

# CONSTITUTION OF THE SOCIETY OF ARTS AND SCIENCE STUDENTS

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## Article 1. NAME

The Association shall be known as the "Society of Arts and Science Students," and hereinafter referred to as SASS. Under its name shall be included, "recognized Association of the MSU." The views and actions of SASS in no way reflect the views of the McMaster Students Union Inc.

## 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 Student's 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 the Commons Building, Room 105, Arts & Science Program, McMaster University, 1280 Main Street West, Hamilton, Ontario, L8S 4L8. All correspondence shall have the mentioned address and shall be directed to same.

3.2 A virtual headquarters for SASS shall also be located at [www.sassweb.ca](http://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 Honorary 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 Honorary 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 C105 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).

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

7.12 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.

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

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

7.21 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.

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

7.23 Voting procedure for regular business at meetings of the Executive shall be by majority. The President shall abstain from voting, except in the case of a tie.

7.24 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

7.31 The quorum for general meetings of SASS shall be 20%.

## Article 8. ELECTION

8.1 The Executive shall be elected by majority (50% +1) of all members casting valid ballots or by acclamation. 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.

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

8.21 The nomination shall be in recorded in writing, approved by the nominee and at least one other member and returned to the President within a predetermined nomination period. 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.

8.22 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.

8.23 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.

8.4 A member elected to the Executive shall be known as a member-elect of the Executive for a period of time from her/his 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, she/he 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, Program Advisors or Formal Convener 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 may solicit financing from the MSU for individual events only, on individual occasions, in accordance with MSU policy.

10.2 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 MSU.

10.3 Monies received from a source other than that of sections 10.1 and 10.2 of this article shall not involve any obligation on the part of the MSU.

10.4 SASS may use any means consistent with the Constitutional (other than sections 10.1, 10.2, and 10.3 of this article) to raise funds for its activities consistent with MSU guidelines.

10.5 SASS's financial records shall be subject, at the discretion of the MSU, to:

- i) a mid-year audit by the MSU which shall be filed with the MSU auditors between December 7 and 23 annually; and
- ii) an annual audit which shall be filed with the MSU auditors no later than May 15 annually.

10.6 All cheques shall be signed by two of the following officers: Treasurer, the President and no more than one VP.

10.7 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 cheque or from petty-cash, and shall be properly supported by vouchers.

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

10.9 Any funds remaining in a SASS account at the end of the Academic year shall be considered the sole property of SASS, and shall be subject to audit by the MSU.

## Article 11. OFFICERS

11.1 The Officers of SASS shall consist of the President, Vice President Functions, Vice President Social, Treasurer, Secretary, Community Chair, Formal Convener, SRA Representative, SRA Ex-Officio, the Senate Observer, Undergraduate Council Representative, Junior and Senior Program Advisors, and Level Representatives.

### DUTIES OF OFFICERS

11.2 President. The President shall:

11.21 be the chief executive officer of SASS;

11.22 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;

11.23 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;

11.24 notify the Secretary of any expected absences;

11.25 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;

11.26 call Executive meetings to discuss and solve any problems, ideas and plan future goals;

11.261 enforce compliance with by-laws and regulations of SASS as well as with the MSU.

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

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

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

11.33 be the chairperson of the Functions Committee;

11.34 perform any duties designated by the President and/or the Executive.

11.4 Treasurer. The Treasurer shall:

11.41 deposit all monies received in the SASS bank account;

11.42 keep an accurate record of all monies received, banked and spent;

11.43 keep a file of receipts to correspond with all expenses;

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

11.45 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;

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

11.47 create a tentative budget or proposed program for the present year in September and budget for Summer Funding in April at the MSU Main Office in accordance with MSU guidelines;

11.48 create a statement of complete inventory on stock, capital, equipment and SASS-owned equipment in May with the financial records, or upon two weeks written request of the MSU, according to MSU guidelines.

11.5 Secretary. The Secretary shall:

11.51 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;

11.52 be responsible for chairing the pop committee should such a committee exist;

11.53 keep a clear, concise minutes, always dating each set of minutes and post them on sassweb and in C105 after they have been e-mailed 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:

11.61 organize Post-Inquiry, Hallowe'en Party, Pizza Plunge, one Kaffeehaus each term, and any other social event sanctioned by the Executive;

11.62 chair and hold regular meetings of the social committee;

11.63 with the support of the Executive and social committee, attempt to hold all social events in venues accessible to all members.

11.7 Level Representatives.

11.71 Two Level One Representatives and Four Level Four Representatives shall be elected annually in September for each level not currently having a voting member on the Executive. They may also be elected at the discretion of the Executive.

11.72 These representatives shall have voice and Level One and Level Four will each have one vote on the Executive.

11.73 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:

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

11.82 be chair of the formal committee, and hold regular meetings of this committee.

11.9 Welcome Week Planner. The Welcome Week Planner shall:

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

11.92 be responsible for planning Arts & Science Faculty Day, Faculty Night, faculty T-shirts and MSU Faculty Week Events and at least one Frost Week Event;

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

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



11.95 be eligible to run for another position on the Executive in the same year that he/she is serving as Welcome Week Planner.

11.10 SRA Representative. The SRA Representative shall:

11.101 be bound by the policies surrounding his/her position as stipulated by the MSU first and foremost;

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

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

11.10 SRA Observer. The SRA Observer shall:

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

11.102 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 Admissions Representative. The admissions representative shall:

11.111 be a student in at least his or her fourth year of study who has graded supplementary applications for one year or more;

11.112 attend the committee meeting to determine the grade required for admission to the program;

11.113 attend the meeting(s) to determine which transfer students will receive offers of admission into the program.

11.12 Community Chair. The Community Chair Shall:

11.121 chair and hold regular meetings with the community committee;

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

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

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

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

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

11.133 be a student in Level II and fulfill the role of Senior Program Advisor (SPA) in Level III

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

11.135 hold one Closed Forum each term for all students along with the SPA

11.136 compile Closed Forum Minutes and a Closed Forum Debrief along with the SPA to be circulated to the students and the Program Director within a month of Closed Forum

11.137 compile an End-of-Term Report along with the SPA to be circulated to the students and the Program Director within a month of the last day of exams

11.138 hold one Academic Forum or Workshop each term on a topic to be decided with the SPA and the Program Director

11.139 compile minutes from each Academic Forum or Workshop with the SPA to be circulated to the students, the Program Instructors, and the Program Director within a month of the Academic Forum or Workshop

11.140 organize the Thesis Gala in February or March along with the SPA

11.141 will attend weekly SASS Executive meetings as a member with speaking and voting rights

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

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

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

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

11.154 hold one Closed Forum each term for all students along with the JPA

11.155 compile Closed Forum Minutes and a Closed Forum Debrief along with the JPA to be circulated to the students and the Program Director within a month of Closed Forum

11.156 compile an End-of-Term Report along with the JPA to be circulated to the students and the Program Director within a month of the last day of exams

11.157 hold one Academic Forum or Workshop each term on a topic to be decided with the JPA and the Program Director

11.158 compile minutes from each Academic Forum or Workshop with the JPA to be circulated to the students, the Program Instructors, and the Program Director within a month of the Academic Forum or Workshop

11.159 organize the Thesis Gala in February or March along with the JPA

11.160 will attend weekly SASS Executive meetings as a member with speaking and voting rights

11.16 Undergraduate Representative. The Undergraduate Representative shall:

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

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

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

11.164 The terms of office shall be defined by the Undergraduate Council.

11.17 Senate Observer. The senate observer shall:

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

11.172 report details from Senate to SASS

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

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

## 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.

12.2 All proposed amendments shall be submitted in writing to the President and presented to the members of SASS for approval. Then, the reformed Constitution shall be submitted to the MSU for ratification. 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 and in the MSU office. A record of all changes and results of this Constitution shall be kept on file by SASS as well as by the MSU for perusal by all MSU members. The Constitution shall be reviewed once every year. All members of the Executive shall become familiar with Bylaw 10.1 of the MSU Constitution and Bylaws. A copy is filed at the Headquarters.