

**CANADIAN STUDIES ASSOCIATION OF UNDERGRADUATE STUDENTS CONSTITUTION**

Whereas the undergraduate students of the McGill Institute for the Study of Canada have expressed their desire to be associated with the other departmental student associations within the Arts Undergraduate Society of McGill University (AUS), let it be declared:

**I. ORIGINAL AND PREVIOUS VERSIONS**

**1.0** This Act may be cited as the Constitution Act of 2004.

**1.1** This Act was amended 16 January 2007.

**1.2** This Act was amended 18 February 2019.

**II. ASSOCIATION NAME**

**2.0** The organization shall be called the Canadian Studies Association of Undergraduate Students (hereinafter CSAUS) of McGill University.

**III. CSAUS MEMBERSHIP**

**3.0** Any student pursuing an Honours, Joint Honours, Major, or Minor program in Canadian Studies at McGill University shall be considered a member of CSAUS and shall hold voting privileges and be eligible to run for elections to the Executive.

**3.1** Any student enrolled in a Canadian Studies (CANS) or course cross-listed with a Canadian Studies course in a given semester shall be welcomed at CSAUS Student Executive-organised events. They shall further be welcomed to contact the Executive with academic concerns. They shall not, however, hold voting privileges, nor be eligible to serve on the Executive.

**IV. CSAUS STUDENT EXECUTIVE**

**4.0** The governing body of the CSAUS shall be known as the CSAUS Student Executive.

**4.1** The CSAUS Student Executive shall recognize the supremacy of the Constitution Act of 2004, as well as its amended versions, and be bound by it.

**4.2** The CSAUS Student Executive shall represent CSAUS to McGill University (hereinafter, the University), the AUS, the McGill Institute for the Study of Canada (MISC), and the public. The Executive shall also organize extracurricular activities, foster publication opportunities, and offer academic services for the benefit of CSAUS members.

**4.3** The Executive shall make all decisions and take action on behalf of the CSAUS.

**4.4** The Executive shall manage the budget allocated to CSAUS by the AUS, as well as all other CSAUS funds.

**4.5** All CSAUS Student Executive members must be members of CSAUS and be in good standing with the University.

**4.6** The CSAUS Student Executive shall be comprised of four permanent positions: the President, the Vice-President Finance, the Vice-President Internal, and the Vice-President External.

*4.6.1* The term of office for members of the Student Executive shall be from May 1st to April 30th.

*4.6.2* Vacancies shall be governed by the AUS electoral by-laws.

**4.7** Auxiliary members and committees may be appointed as the Student Executive sees fit.

**V. CSAUS STUDENT EXECUTIVE MEMBERS**

**5.0** The President shall

*5.0.1* Chair all meetings of the CSAUS Student Executive

*5.0.2* Set the agenda, date, time and place of the CSAUS Student Executive meetings. Any excusal of absences shall be made at the discretion of the President.

*5.0.3* Oversee a yearly constitutional review in mid-November.

*5.0.4* Liaise with the MISC and represent student interests in academic affairs.

*5.0.5* Act as the official spokesperson of the CSAUS.

**5.1** The Vice-President External shall

*5.1.1* Take minutes during CSAUS Student Executive meetings and draft CSAUS’ reports to AUS Legislative Council.

*5.1.2* Attend Departmental Academic Roundtables (DART) and AUS Legislative Council on behalf of CSAUS.

*5.1.3* Apply to sit on one AUS committee and the Arts Undergraduate Improvement Fund Committee (AUIFC).

*5.1.4* Act as the official spokesperson of the CSAUS should the President be unable to perform this function.

**5.2** The Vice-President Finance shall

*5.2.1* Receive monies and receipts on behalf of the CSAUS Student Executive and deposit them to the AUS on behalf of the CSAUS Student Executive.

*5.2.1* Be the custodian of all records, ledgers and receipts.

*5.2.2* Keep accurate records of all funds and shall inform the CSAUS Student Executive on the financial position of CSAUS and hand over all records to their successor at the end of their term.

**5.3** The Vice-President Internal shall

*5.3.1* Inform CSAUS members of upcoming Canadian Studies events and any other pertinent information via listserv, Facebook, and email.

*5.3.2* Organize and manage CSAUS events and event-planning.

*5.3.3* Recommend appointments to the Editorial Board of *Canadian Content* and, once the board is constituted, shall liaise with said Editorial Board on behalf of the CSAUS Student Executive.

**VI. CSAUS STUDENT EXECUTIVE MEETINGS**

**6.0** All CSAUS Student Executive meetings are open to the public, however meetings may be held privately at the discretion of the CSAUS Student Executive. Quorum for any Student Executive meeting is half of the Student Executive members.

**6.1** The CSAUS Student Executive meetings will be held once every two weeks during the fall and winter terms, for a total of twelve (12) meetings during an academic year. At the discretion of the President, up to two (2) meetings may be cancelled through the course of the year, for a minimum number of ten meetings (10).

**VII. CSAUS STUDENT EXECUTIVE ELECTIONS**

**7.0** The CSAUS Student Executive elections shall be regulated by the AUS’s departmental association electoral bylaws.

**7.1** All members of CSAUS are eligible to vote in the elections.

**7.2** All members of CSAUS are eligible to run in the elections. Elections shall be run following the timeline determined by AUS Elections.

*7.2.1* In lieu of signatures, candidates need only confirm their enrollment in a Canadian Studies program for the following academic year with the CSAUS Vice-President Internal.

*7.2.2* Candidates will be required to submit pen-sketches, photographs, and other materials requested by AUS Elections.

**7.3** Election results are determined based on a simple majority.

**7.4** In the event that an elected position of the CSAUS Student Executive is not filled during the winter elections, or becomes vacant during the academic year, a by-election may be held or an appointment made at the discretion of the CSAUS Student Executive.

*7.4.1*. In the case of a fall-term vacancy, a by-election shall be overseen by Elections AUS, and shall follow the timeline determined by Elections AUS (usually in October).

*7.4.2*. In the case of a winter-term vacancy, appointments may be made at the discretion of the CSAUS Student Executive.

**VIII. CSAUS STUDENT EXECUTIVE MEMBER REMOVAL AND RESIGNATION**

**8.0** Any member of the Executive may be removed from office for impropriety, violation of the provisions of this Constitution or the AUS Constitution, delinquency of duties or misappropriation of funds.

*8.0.1*. “Delinquency of duties” shall refer to an Executive member’s: unexcused absence from three or more meetings of the Student Executive; or failure to complete their duties as outlined in this Constitution.

**8.1** A motion to remove a member of the Student Executive may be made by any member of the Student Executive.

*8.1.1.* Said motion must be presented in writing to the Student Executive at a regular meeting of the CSAUS Student Executive and be seconded by at least one other executive member. The motion to remove shall then be inscribed on the agenda for the next regular meeting of the CSAUS Student Executive.

*8.1.2* The President shall notify the relevant member, with attached motion by email, within 24 hours of the meeting during which the motion was presented.

8.1.2.1 Should the motion for removal concern the President, the Vice-President External shall be responsible for notifying them.

*8.1.3* The member to whom the motion for removal pertains shall be invited to speak to the motion at the meeting.

*8.1.4* Following discussion, the CSAUS Student Executive members shall vote on the motion. A simple majority (50% + 1) shall be required for the motion to pass. The member concerned shall be allowed to vote. No abstentions shall be permitted.

*8.1.5* Executive members unable to attend the relevant meeting may submit their vote up to an hour preceding the vote, in writing, to the President.

*8.1.5.1* Should the motion for removal concern the President, members unable to attend shall submit their vote to the Vice-President External.

**8.2** A petition for the removal of a member of the Student Executive, signed by a simple majority (50% + 1) of the current CSAUS members, shall be considered sufficient for the relevant member to be removed from office.

**8.3** Should a member of the Student Executive wish to resign during their term, they may submit a letter to that effect to the President, who will then arrange for the resigned member’s duties to be delegated amongst the remaining members of the Student Executive.

**IX. MISCELLANEOUS PROVISIONS**

**9.0** English and French are the official languages of the CSAUS. Members of the CSAUS may use either official language at all meetings and in all documentation of the CSAUS.

**9.1** All documentation of the CSAUS Student Executive and its Committees shall be available to the public upon request.

**9.2** All actions and decisions taken by the CSAUS shall be in line with University policies, Quebec and federal legislation, and the Canadian Charter of Rights and Freedoms.

**X. CONSTITUTIONAL PROVISIONS**

**10.0** This Constitution repeals and supersedes all previous constitutions.

**10.1** The President shall convene a constitutional review general assembly no later than the last day of classes of the fall semester of a given year, during which all CSAUS members present may propose and vote on amendments to this Constitution.

*10.1.1* General assemblies shall have a quorum of 4.

*10.1.1* Amendments shall require a two-thirds majority of all present to pass.

*10.1.2*  All amendments passed in general assembly shall be submitted to the AUS Constitutional and By-Law Review Committee (CBRC) and subsequently the AUSfor approval, before entering into effect.