enables the current and future functioning of the CSA.

5.2 The executive officers of the club shall be:

5.2.1 President (elected);

5.2.2 Vice President, Financial Affairs (elected);

5.2.3 Vice President, Internal Operations (elected);

5.2.4 Vice President, Events (elected);

5.2.5 Vice President, External Affairs (elected);

5.2.6 Vice President, Academic Affairs (elected);

5.2.7 Vice President, Communications and Publicity (elected);

5.2.8 Member(s) at Large, Classics Major (elected) – no more than two;

- 5.2.9 Member(s) at Large, Classics Minor (elected) – no more than two;
- 5.2.10 Member(s) at Large, Honours (elected) – no more than two;
- 5.2.11 Member(s) at Large, First-Year (elected) – no more than two;
- 5.2.12 Editor-in-Chief, Hirundo (appointed by the current editor-in-chief, the academic advisor and with approval of the CSA board, represented by the President.)

5.3 The term of office for all executive positions shall begin the last day of **exams**, and end one year from that day or the last day of **exams**, whichever is later, or until the position is filled;

5.3.1 Executive officers must remain members of the CSA throughout their term of office.

5.3.2 Executive officers must submit a comprehensive exit report detailing all important information regarding their position before the end of April;

5.4 A simple majority of the executive is required for quorum;

5.4.1 All expenditures must be approved by the Vice President, Financial Affairs, and be passed by the executive board with a two-thirds (2/3) majority vote.

5.5 RESIGNATIONS, IMPEACHMENTS AND DISMISSALS:

5.5.1 In the event of a resignation, another officer of the board will temporarily assume the duties of the vacant position;

5.5.1.1 An election to fill the vacant position must be held within two weeks, unless the resignation occurs within two weeks of the General Election.

5.5.2 The impeachment process can be initiated in either one of two ways:

5.5.2.1 A two-thirds majority vote of the executive board;

5.5.2.2 A petition with the signatures of one third of the executive board;

5.5.3 A general meeting shall be set for at least two, but no more than three weeks after the impeachment process begins. At that meeting, the reasons for impeachment shall be stated by one person appointed by the executive board. The officer under consideration shall have the opportunity to defend **themselves**, or to appoint another individual to carry out this defense in **their** place. Both speeches shall be of the same length. A two-thirds (2/3) majority vote of present CSA members is required to dismiss an executive officer;

5.5.4 If more than one executive officer is being considered for impeachment and dismissal, the matter shall be referred to the Arts Undergraduate Society;

5.5.5 All elections to fill vacancies shall be conducted with the election procedures outlined in the Constitution **for positions not filled in the General Election**.

Article VI - Duties of the Executive

6.1 THE DUTIES OF THE PRESIDENT SHALL BE:

- 6.1.1 To be the chief officer and to ensure the long-term **stability** of the CSA;
- 6.1.2 To be the spokesperson for the CSA in a manner consistent with executive board policies and the Constitution;
- 6.1.3 To chair and coordinate the activities of the executive board;
 - 6.1.3.1 To call meetings and set the agenda for the executive board;
- 6.1.4 To coordinate relations between the CSA and the McGill Program of Classics, and the Department of History and Classical Studies;
- 6.1.5 To coordinate relations between the CSA and the Arts Undergraduate Society;
 - 6.1.5 To coordinate the annual opt- out of the AUS organized, departmental elections;
- 6.1.6 To coordinate relations between the CSA and the HSA;
- 6.1.7 To **work with the VP- External Affairs** in coordinating relations between the CSA, the Concordia Classics Students' Association, and L'Association des étudiants du Centre d'études classiques de l'Université de Montréal; ~~especially in regards to the Montreal Classics Colloquium;~~
- 6.1.8 To appoint the future Editor-in-Chief of Hirundo in conjunction with the current Editor-in-Chief and the academic advisor, with the approval of the executive board;
- 6.1.9 In the event of a Co-Presidency, the portfolio of the Vice President, Financial Affairs, may be shared between the Co-Presidents;
- ~~6.1.10 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~
- 6.1.10 The President shall also perform such other duties as may from time to time be directed by the executive.

6.2 THE DUTIES OF THE CO-PRESIDENT OR VICE PRESIDENT, FINANCIAL AFFAIRS SHALL BE:

- 6.2.1 To ensure the long-term financial stability of the CSA;
- 6.2.2 To oversee the fiscal management of CSA operations;
- ~~6.2.3 To be the official signing officer for all matters relating to CSA funds;~~
- 6.2.3 To develop the budget of the CSA, in a manner consistent with the policies and priorities set out by the executive board;
- 6.2.4 To maintain records of all CSA-related financial transactions in a method focused on ensuring the long-term financial integrity of the CSA;

6.2.5 To provide the executive board with monthly updates on the financial developments and forecasts within the operations of the CSA;

6.2.6 To act as a liaison between the executive board and the ~~Chief Financial Officer-VP-Finance~~ of the Arts Undergraduate Society;

~~6.2.7 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.2.7 The Vice President, Financial Affairs shall also perform such other duties as may from time to time be directed by the executive.

6.3 THE DUTIES OF THE VICE PRESIDENT, INTERNAL OPERATIONS SHALL BE:

6.3.1 To promote communication between the CSA and professors of the Classics Program and of the ~~Department of History and Classical Studies~~;

6.3.2 To record the minutes of executive board meetings and assist in the production of the agenda;

~~6.3.3 To maintain the classics study room in a state of cleanliness and organization;~~

~~6.3.4 To coordinate the open hours of the classics study room and oversee bookings of the room;~~

~~6.3.4.1 To coordinate office hours for the Executive in Leacock 629;~~

6.3.5 To coordinate table bookings with the AUS;

~~6.3.6 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.3.6 The Vice President, Internal Operations shall also perform such other duties as may from time to time be directed by the executive.

6.4 THE DUTIES OF THE VICE PRESIDENT, EVENTS SHALL BE:

6.4.1 To coordinate and oversee the programming of activities and social events of the CSA in a manner consistent with the policies set out by the executive board;

~~6.4.2 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.4.2 The Vice President, Events shall also perform such other duties as may from time to time be directed by the executive.

6.5 THE DUTIES OF THE VICE PRESIDENT, EXTERNAL AFFAIRS SHALL BE:

6.5.1 To promote communication between the CSA and other McGill Organizations;

6.5.2 To represent the CSA at the AUS Council;

~~6.5.3 To assist the president in coordinating relations between the CSA, the Concordia Classics Students' Association, and L'Association des étudiants du Centre d'études classiques de l'Université de Montréal; especially in regards to the Montreal Classics Colloquium;~~

~~6.5.4 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.5.4 The Vice President, External Affairs shall also perform such other duties as may from time to time be directed by the executive.

6.6 THE DUTIES OF THE VICE PRESIDENT, ACADEMIC AFFAIRS, SHALL BE:

6.6.1 To coordinate and oversee the programming of academic activities of the CSA in a manner consistent with policies set out by the executive board;

~~6.6.2 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.6.2 The Vice President, Academic Affairs shall also perform such other duties as may from time to time be directed by the executive.

6.7 THE DUTIES OF THE VICE PRESIDENT, COMMUNICATIONS AND PUBLICITY, SHALL BE:

6.7.1 To promote and oversee communication between the CSA and its membership, utilizing a variety of media, ~~including but not limited to examples include~~ website(s), an email listserv, ~~class announcements~~, print media, Facebook, and posters;

~~6.7.2 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.7.2 The Vice President, Communications and Publicity, shall also perform such other duties as may from time to time be directed by the executive.

6.8 THE DUTIES OF THE MEMBER(S)-AT-LARGE MAJOR, SHALL BE:

6.8.1 To ~~be~~ enrolled in a Major in the Classics Program;

6.8.2 To act as a liaison between the executive board and the CSA general membership, particularly those students in the Major Programs;

6.8.3 The Member-at-large, Major, shall also perform such other duties as may from time to time be directed by the executive.

6.9 THE DUTIES OF THE MEMBER(S)-AT-LARGE, HONOURS SHALL BE:

6.9.1 To ~~be~~ enrolled in the Honours or Joint Honours Classics Program;

6.9.2 To act as a liaison between the executive board and the CSA general membership, particularly those students in the Honours and Joint Honours Programs;

6.9.3. The Member-at-large, Honours, shall also perform such other duties as may from time to time be directed by the executive.

6.10. DUTIES OF THE MEMBER(S) AT LARGE, MINOR SHALL BE:

6.10.1 To be enrolled in a Classics Minor Program.

6.10.2 To act as a liaison between the CSA Executive and the general CSA Membership, particularly those students in the Classics Minor Program.

6.10.3 The Member-at-large, Minor, shall also perform such other duties as may from time to time be directed by the executive.

6.11. THE DUTIES OF THE MEMBER AT LARGE, FIRST-YEAR CLASSICS SHALL BE:

6.11.1 To be enrolled in a Classics course and be in their first year of studies at McGill.

6.11.2 To act as a liaison between the CSA Executive and the general CSA membership, particularly those students in their first academic year at McGill and in the Classics Program.

6.11.3 To promote the study of Classics among students in their first academic year at McGill, as part of the CSA First-Year Engagement Committee.

6.11.4 The Member-at-large, First Year, shall also perform such other duties as may from time to time be directed by the executive.

6.12 THE DUTIES OF THE EDITOR-IN-CHIEF, HIRUNDO, SHALL BE:

6.12.1 To oversee and thereby ensure the publication of Hirundo, bearing in mind that the foundational goals of Hirundo are a) to publish an exemplary undergraduate journal and b) to promote engagement and involvement among Classics students;

6.12.2 To appoint an editorial board, consisting of at least three (3) selection editors for the purpose of selecting journal content and submissions;

6.12.3 To ensure the editorial board consists of students in the undergraduate program. Students in the Classics program will be prioritised in hiring editors, but students from all departments are welcome;

6.12.4 To create, with the editorial board, guidelines for submission selection before the selection process begins;

6.12.5 To act as co-signing officer for Hirundo funds, if necessary. The other signing officer shall be the ~~President or~~ Vice President, Financial Affairs of the CSA;

6.12.6 To ensure the publication of Hirundo **within their term**;

6.12.7 To appoint the next Editor-in-Chief in conjunction with the academic advisor and the President of the CSA, with the approval of the executive board;

~~6.12.8 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;~~

6.12.8 The Editor-in-Chief shall also perform such other duties as may from time to time be directed by the executive.

Article VII - Committee Selection

7.1 The CSA shall select representatives to Departmental and Association committees from members of the executive board.

7.1.1 The President shall be the designated representative for the Departmental Committee. ~~However,~~ If the President is unavailable or wishes to delegate the responsibility, another member of the executive board may also be selected to represent the CSA.

7.1.2 The Vice President, Academic Affairs, shall be the designated representative for the Classical Studies Committee. ~~However,~~ If the Vice President, Academic Affairs, is unavailable or wishes to delegate the responsibility, another member of the executive board may also be selected to represent the CSA.

~~7.1.3 The Vice President, Academic Affairs, shall be the designated representative for the Curriculum Committee. If the Vice President, Academic Affairs, is unavailable or wishes to delegate the responsibility, another member of the executive board may also be selected to represent the CSA.~~

Article VIII – Affiliation

8.1 The CSA shall be officially affiliated with the following:

8.1.1 The Classics Program at McGill University;

8.1.2 The Department of History **and Classical Studies** at McGill University;

8.1.3 The ~~annual~~ undergraduate journal of Classical Studies, Hirundo;

~~8.1.4 The Montreal Classics Colloquium;~~

8.1.4 The Arts Undergraduate Society.

Article IX - Amendments to the Constitution

9.1 All amendments to the Constitution are of no force and effect until approved by:

9.1.1 Two-thirds (2/3) vote of the executive board;

9.1.2 The Arts Undergraduate Society.

Article X - Superseding Clause

10.1 This Constitution repeals and supersedes all previous constitutions.