**McGill Classics Students’ Association**

**Constitution**

**Article I – Name**

1.1 Classics Students’ Association of McGill University (hereafter, the “CSA”). L’Association des Étudiants d’ Etudes Classiques de l’Université McGill.

**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;
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) 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 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 at the first 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 Notification of all elections shall be made 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. No one may hold two executive positions at once except in cases of interim appointment, or if they are Hirundo Editor-in-Chief;

4.8 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;

5.2 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)

5.3 The term of office for all executive positions shall begin the last day of the term, and end one year from that day or the last day of the term, 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.

5.4 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;

5.5.2 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 himself, or to appoint another individual to carry out this defense in his 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.

**Article VI - Duties of the Executive**
6.1 THE DUTIES OF THE PRESIDENT SHALL BE:

6.1.1 To be the chief officer of the CSA;
6.1.2 To ensure the long-term integrity of the CSA;
6.1.3 To be the spokesperson for the CSA in a manner consistent with executive board polices and the Constitution;
6.1.4 To enforce the Constitution of the CSA;

6.1.5 To chair and coordinate the activities of the executive board;

6.1.6 To call meetings and set the agenda for the executive board;
6.1.7 To chair and vote on the Selection Committee;
6.1.8 To coordinate relations between the CSA and the McGill Program of Classics, and the Department of History;
6.1.9 To coordinate relations between the CSA and the Arts Undergraduate Society;

6.1.10 To coordinate relations between the CSA and the HSA;
6.1.11 To appoint the future Editor-in-Chief of Hirundo with the approval of the executive board and the current Editor-in-Chief of Hirundo;
6.1.12 In the event of a Co-Presidency, the portfolio of the Vice President, Financial Affairs, shall be shared between the Co-Presidents;

6.1.13 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;
6.1.14 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;
6.2.4 To develop the budget of the CSA, in a manner consistent with the policies and priorities set out by the executive board;
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 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;
6.2.8 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 History and Classics Department;

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

6.3.3 To submit a comprehensive exit report detailing all important information regarding the position before the end of April;
6.3.4 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;

6.4.3 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 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;

6.6.3 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 website(s), an email listserv, 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;
6.7.3 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 enroll 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 enroll 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 enroll 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 enroll in a Classics Program, Major or Minor, Honours or Joint Honours 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. 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;
6.12.2 To appoint an editorial board;
6.12.3 To ensure the editorial board consists of at least one (1) managing editor to oversee financial aspects of the journal including but not limited to fundraising and bookkeeping; and at least three (3) selection editors for the purpose of selecting journal content and submissions;
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. The other signing officer shall be the President of the CSA or the Vice President, Financial Affairs.
6.12.6 To ensure the publication of Hirundo within one year of his/her appointment;
6.12.7 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**

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

8.1.1 The President shall be the designated representative for the Departmental Committee. 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.

8.1.2 The Vice President, Academic Affairs, shall be the designated representative for the Classics 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.

**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 at McGill University;

8.1.3 The annual undergraduate academic journal of Classics, Hirundo;
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.