Constitution of the Liberal Arts Program Students’ Association (LAPSA)

**Title I – The Association**

Article 1 – Name

* 1. The Association shall be known as the Liberal Arts Program Students’ Association, or by its acronym LAPSA

Article 2 – Aim

* 1. The aims of the LAPSA shall be:
1. To represent all students in the program of Liberal Arts 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 prospects of its members.
	1. The LAPSA shall be as representative of all undergraduate students registered in the Liberal Arts Program at McGill University.

Article 3 – Membership

* 1. The membership of the LAPSA shall include all undergraduate students currently registered at McGill University in any of the major, double major, and honours programs of the Liberal Arts Program.
	2. Membership in the LAPSA confers the right to participate in all activities organized by the LAPSA as well as the right to attend executive meetings.
	3. Non-members of the LAPSA shall be known as Observers.
1. Observers may attend a meeting of the LAPSA executive committee with the consent of one member of the Executive.
2. Observers shall have full speaking rights at executive committee but under no circumstances may exercise a vote.

**Title II – Organization**

Article 4 – The Association

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

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

(b) Work to realize their mission as set forth by this Departmental Constitution.

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

4.2 The Executive Committee shall consist of:

1. The President, Vice-Presidents, and other representatives as defined in Section 6.3.

Article 5 – Meetings of the Executive Committee

* 1. Quorum for a meeting of Executive Committee shall be at least two-thirds of all Executives and other representatives.
	2. The Executive Committee shall hold regular meetings at least twice a month when classes are in session.
		1. Minutes of such meetings shall be made available to all members of LAPSA within one week
	3. Notice of all meetings shall be given to the LAPSA membership in general and members of Executive Committee in particular at least three days in advance.
1. In pressing and substantial cases, the Executive may decide to strike meeting of the Executive Committee without prior notice
2. No removal of an Executive may take place in such an “emergency session”.
	1. All meetings of the Executive Committee shall be open to all LAPSA members.
	2. The Executive Committee may, when necessary, conduct closed meetings by excluding, individually or collectively, Observers.
3. A decision to exclude members will require a two-thirds majority vote of Executive Committee.
4. In such situations, minutes shall only be made available once the need for confidentiality is no longer pertinent.

Article 6 – The Executive Committee

* 1. The Executive Committee shall be composed of an Executive as well as representatives to govern LAPSA in a manner consistent with policies set out by this Constitution.
	2. The Executive shall be composed of:
1. The President
2. The Vice-President Finance
3. The Vice-President Student Life

(e) The Vice-President Communications

* 1. The Representatives shall consist of
1. The U1 Representative
2. The U2/U3 Representative

Article 7 – Powers and Duties of the Executive Committee

* 1. All members of the Executive shall:
1. Submit to the greater authority of this Constitution and even if its conflicts with the Executive’s views on matters within his or her jurisdiction.
2. Be members of the LAPSA in satisfactory academic standing.
3. Be responsible for the keeping of adequate records of their actions in order to ensure accountability and a smooth transition from one year to the next.
4. Commit to ensuring an equitable and reasonable distribution of work amongst the Executive.
5. Miss no more than two meetings of Executive Committee per semester.

a. Should a member of the Executive miss more than two meetings of Executive Committee per semester, Executive Committee must take steps to investigate and if necessary replace the Executive member.

* 1. The President shall:
1. Co-ordinate and supervise the affairs of LAPSA.
2. Ensure that LAPSA members are well served by LAPSA.
3. Call and preside over meetings of Executive Committee.
4. Ensure quorum at meetings of Executive Committee.
5. Be the official spokesperson for LAPSA in a manner consistent with the policies set up by Executive Committee.
6. Coordinate with other departmental-, faculty-, or university-level student societies to lobby for changes that advance the interests of LAPSA members and to organize events of common interest.
	1. The Vice-President Finance shall:
7. Advise the Executive on all financial matters of LAPSA.
8. Prepare and administer the budget of LAPSA.
9. Keep proper accounts and records of LAPSA’s financial dealings.
10. Be consulted before any purchase is made on behalf of LAPSA
11. Have the authority to refuse, either in full or in part, any expensif he or she believes them to have been excessive and explain this decision at the next meeting of Council.
	* 1. This decision shall be made in conjunction with the AUS VP Finance.
	1. The Vice-President Communications shall:
12. Ensure communication between Executive Committee and the membership of LAPSA.
13. Set up an maintain a LAPSA listserv system.
14. Search out new opportunities and methods of increasing LAPSA’s visibility and of encouraging the participation of membership in LAPSA’s activities.
15. Remain available to aid in the communications and promotions aspects of the various Mandates of Executive Committee.
	1. The Vice-President Student Life shall:
16. Attend Councils of the Arts Undergraduate Society and represent interests of LAPSA membership therein
17. Be a liaison between the Liberal Arts Program and the LAPSA
18. Be responsible for educational and curricular concerns of the LAPSA
19. Sit on one AUS committee, in accordance with the Constitution of the Arts Undergraduate Society of McGill University
20. Oversee initiatives affiliated with, but external to, the LAPSA
21. Represent the LAPSA within the larger Arts, McGill, and Montreal communities
	1. The Representatives shall:
22. Consult with LAPSA members within their academic year to ensure their fair and adequate representation to the Executive Committee
23. Vote in accordance with the wishes of their constituents at Executive Committee

7.6 In case of an expanded Executive Committee, corresponding responsibilities will be added to the Constitution.

**Title III – Elections**

Article 8 – General

* 1. All members of the LAPSA shall be eligible to vote in LAPSA elections.
	2. Elections shall be conducted in accordance with this Constitution.
	3. Elections are passed by a plurality.
	4. Elections shall not take place if there are no contested positions.

Article 9 – Eligibility

* 1. Unless otherwise specified in this Constitution, all members of the LAPSA shall be eligible to stand for election to the positions outlined in 6.3.
	2. All elected individuals must remain members of the LAPSA throughout their mandate.

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

Article 10 – Procedures

* 1. Elections for the Executive positions shall be held between February 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 Departmental Association Electoral 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 two-thirds of the Executive Committee.

1. Should the motion pertain to the President, it shall be presented in writing to the Vice-President Finance and signed by at least two-thirds members of Council.
	1. The Executive whom the Council is seeking to remove is heretofore referred to as ‘the Executive in question.’
	2. Quorum to remove an Executive requires all Executive Committee 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 by

email.

* 1. Passage of a motion to remove an Executive shall require a simple majority vote of present Executive Committee members, excluding the Executive in question..
	2. A dismissed Executive may appeal his or her removal to the President at the next Council meeting, after which no appeals will be accepted and the Council’s decision takes effect.
	3. Should the dismissed Executive not appeal, or unsuccessfully appeal, the Council 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 6.2 (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 a Vice-Presidential or Representative position become vacant due to resignation, removal, or death during the Fall semester, a replacement shall be nominated by the President and ratified by a two-thirds majority of Executive Committee.
2. The nominee must be eligible for the vacant position as prescribed by Articles 9.
3. The appointee should preferably already be familiar with the workings of the LAPSA.
	1. Should a Vice-Presidential or Executive position become vacant due to resignation, removal, or death during the Winter semester, the duties of their position shall be divided among the remaining Executive to be carried out until the regularly scheduled election and accession to office of the following year’s Executive.
	2. Other than the position of Acting President, no member of the LAPSA may concurrently hold two Executive positions.

**Title V – The Constitution**

Article 13 – Superseding Clause

* 1. This Constitution repeals and supersedes all previous LAPSA constitutions.

Article 14 – Amendments

* 1. Amendments may be proposed piecemeal by individual members of Executive Committee.
	2. Quorum for an amendment to this Constitution shall be two-thirds of Executive Committee.
	3. This Constitution may only be amended by the approval of the Arts Undergraduate Constitutional By-Law Review Committee, and a two-thirds majority vote of AUS Council members.

Article 15 – Citation

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