Department of English Students’ Association (DESA)

Article I: NAME

1.0 The organization shall be called the Department of English Students’ Association.

1.1 Hereafter the Department of English Students’ Association shall be referred to as the Association.

**Article II: ACKNOWLEDGEMENTS**

**2.0 The Association acknowledges that it operates on unceded Kanien’Kehá;ka traditional territory, a site that has served as a place of meeting and exchange for millennia.**

**2.1 The Association acknowledges that this program and department are inherently colonialist. The Executive should be attuned and open to the needs and experiences of the student body.**

Article III: **MISSION**

3.0 The aim of the Association shall be to promote the social, educational, and cultural interests of its members, both in the context of its role as a liaison between students and Faculty of Arts, and in terms of the organization and promotion of social activities sponsored by the Association.

**3.1 The Association commits to the physical and mental well-being of its members and endeavours to host and create safe and inclusive spaces.**

3.2 The Association shall have jurisdiction and final authority over all of its activities and any affiliated activities.

3.3 The Association shall be regulated by this Constitution, and shall not be subordinated by any other constitution, other than the Constitution of the Arts Undergraduate Society.

Article IV: MEMBERSHIP

4.0 The Association shall consist of all undergraduate students registered in a major, double major, honours, joint honours, or minor program in the Department of English, in at least one of the three streams (Literature, Cultural Studies, or Drama & Theatre).

Article V: FINANCIAL REGULATIONS

5.0 Control of all moneys belonging to the Association is under the jurisdiction of the AUS, and its use must be agreed upon by a fifty-plus-one majority (hereafter referred to as a simple majority) of the executive.

5.1 The spending of money in all cases should reflect the aims of the Association (Articles II **and III**).

5.2 Any constituent shall have access to the financial records of the Association within a reasonable time period **(within three to five [3-5] business days, barring extenuating circumstances)** after a request is made.

Article VI: OFFICERS OF THE ASSOCIATION

6.0 The executive board of the Association (hereafter referred to at the Executive) shall consist of:

1. President
2. VP Internal
3. VP External
4. VP Communications
5. VP Academic
6. VP Finance
7. VP Journals & Affiliates
8. VP Events
9. Literature Representative
10. Cultural Studies Representative
11. Drama & Theatre Representative
12. U1 Representative

6.1 All executives of the Association **(excluding the U1 Representative)** must be elected by the members of the Association in the spring prior to the academic year in which they will hold office. In the event of a vacant position the executive will appoint a representative, based on interviews, as soon as possible. **The U1 Representative will be appointed based on interviews conducted by the President and VP Internal in September of candidates’ U1 year.**

6.2 Potential executives will not be discriminated against on the basis of national origin, race, ethnicity, religion, gender, sex, sexual orientation, or disability.

6.3 The President shall be responsible for the general organization and administration of all the Association’s activities and shall reside as the chair at weekly executive meetings. The President will act as the primary liaison between the Faculty of Arts, the English Graduate Students’ Association (EGSA), and English undergraduate students. Therefore, responsibilities include attending all departmental meetings and events and communicating all relevant information to the Association’s members.

6.4 The VP Internal is responsible for recording the minutes of the Executive’s weekly meetings and distributing the minutes to Association members. Other duties of the VP Internal include, but are not limited to, maintaining order of the Association’s office, refreshing office supplies, updating the Association’s board (located in the Arts Building), submitting nomination forms during the AUS election period to Elections AUS in compliance with AUS bylaws, and mediating and solving issues amongst the Association, should any arise.

6.5 The VP External shall act as a liaison between the AUS and the Association. The VP External will serve as the English representative on the AUS Council and be charged with articulating the interests of all English students to the Council. If the VP External is unable to attend an AUS council meeting, it is their responsibility to delegate the task to any other member of the Executive. Finally, the VP External will act as liaison between the Association and all non-university groups and/or persons.

6.6 The VP Communications shall be responsible for promotional activities regarding all of the Association’s events and projects, as well as the maintenance of the weekly listserv and all DESA social media.

6.7 The VP Academic will manage all academic-related inquiries and events. The VP Academic is responsible for sitting on the Department of English Curriculum Committee and/or Hiring Committee as the undergraduate representative. The VP Academic will determine and articulate the needs of the student body to these committees. In addition, the VP Academic is responsible for attending each Departmental Academic Round-Table (DART), in which VP Academics discuss the academic happenings within the faculty. If the VP Academic is unable to attend a round-table, the task must be delegated to another member of the Executive.

6.8 The VP Finance shall be responsible for creating the Association’s annual budget and for keeping a record of the Association’s financial transactions in a ledger kept for that purpose. The VP Finance will act as liaison between the Association and the AUS VP Finance, who oversees the Association’s bank account, which is internalized within the AUS. In the absence of the VP Finance, the President ~~signing authority on all invoices. In the interest of executive oversight all invoices over fifty dollars will require an additional signature from an executive of the Association.~~ **will be delegated the task of submitting cheque-requisition applications**. The VP Finance’s responsibilities also include the financial aspects of any funding applications, budgets, and reports involving the Association.

6.9 The VP Journals & Affiliates shall act as liaison between the various academic, creative, and theatrical journals and groups associated with the Department of English. This includes supporting the journals’ editorial boards with funding applications, providing the boards with office space for meetings, and facilitating journal launch events.

6.10 The VP Events will manage all logistics regarding the Association’s academic and social events, including, but not limited to, biannual Wine & Cheese events, the Honours Symposium, panel discussions, journal launches, and stream events. If they so wish, the VP Events can pitch new event ideas to the Executive and/or decide to alter or omit any events from the year’s event schedule, so long as an agreement to do so is reached among the executives. The VP Events will coordinate with the VP Communications in publicizing events to members of the Association.

6.11 The Cultural Studies, Drama & Theatre, and Literature Representatives will represent the concerns of their respective streams to the Executive. Stream representatives will run one event related to their respective stream per year. Stream representatives will also coordinate with the VP Communications in publicizing events to their streams.

6.12 The U1 Representative will act as a liaison between the Executive and U1 students in the Department of English, and will extend outreach to all first year students to promote interest in the Department of English Studies.

**Article VII: IMPEACHMENT PROCEDURES**

**7.0 An executive may be impeached in the case of egregious conduct and contradiction of the Association’s mission (Article II and III).**

**7.1 Either of two processes may trigger impeachment proceedings:**

1. **A letter and petition with 50 signatures from members outside of the executive team shall be submitted to the executive team, the Chair of the English Department, and the department Director of Undergraduate Studies.**
2. **An officer of the Executive shall request that the Executive vote to impeach another officer.**

**7.2 A two-thirds majority vote (hereafter referred to as a qualified majority) of the Executive shall remove an officer from office.**

Article VIII: ELECTIONS

8.0 All members of the Department of English shall be eligible to vote for officers of the Executive.

8.1 Elections shall be conducted in accordance with the AUS Departmental Electoral Bylaws.

8.2 All members of the Department, including English majors or minors, are eligible to stand for elections for the Association’s executive.

8.3 All elected individuals must remain members of the Department (either as English majors or minors) throughout their tenure as an Association executive.

8.4 Procedures:

a) Candidates (excluding candidates for President) must have at least ten nomination signatures in order to run for a position. Candidates for President must have at least twenty nomination signatures in order to run for their position. Signatures must come from members of the Department of English.

b) In order to be included in the nomination period, candidates must fill out the official AUS nomination form and submit it to the Association VP Internal.

Article IX: JOURNALS AND THEATRE

9.0 The Executive maintains authority over the nature of any relationship with journals or theatres. The Executive can determine the relationship on a case-by-case basis.

Article X: AMENDING THE CONSTITUTION

10.0 The Association’s constitution may be amended either

a) At the proposal of an executive, if a qualified majority of the executives agree with the proposed changes; or

 b) By resolution of the General Assembly.

10.1 All amendments to the constitution must reflect the aims of the Association as specified in Articles II **and III.**

10.2 Amendments to the constitution shall not be effective until they are approved by the Arts Undergraduate Society’s Constitutional Bylaw Review Committee, and further approved by a two-thirds vote of the AUS Council.

**Article XI: GOVERNING**

**11.0 Decisions, excluding DESA impeachments and constitutional changes, shall be made by a simple majority vote of the Executive.**

**11.1 In extraordinary circumstances, the Executive may move decisions to a web referendum of its constituency.**

1. **The decision to move to a referendum shall be approved by a simple majority vote of the Executive.**
2. **Each member is allowed one vote in a referendum.**
3. **The simple majority vote of a referendum shall supersede decisions made by the Executive.**

Article XII: DESA GENERAL ASSEMBLY

12.0 The General Assembly is the legislative governing body of the Association. It shall have the power to:

 a) Amend the Association’s constitution;

 b) Adopt, amend, or repeal a policy or proposition;

c) Adopt, amend, or repeal a strike mandate for the Association, only if the General Assembly was called specifically for that purpose.

12.1 A General Assembly shall be called by the executive, either by simple majority decision or upon receiving a petition from at least forty (40) members of the constituency, which must include the purpose for which the General Assembly is called.

1. Upon receiving a valid petition to that effect, the executive shall have three (3) business days to call a General Assembly and issue a public notice.
2. At least three (3) business days public notice must be given for a General Assembly, and the notice must include the purpose of the General Assembly.
3. The executive shall appoint a chair for a General Assembly upon calling it.

12.2 Quorum for a General Assembly shall be seventy-five (75) members of the constituency.

1. Quorum to pass a resolution in regards to an Association strike shall be ~~one hundred (100)~~ **seventy-five (75)** members of the constituency.

12.3 Policies and positions adopted at a General Assembly shall be binding on the Association for three (3) years or until repealed.

1. An adopted policy or position is not valid if it violates this constitution, or the AUS constitutions or by-laws.

12.4 For a motion to pass at a General Assembly, it must be approved by simple majority.