Constitution of the Caribbean and Latin American Studies and Hispanic Studies Association (CLASHSA) of McGill University

As ratified by AUS Council, October 2007

Revised by CLASHSA Executive on Sept 12, 2018

Ratified by AUS Council, October 3 2018

**Title I – The Association**

Article 1 – Name

* 1. The Association shall be known as the Caribbean and Latin American Studies and Hispanic Studies Association, or by its acronym of CLASHSA.

Article 2 – Aim

* 1. The aims of the CLASHSA shall be:
1. To represent all students in the departments of Caribbean and Latin American Studies and Hispanic Studies at McGill University and to promote their welfare and interests, and
2. To provide activities and services to enhance the educational, cultural, environmental, and social aspects of the lives of its members.
	1. The CLASHSA shall be recognized by its members, the Arts Undergraduate Society, the Students’ Society of McGill University, the departments of Caribbean and Latin American Studies and Hispanic Studies and the Faculty of Arts as representative of all undergraduate students registered in the departments of Caribbean and Latin American Studies and Hispanic Studies of McGill University.

Article 3 – Membership

* 1. The membership of the CLASHSA shall include all undergraduate students currently registered at McGill University in any of the major, double major, honours, joint honours, and minor programs of the departments of Caribbean and Latin American Studies and Hispanic Studies.
	2. Membership in the CLASHSA confers the right to participate in all activities organized by the CLASHSA as well as the right to attend Executive meetings.
	3. Non-members of the CLASHSA shall be known as Observers.
1. Observers may attend a meeting of Executive with the assent of one member of the Executive.
2. Observers shall have full speaking rights at meetings of the Executive but under no circumstances may exercise a vote.

**Title II – Organization**

Article 4 – The Council

4.1 The governing body of the CLASHSA shall be known as the Executive and as such shall:

(a) Recognize the supremacy of this Constitution and be bound by it.

1. Be empowered to make all decisions and take action on behalf of the CLASHSA.

4.2 The Executive shall consist of:

1. The members as defined in Section 6.3.
2. Additional CLASHSA members appointed at the President’s discretion (‘Members-at-Large’).

Article 5 – Meetings of Council

* 1. Quorum for a meeting of Executive shall be at least three Executives. If more Members-at-Large are appointed as per Article 4.2b, then quorum shall increase one person per Member-at-Large added.
	2. The Executive shall hold regular meetings at least twice a month when classes are in session.
	3. Notice of all meetings is suggested to be given to the CLASHSA membership in general and members of the Executive in particular at least three days in advance.
1. In pressing and substantial cases, the Executive may decide to hold a meeting as soon as possible.
2. No removal of an Executive may take place in such an ‘emergency session’.
	1. All meetings of the Executive shall be open to all CLASHSA members.
	2. The Executive may, when it deems necessary, conduct closed meetings by excluding, individually or collectively, Observers in attendance.
3. A decision to exclude members will require a two-thirds majority vote of the Executive.
4. Minutes must be made available in such a situation within six (6) months on the CLASHSA Facebook page.

Article 6 – The Executive

* 1. The governing body of CLASHSA shall be known as the Executive, which shall govern the CLASHSA in a manner consistent with policies set out by the Constitution.
	2. The Executive shall be a non-hierarchical body, with all members of the Executive coequal to each other.
	3. The Executive shall be composed of:
1. The President
2. The Vice-President Finance
3. The Vice-President Internal Events
4. The Vice-President Internal Communications
5. The Vice-President External Affairs
6. The Vice President Academic Affairs
7. The Vice-President Academic Student Resources
8. The Vice-President Journal
	1. Other positions may be created at the discretion of the Executive, including but not limited to:
	(a) The Vice-President – Hispanic Studies
	(b) The Vice- President – Latin American & Caribbean Studies
	(c) Vice-President Academic Affairs (Hispanic Studies)
	(d) Vice-President Academic Affairs (Latin American and Caribbean Studies)
	(e) The U1 Representative
	(f) The U2/U3 Representative

Article 7 – Powers and Duties of the Executive

* 1. All members of the Executive shall:
1. Submit to the greater authority of the membership and execute its decisions even if they conflict with the Executive’s personal views on matters within his or her jurisdiction.
2. Submit any actions taken or decisions made between meetings of the Executive to be ratified at the following meeting of the Executive.
3. Be members of the CLASHSA in good academic standing.
4. Be responsible for the keeping of adequate records of their actions in order to ensure a smooth transition from one year to the next.
5. Commit to ensuring an equitable and reasonable distribution of work among the Executive.
6. Miss no more than two meetings of the Executive per semester.

a. Should a member of the Executive miss more than two meetings of the Executive per semester, Executive must take steps to investigate the absences of the Executive member and if necessary replace the Executive member in the case that the Executive member can no longer be committed to their position.

* 1. The President shall define the roles and responsibilities of each Executive position in writing prior to Elections.
	(a) Should no election take place as stated in 8.4, the President must inform the Executive members of their duties at the first Executive meeting after the Executive has been set.

**Title III – Elections**

Article 8 – General

* 1. All members of the CLASHSA shall be eligible to vote in CLASHSA elections.
	2. Elections shall be conducted in accordance with this Constitution and with any applicable CLASHSA by-laws, as well as AUS Departmental By-laws.
	3. Elections are passed by a plurality.

Article 9 – Eligibility

* 1. Unless otherwise specified in this Constitution, all members of the CLASHSA shall be eligible to stand for election to the positions outlined in 6.3.
	2. All elected individuals must remain members of the CLASHSA throughout their mandate, unless graduating or going on exchange, whereby they will be granted a leave of absence. The CLASHSA executive will follow Article 12.2 to replace individuals who are granted a leave of absence.

9.3 No member of the CLASHSA may accept nominations for two CLASHSA Executive positions in the same year.

Article 10 – Procedures

* 1. Elections for the Executive positions shall be held between March 1 and the beginning of the Winter exam period.
	2. The newly elected members of the Executive shall come into office on May 1 of the year in which they were elected and shall leave office on April 30 of the following calendar year.
	3. Elections procedures shall conform to all Arts Undergraduate Society by-laws.

**Title IV – Removal from Office**

Article 11 – Removal

11.1 Any member of the Executive may be dismissed from their functions for impropriety, violation of this Constitution and its by-laws, delinquency of duties, or misappropriation of funds. The preceding list of reasons for dismissal is non-exhaustive.

11.2 A motion to remove an Executive must be presented in writing to the President and signed by at least three members of the Executive.

1. Should the motion pertain to the President (a ‘Coup d’Etat), it shall be presented in writing to the Vice-President Finance and signed by at least three members of the Executive.
	1. The Executive whom they are seeking to remove is heretofore referred to as ‘the Executive in question.’
	2. Quorum to remove an Executive requires all current Executive members excluding the Executive in question.
	(a) The Executive in question may be removed *in absentia*, provided they have been notified in the presence of a witness no less than one week prior to their dismissal hearing.
	3. Passage of a motion to remove an Executive shall require a three-fourths majority vote of present Executive members, excluding the Executive in question and the President.
	4. The President is encouraged to abstain from voting, unless in a case of exactly three-fourths of the Executive voting in favour of the motion for removal.
	5. A dismissed Executive may appeal his or her removal to the President at the next Executive meeting, after which no appeals will be accepted and the Executive’s decision takes effect.
	(a) The President alone may table a motion to grant a thirty (30) day reinstatement of the Executive in question.
	(b) This motion requires only a simple majority to pass, with standard quorum.
	(c) Should this motion pass, at the meeting immediately following the conclusion of the thirty (30) day period, another vote on removal shall take place, or the Executive in question will return to his or her previous duties until the end of that Executive’s previously elected term period.
	(d) Should the second motion for removal pass according to the guidelines in subsections 11.1 through 11.5, the Council proceeds to Article 12 — Succession and Replacement.
	(e) Should the dismissed Executive be President, the appeal must be made to the Acting President.
	6. Should the dismissed Executive not appeal, or unsuccessfully appeal, the Executive proceeds to the rules laid out in Article 12 — Succession and Replacement.

Article 12 – Succession and Replacement

* 1. Should the office of President become vacant due to resignation, removal, incapacitation, or death, the title of Acting President and the duties of President shall devolve down the Executive list in Section 6.3, beginning with 6.3 (b), to the next available Executive.
1. The same procedure is to be followed if the office of Acting President should become vacant.
	1. Should an Executive position become vacant due to resignation, removal, or death, a replacement shall be determined by the Executive
2. The nominee must be eligible for the vacant position as prescribed by Articles 9 and 10.
3. The Executive will advertise, accept applications, and conduct interviews for the vacant position.
	1. Other than the position of Acting President, no member of the CLASHSA may concurrently hold two Executive positions.

**Title V – The Constitution**

Article 13 – Superseding Clause

* 1. This Constitution repeals and supersedes all previous constitutions.
	2. This Constitution is superseded by all AUS Constitutions and By-laws.

Article 14 – Amendments

* 1. Amendments may be proposed piecemeal by individual members of Executive.
	2. Quorum for an amendment to this Constitution shall be two-thirds of AUS Council.
	3. This Constitution may only be amended by a two-thirds majority vote of AUS Council members.

Article 15 – Citation

15.1 The Constitution may be cited as the ‘CLASHSA Constitution’.