



Constitution of the Society of Arts & Science Students

Last amended: Fall 2021

TABLE OF CONTENTS

- Article 1. NAME
- Article 2. INTERPRETATION AND ABBREVIATIONS
- Article 3. HEADQUARTERS
- Article 4. AIMS AND PURPOSES
- Article 5. MEMBERSHIP
- Article 6. MEMBERSHIP RIGHTS
- Article 7. MEETINGS
- Article 8. ELECTION
- Article 9. VACANCIES
- Article 10. FINANCE
- Article 11. OFFICERS
- Article 12. AMENDMENTS
- Article 13. CONSTITUTION

Article 1. NAME

The Society shall be known as the “Society of Arts and Science Students,” and hereinafter referred to as SASS. Under its name shall be included, “recognized Academic Society of McMaster University.” The views and actions of SASS in no way reflect the views of McMaster University.

Article 2. INTERPRETATION AND ABBREVIATIONS

2.1 “Executive” means the SASS Executive and shall be composed of the Officers of SASS.

2.2 “President” means President of SASS and not of any subsidiary body in SASS. 2.3 “MSU” means McMaster Students Union.

2.4 “Student” means “a person who is registered in a course of study approved by the Senate” (McMaster University Act).

2.5 “Member” means one who is currently enrolled in the Arts & Science Program at McMaster University.

2.6 “VP” means Vice President.

2.7 “SRA” means Student Representative Assembly.

2.8 “Constitution” refers to this document unless otherwise qualified.

Article 3. HEADQUARTERS

3.1 The Headquarters of SASS shall be located in L.R. Wilson Hall, Room 3038, Arts & Science Program, McMaster University, 1280 Main Street West, Hamilton, Ontario, L8S

3.2. All correspondence shall have the mentioned address and shall be directed to same.

3.3 A virtual headquarters for SASS shall also be located at www.sassweb.ca.

Article 4. AIMS AND PURPOSES

SASS shall provide a society which fosters a spirit of unity and fellowship amongst the students of the Arts & Science Program through organizing social, intellectual, and other events representing SASS students.

Article 5. MEMBERSHIP

5.1 Any student currently enrolled in the Arts & Science Program is considered a member of SASS.

5.2 Membership in SASS is not open to non-students except on an honorary basis.

5.3 Honourary membership in SASS may be granted by majority vote of the Executive to former SASS members who have been active in SASS and have rendered distinguished service.

5.4 Honourary members may not hold any executive positions within SASS.

Article 6. MEMBERSHIP RIGHTS

Every member in good standing is entitled to:

6.1 Be represented by SASS executive;

6.2 Be treated with dignity and respect within SASS;

6.3 Be nominated for an executive position, subject to any qualification stipulated elsewhere in the Constitution;

6.4 Participate in SASS's business and in the elections;

6.5 Request in writing a formal presentation to the President and the Executive no less than three (3) calendar days before the date of the regularly scheduled executive Meeting;

6.6 Attend any regularly scheduled meeting of the Executive;

6.7 Have access, in LRW3038 and on sassweb, to a copy of the Constitution, to be advised of amendments, and to see an up-to-date copy whenever the Constitution is compiled and/or reprinted.

Article 7. MEETINGS

7.1 At least one general meeting shall be called by the President per academic term (Fall and Spring meetings).

7.1.1 The President shall organize the time and place of the meeting.

7.1.2 Upon receipt of twenty (20) signatures from members requesting a general meeting, a meeting shall be called by the President at the earliest possible date.

7.1.3 Decisions reached at a general meeting shall be binding on the Executive. In case of a tie, the President shall cast the deciding vote.

7.1.4 The President should organize the time of the Spring General Meeting to allow sufficient time for the election process to be completed by the end of the spring academic term. Typically, the spring general meeting should occur no later than the first week of April.

7.2 At least six (6) meetings of the Executive shall be called by the President per academic term.

7.2.1 Special meetings of the Executive may be called by the President at the earliest possible date upon receipt of requests in writing for such a meeting signed by at least half of the Executive. All requests and notices

shall state the purpose or reason for the special meeting, and the said matters shall be dealt with before other issues may be raised.

7.2.2 Regular meetings of the Executive may be called by the President with a minimum of three (3) days' notice.

7.2.3 Voting procedure for regular business at meetings of the Executive shall be by majority.

7.2.4 In emergency matters where the guidance and decision of the Executive is required, but where a meeting of the Executive is deemed by the President to be impractical, a decision of the President in conjunction with two VPs of the Executive shall constitute a decision of the Executive. These decisions must, however, be ratified by a meeting of the Executive.

7.3 The quorum for meetings of the Executive shall be two-thirds of the voting members in office unless opinion by proxy is provided in writing.

7.3.1 The quorum for general meetings of SASS shall be 20%. Quorum can be met online where in-person meetings are restricted by public health and safety measures.

Article 8. ELECTION

8.1 The Executive shall be elected by majority (50% +1) of all members casting valid ballots. In the event of more than two nominations for one position, the preferential ballot system will be used. In the event that there are multiple nominees to be elected to a position (level reps), a plurality voting system shall be employed for the counting of ballots. In the event of a tie, a run-off election including only those tied candidates shall be held. This process will repeat until there is a winner.

8.1.1 Members going on exchange for one semester can run for an elected position only if nobody else is running.

8.1.2 Anybody running unopposed must still be confirmed through a vote of confidence.

8.2 Any member in good standing may be nominated for a position on the Executive.

8.2.1 The nomination shall be recorded in writing, approved by the nominee and at least one other member and returned to the President within a predetermined nomination period. The nomination must occur at a general meeting. However, for an emergency election filling only one (1) position, nominations may occur through online means at the discretion of the executive. In this case, members will have one (1) week to submit nominations or communicate accessibility concerns.

8.2.2 The President shall, within 3 days of the nomination, notify all nominees. Candidates will have 5 days from notification to accept their nomination in writing. Candidates who decline the nomination or who do not respond by the deadline will be removed from the ballot. Upon accepting a nomination for a position, a member is referred to as a candidate for that position. A member may only be a candidate for one (1) position each election.

8.2.3 The election shall be announced one (1) week prior to the spring general meeting. Nominations shall be accepted at the Spring General Meeting. For a period of no greater than a week, the candidates may campaign by any respectable means as defined by the Executive.

8.2.4 Elections must be held no later than one (1) week after the spring general meeting. They shall be conducted by secret ballot.

8.3 The results of the election, including the number of votes obtained by each candidate, shall be conveyed to the President as soon as the results have been tabulated. Successful and unsuccessful shall be notified within 5 days of the final tabulation.

8.4. A member elected to the Executive shall be known as a member-elect of the Executive for a period of time from their election until their term of office commences.

8.5 The term of office for members of the Executive shall be from the last day of class in April, in the year they were elected, to the last day of class in April of the following year, unless otherwise specified by their position.

Article 9. VACANCIES

9.1 A vacancy on the Executive may be declared by the President if an Officer is absent for three or more consecutive regular meetings without a reason acceptable to the Executive. A vacancy shall be declared if an Officer ceases to be a member in good standing.

9.2 If the office of President should fall vacant, the VP Functions shall automatically assume full duties on an acting basis. As well, they shall continue to hold the office of VP Functions until an election is held to fill the office of President.

9.3 When a position becomes available, all members of SASS shall be informed of the vacancy. Interested members may be nominated for the position.

9.4 If the office of the VP Functions, VP Social, Secretary, Treasurer, Community Chair, Program Advisors Advisors, Formal Convener, SRA Observer, or Athletics & Recreation Officer should fall vacant, the Executive may appoint a member to the position on an acting basis.

9.5 In every case of filling vacancies, the new incumbent shall serve only the unexpired duration of the office in question.

9.6 Any member who wishes to resign from office shall discuss the matter with the President. A letter of resignation shall be given to the President no less than ten (10) calendar days before the terminating date, with the exception of extenuating circumstances.

Article 10. FINANCE

10.1 SASS shall collect an annual membership fee from each member. The amount of this fee shall be determined in accordance with the rules set out by the University.

10.1.1 Monies received from any other source shall not involve any obligation on the part of the University.

10.1.2 SASS may use any means consistent with the law and University policies to raise funds for its activities consistent.

10.2 All cheques shall be signed by two of the following officers: Treasurer, the President and no more than one VP. Only the Treasurer or President may possess the SASS debit card, should one exist, and they must inform all signing officers of any debit transactions.

10.3 All funds for SASS shall be used only for legitimate purposes. Accounting for revenue and disbursements shall be done in a proper and business-like manner. All expenditures shall be by debit card, cheque or from petty-cash, and shall be properly supported by vouchers.

10.4 Financial control of SASS shall rest with the Executive, which shall have full control of funds they may raise through their own activities.

10.5 Any funds remaining in a SASS account at the end of the Academic year shall be considered the sole property of SASS.

Article 11. OFFICERS

11.1 The Elected Officers of SASS with voting rights shall consist of the President, Vice President Functions, Vice President Social, Treasurer, Communications Director, Community Chair, Formal Convener, SRA Representative, SRA Observer, Junior and Senior Program Advisors, Athletics & Recreation Officer, and Level Representatives. The Appointed Members of SASS without voting rights shall consist of the Welcome Week Planners, Junior and Senior Website Administrators, Junior and Senior Musical Producers, Senate Observer, Undergraduate Council Representative, and Yearbook Editor.

DUTIES OF OFFICERS

11.2 President. The President shall:

11.2.1 be the chief executive officer of SASS;

11.2.2 prepare the agendas for and be the chairperson of the Executive, and shall assume primary responsibility for chairing meetings. The President may delegate the role of chair over to any neutral member for the purposes of conducting elections;

11.2.3 have sole authority to interpret this Constitution and any by-laws of SASS. When an interpretation is made for the first time on an issue, the President shall find and report appropriate background information at next meeting of the Executive. The President's interpretation may be altered or reversed only by a two-thirds majority vote of the Executive;

11.2.4 notify the Secretary of any expected absences;

11.2.5 have overall authority over the affairs and operation of SASS on a

day-to day basis and shall also exercise such powers and duties as the Executive may assign from time to time;

11.2.6 call Executive meetings to discuss and solve any problems, ideas and plan future goals enforce compliance with by-laws and regulations of SASS as well as with the University.

11.3 Vice President Functions (VP Functions). The VP Functions shall:

11.3.1 act for the President in the latter's absence or incapacity;

11.3.2 assist the President in the duties set out in Section 11.2;

11.3.3 be the chairperson of the Functions Committee;

11.3.4 perform any duties designated by the President and/or the

Executive. 11.4 Treasurer. The Treasurer shall:

11.4.1 deposit all monies received in the SASS bank account;

11.4.2 keep an accurate record of all monies received, banked and

spent; 11.4.3 keep a file of receipts to correspond with all expenses;

11.4.4 keep account book up-to-date and report each month on the state of SASS's finances;

11.4.5 have the books available upon request of any member of SASS or MSU office, and post financial reports on sassweb at frequent and regular intervals;

11.4.6 perform such other duties as are assigned by the President;

11.4.7 create a tentative budget or proposed program for the present year in September in accordance with University guidelines;

11.4.8 create a statement of complete inventory on stock, capital, equipment and SASS-owned equipment each year.

11.5 Communications Director. The Communications Director shall:

11.5.1 manage SASS's social media accounts, promotional strategies, media contacts, public relations, and public image;

11.5.2 ensure that SASS activities and administration are transparent and well documented;

11.5.3 take careful notes of motions and recommendations being sure to get the names of all persons moving and seconding the motions and noting the results of votes carried or defeated;

11.5.4 be responsible for chairing the Media Committee should such a committee exist;

11.5.5 keep clear, concise minutes, always dating each set of minutes and post them on sassweb after they have been emailed to and approved by the Executive. These minutes will be clearly labelled and shall be available to members upon logging into sassweb.

11.6 Vice President Social (VP Social). The VP Social shall:

11.6.1 organize Post-Inquiry, Halloween Party, Pizza Plunge, one Kaffeehaus each term, and any other social event sanctioned by the Executive;

11.6.2 chair and hold regular meetings of the Social Committee;

11.6.3 with the support of the Executive and Social Committee, attempt to hold all social events in venues accessible to all members.

11.6.4 be nineteen (19) years of age by the Monday of Welcome

Week. 11.7 Level Representatives.

11.7.1 Two (2) Level One Representatives, two (2) Level Two Representatives, two (2) Level Three Representatives, two (2) Level Four Representatives and one (1) Level Five Representative shall be elected annually in September. They may also be elected at the discretion of the Executive.

11.7.2 These representatives shall have voice: Each Level One, Level Two, Level Three, and Level Four Representative will have one vote on the Executive.

11.7.3 The Level Representatives are responsible for relaying information from SASS and the administration to those they represent, as well as bringing information from those they represent to SASS and the administration.

11.8 Formal Convenor. The Formal Convenor shall:

11.8.1 organize a SASS semi-formal in first term and a SASS formal in second term;

11.8.2 be chair of the Formal Committee, and hold regular meetings of this committee.

11.9 Welcome Week Planner. The Welcome Week Planner shall:

11.9.1 be the primary summer contact for Arts & Science Welcome Week;

11.9.2 be responsible for planning Arts & Science Faculty Day, Faculty Night, faculty T-shirts and MSU Faculty Week Events;

11.9.3 two will be selected by the SASS Executive Committee through a formal application process;

11.9.4 begin their term in February preceding Welcome Week and finish their term to the following February, once all post-Welcome Week duties have been fulfilled and new planners have been selected;

11.9.5 be eligible to run for another position on the Executive in the same year that they are serving as Welcome Week Planner.

11.10 SRA Representative. The SRA Representative shall:

11.10.1 be bound by the policies surrounding their position as stipulated by the

MSU first and foremost;

11.10.2 Attend the bi-weekly meetings of the SRA, and report any relevant information to the SASS executive in conjunction with the SRA Observer.

11.10.3 The terms of office shall be defined by the SRA.

11.10 SRA Observer. The SRA Observer shall:

11.10.1 provide the members of SASS with an additional voice, although not an additional vote, in the MSU's St Representative Assembly;

11.10.2 Attend the bi-weekly meetings of the SRA, and report any relevant information to the SASS executive in conjunction with the SRA representative.

11.11 Community Chair. The Community Chair Shall:

11.11.1 chair and hold regular meetings with the Community Committee;

11.11.2 Organize Progressive Dinner in first semester and at least one other community event in second semester;

11.11.3 Be in charge of SASS community initiatives throughout the year.

11.12 Junior Program Advisor. The Junior Program Advisor (JPA) shall:

11.12.1 act as a liaison between students in Levels I and II, faculty and administration;

11.12.2 provide student input into discussion about issues pertaining to the academic program;

11.12.3 be a student in Level II;

11.12.4 attend the Council of Instructor Meetings as an observer with speaking but no voting rights;

11.12.5 compile a list of advocacy priorities at the beginning of the academic year, to be approved by the SASS Executive, which they will commit to advocating for over the course of the year to the relevant parties;

11.12.6 publish at least one report or memo before the next SASS general election outlining progress updates and/or future recommendations regarding the advocacy priorities in 11.12.5;

11.12.7 attend weekly SASS Executive meetings as a member with speaking and voting rights.

11.13 Senior Program Advisor. The Senior Program Advisor (SPA) shall:

11.13.1 act as a liaison between students in Levels III and IV, faculty and administration;

11.13.2 provide student input into discussion about issues pertaining to the academic program;

11.13.3 attend the Council of Instructor Meetings as an observer with speaking but no voting rights;

11.13.4 compile a list of advocacy priorities at the beginning of the academic year, to be approved by the SASS Executive, which they will commit to advocating for over the course of the year to the relevant parties;

11.13.5 publish at least one report or memo before the next SASS general election outlining progress updates and/or future recommendations regarding the advocacy priorities in 11.13.4;

11.13.6 attend weekly SASS Executive meetings as a member with speaking and voting rights.

11.14 Athletics & Recreation Officer. The Athletics & Recreation Officer shall:

11.14.1 Be a liaison between the Executive, the student body, and SASS-affiliated intramural teams;

11.14.2 Maintain a public list of SASS-affiliated intramural teams and assist team captains in recruiting members;

11.14.3 Publicize games, rally support, organize athleticwear, process finance, and/or provide other logistical support to team captains, as necessary;

11.14.4 Administer the SASS clubs department, should such a department exist;

11.15 Undergraduate Council Representative. The Undergraduate Council Representative shall:

11.15.1 provide a voice and vote for members of SASS on the University Undergraduate Council;

11.15.2 attend all meetings of the Undergraduate Council and report any relevant proceedings to the SASS Executive;

11.15.3 be obligated to attend meetings of the Executive directly following meetings of the Undergraduate Council only.

11.15.4 The terms of office shall be defined by the Undergraduate Council. 11.16 Senate Observer. The senate observer shall:

11.16.1 represent the Arts and Science Program on the University Senate, with a voice but not a vote, at monthly Senate meetings.

11.16.2 report details from Senate to SASS

11.16.3 be obligated to attend meetings of the Executive directly following meetings of the Senate only.

11.16.4 The terms of office shall be defined by the Senate.

11.17 Senior Website Administrator. The Senior Website Administrator (SWA) shall:

11.17.1 be the chief electoral officer of SASS, which entails impartially

administering all SASS elections in accordance with the Constitution and any additional regulations specified by the Executive;

11.17.2 be responsible for running, maintaining, promoting, and developing Sassweb, under the guidance of the Executive;

11.17.3 be responsible for training the Junior Website Administrator as a successor to this role;

11.17.4 be the chairperson of the Sassweb Committee;

11.17.5 transfer, in full, their role as chief electoral officer to the Junior Website Administrator and not participate in administering any SASS elections or referenda in which they wish to accept a nomination, publicly support or denigrate any candidate, or publicly endorse a position in a referendum administered on Sassweb;

11.17.6 convey to the President or the Executive the results of each election;

11.17.7 be appointed by the Executive in the event of vacancies in both the Senior and Junior Website Administrator positions;

11.17.8 attend Executive meetings as a member with speaking but no voting rights;

11.18 Junior Website Administrator. The Junior Website Administrator (JWA) shall:

11.18.1 assist the Senior Website Administrator in carrying out their responsibilities;

11.18.2 not participate in administering any SASS elections or referenda in which they wish to accept a nomination, publicly support or denigrate any candidate, or publicly endorse a position in a referendum administered on Sassweb;

11.18.3 fulfill the role of Senior Website Administrator upon the graduation, or otherwise departure, of the outgoing SWA;

11.18.4 be ratified by the Executive upon the recommendation of the Senior Website Administrator and/or the President;

11.18.5 attend Executive meetings as a member with speaking but no voting rights;

11.19 Senior Musical Producer. The Senior Musical Producer (SMP) shall:

11.19.1 be the chief musical coordinator of SASS, which entails organizing the Arts & Science Musical in accordance with the Constitution and any additional regulations specified by the Executive;

11.19.2 be responsible for running, maintaining, promoting, and developing the Arts & Science Musical as well as hiring the musical executive team, under the guidance of the Executive;

11.19.3 be responsible for training the Junior Musical Producer as a successor to this role;

11.19.4 be the chairperson of the Arts & Science Musical

11.19.5 convey to the President or the Executive updates about the Arts & Science Musical;

11.19.6 be appointed by the Executive in the event of vacancies in both the Senior and Junior Musical Producer positions;

11.19.7 attend Executive meetings as a member with speaking but no voting rights;

11.20 Junior Musical Producer. The Junior Musical Producer (JMP) shall:

11.20.1 assist the Senior Musical Producer in carrying out their responsibilities;

11.20.2 fulfill the role of Senior Musical Producer upon the graduation, or otherwise departure, of the outgoing SMP;

11.20.3 be ratified by the Executive upon the recommendation of the Senior Musical Producer and/or the President;

11.20.4 attend Executive meetings as a member with speaking but no voting rights;

Article 12. AMENDMENTS

12.1 This Constitution may be amended by a two-thirds vote of those members present and voting at any general meeting. Successful amendments shall be binding immediately upon passage unless otherwise specified.

12.2 All proposed amendments shall be submitted in writing to the President and presented to the members of SASS for approval. Notification of the proposed amendment(s), in detail, shall be available to all members one (1) week prior to the meeting at which time the amendment will be voted on.

12.3 Bylaws shall be proposed or amended by a two-thirds majority vote of the Executive and ratified by a two-thirds majority vote at a general meeting.

12.4 If the Executive intends to create a bylaw in a general meeting, the contents of this proposed bylaw shall be announced to members and posted on sassweb seven (7) days prior to the general meeting in which the vote is to be taken.

Article 13. CONSTITUTION

The Constitution shall be available to all members of SASS. A copy of the Constitution shall be filed in SASS's Headquarters. A record of all changes and results of this Constitution shall be kept on file by SASS. The Constitution shall be reviewed once every year.