



CONSTITUTION OF THE BACHELOR OF ARTS AND SCIENCE  
INTEGRATIVE COUNCIL

Adopted by the BASiC on \_\_\_\_\_, 2015

## **Part I: The BASiC**

### Article 1 – Establishment

- 1.1 The organization will be known as the Bachelor of Arts and Science Integrative Council (BASiC) or the Conseil Intégré du Baccalauréat en Arts & Sciences (CIBAS), hereinafter the BASiC.

### Article 2 – Mandate

- 2.1 The BASiC exists to represent all McGill students enrolled in the Bachelor of Arts and Science (B.A. & Sc.), to provide activities and services to enhance the educational, cultural, and social conditions of its members, and to promote their general welfare and interests.

### Article 3 – Membership and Fees

- 3.1 The membership of the BASiC shall consist of all students currently registered at McGill University in the B.A. & Sc. Program, subject to payment of fees prescribed.
- 3.2 The membership of the BASiC shall pay the society fees prescribed by the Arts Undergraduate Society of McGill University (AUS) and the Science Undergraduate Society of McGill University (SUS) on a pro-rated basis. The BASiC will then receive equalization payments from the AUS and the SUS in accordance with each society's constitution and by-laws.

### Article 4 – Finances

- 4.1 The financial year of the BASiC shall be the first (1) of May to the thirtieth (30) of April of the following year.
- 4.2 The accounts of the BASiC shall be maintained according to Generally Accepted Accounting Principles (GAAP) and shall be available to the membership upon request.

## **Part II: Organization**

### Article 5 – Powers and Duties of the BASiC Executive

- 5.1 The governing body of the BASiC shall be known as the BASiC Executive Committee, hereinafter the Executive, and as such shall:
  - (a) Recognize the supremacy of the Constitution of the BASiC and be bound by it;
  - (b) Be empowered to make all decisions and take action on behalf of the BASiC;
  - (c) Establish Committees of Council where and when it deems necessary;
  - (d) Have the power to mandate any of its representatives to adopt and defend a specific stance.
- 5.2 The terms of office for members of the Executive shall be from the first (1) of May to the thirtieth (30) of April.

## Article 6 – Purpose and Privileges of the Arts and Science Assembly and its Members

- 6.1 The Arts and Science Assembly, hereinafter the Assembly, is to be a subsidiary of the BASiC and its main purpose is to maintain communication between the Executive and all of the BASiC's subsidiaries and representatives. Members of the Assembly are hereinafter referred to as "Councillor."
- 6.2 The Assembly shall be a forum for debate on all issues concerning BASiC members. The Assembly shall have the power to pass motions affecting all BASiC members by a simple majority vote. Furthermore, the Assembly shall have the power to overturn decisions made by the Executive with a two-thirds (2/3) majority vote of councillors.
- 6.3 The Assembly shall consist of:
  - (a) The members of the Executive Committee as defined in Article 11;
  - (b) A representative from the Student Association of Cognitive Science;
  - (c) A representative from the Student Association of Sustainability, Science and Society;
  - (d) A representative from the McGill Environment Students' Society;
  - (e) The Arts & Science Representative to SSMU;
  - (f) The Arts & Science Student Senator (if applicable for that academic year)
  - (g) Chair(s) of Ampersand: the Conference (non-voting);
  - (h) Chair(s) of the National Integrative Research Conference (non-voting);
  - (i) Editor(s)-in-chief of *Ampersand* the Journal (non-voting).
- 6.4 No member of the BASiC may concurrently hold more than one position on the Assembly.

## Article 7 – Meetings of the Assembly

- 7.1 The quorum for a meeting of the Assembly shall be eight (8) voting members of the Assembly.
- 7.2 The Executive Committee and all standing committees must report their activities during the Assembly.
- 7.3 If a councillor (excluding Executive Committee) is to miss a meeting, they are to send a replacement.
- 7.4 Councillors (excluding Executive Committee) will have their seat on the Assembly suspended indefinitely if they (or their replacement) fail to attend three (3) total or two (2) consecutive scheduled meetings per semester.
  - 7.4.1 Subsidiaries of the BASiC with a suspended seat must notify the President in writing five (5) days prior to the next Executive Committee meeting to be put on the agenda, should they wish to appeal to reclaim their seats.
  - 7.4.2 The seats can be reclaimed by a majority vote at the Executive Committee meeting.
- 7.5 Any subsidiaries of the BASiC with their seat suspended will lose their funding for the semester.
  - 7.3.1 The subsidiary does, however, have the right to appeal to the Executive Committee for the reinstatement of funding.

- 7.6 The Assembly shall hold regular meetings at least twice a month, while classes are in session during the fall and winter semesters, with the exception of the month of September.
- 7.7 Notice of all meetings shall be given to all members of the Assembly at least three (3) days in advance. In pressing and substantial cases, the President or Executive Committee may call an emergency meeting twenty-four (24) hours in advance.
- 7.5.1 If an emergency meeting is to be held, the President must notify the members by email.
- 7.8 All meetings of the Assembly shall be open to members of the BASiC with the exception stated in Article 7.7.
- 7.9 The Assembly may, when deemed necessary, conduct closed meetings, with a vote of two-thirds (2/3) of councillors in favor of such a motion.

#### Article 8 – Committees of the BASiC

- 8.1 Standing committees of the BASiC shall include the following, unless deemed unnecessary by a simple majority vote of the BASiC Executive:
- (a) The Academic Committee;
  - (b) The Freshman Arts & Science Committee;
  - (c) The External Affairs Committee;
  - (d) The Presidential Affairs Committee;
  - (e) The Events Planning Committee;
- 8.2 Subsidiaries of the BASiC shall include the following, unless deemed unnecessary by a simple majority vote of the Assembly:
- (a) The National Integrative Research Conference (NiRC) Planning Committee;
  - (b) The Ampersand: the Conference Board of Directors;
  - (c) The Ampersand Journal Editorial Board;
  - (d) The Student Association of Cognitive Science (SACS);
  - (e) The Student Association of Sustainability, Science and Society (SASSS);
- 8.3 The Executive may establish new Standing or *ad hoc* committees as it sees fit to carry out the BASiC's objectives.
- 8.4 All standing committees and subsidiaries must follow the Financial By-Laws in regards to allocations, responsibilities, budgets, contracts, etc.

#### Article 9 – Subsidiary Departmental Associations

- 9.1 Each Interfaculty Program within the Bachelor of Arts & Science shall have the right to be represented by a subsidiary Departmental Association.
- 9.2 Subsidiary Departmental Associations must have a Constitution, which defines its name, membership, purpose, structure and transition or electoral process. Said Constitution must be submitted to the President of the BASiC at the beginning of each academic year.
- 9.2.1 Amendments to the constitutions of the subsidiary Departmental Associations must be passed through the Assembly by a two-thirds (2/3) majority vote of councillors.

- 9.3 All subsidiary Departmental Associations receiving funding from the BASiC must further follow the Financial By-Laws and the Departmental By-Laws in regards to allocations, responsibilities, budgets, contracts, room bookings, etc.
- 9.4 The BASiC shall recognize the following as subsidiary Departmental Associations that shall each hold one vote on the Assembly:
- (a) McGill Environment Students' Society (MESS);
  - (b) Student Association of Cognitive Science (SACS);
  - (c) Student Association of Sustainability, Science and Society (SASSS).

#### Article 10 – Arts & Science Representative to SSMU and to University Senate

- 10.1 Arts & Science Representative to SSMU shall be accountable to the BASiC and shall:
- (a) Be elected and hold one (1) vote on the Assembly;
  - (b) Be a voting member of the SSMU Council and be bound by the SSMU Constitution and By-Laws;
  - (c) Represent the views of Arts & Science students to the SSMU Legislative Council;
  - (d) Report on all relevant decision and discussions of the Assembly to SSMU and of SSMU to the Assembly;
  - (e) Serve as a liaison between Arts & Science students and the SSMU;
- 10.2 Arts & Science Student Senator shall be accountable to the BASiC and shall:
- (a) Be elected and removed from office as per the SSMU Constitution and By-Laws;
  - (b) Hold one (1) vote on the Assembly;
  - (c) Represent the views of Arts & Science students at Senate meetings;
  - (d) Report on all relevant decisions and discussions of the Senate to the Assembly;
  - (e) Serve as a liaison between Arts & Science students and the University Senate.

#### Article 11 – The Executive

- 11.1 The Executive shall be composed of:
- (a) The President;
  - (b) The Vice-President, Academic;
  - (c) The Vice-President, Communications;
  - (d) The Vice-President, External Affairs;
  - (e) The Vice-President, Finance;
  - (f) The Vice-President, First Year Affairs;
  - (g) The Vice-President, Internal Affairs.
  - (h) The Executive Revenue Officer.
- 11.2 Each member of the Executive must be a B.A. & Sc. student throughout their mandate. If necessary, this clause can be overturned by a 2/3 majority vote of the Assembly.
- 11.3 Each member of the Executive must be present in Montreal throughout their mandate, with the exclusion of the Summer term, unless otherwise mandated.
- 11.4 The quorum for a meeting of the Executive shall be five (5) members of the Executive.

## Article 12 – Duties and Responsibilities of the Executive

- 12.1 The Executive shall ensure communication between itself, the Assembly, and the members of the BASiC.
- 12.2 No member of the Executive may simultaneously hold an executive position on SSMU, a faculty-level association, a departmental-level association of the AUS or SUS, or a subsidiary Departmental Association during their tenure on the BASiC;
- 12.3 The President shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Co-ordinate and supervise the affairs of the BASiC;
  - (c) Call and preside over all meetings of the Executive Committee and the Assembly;
  - (d) Be the official spokesperson for the BASiC in a manner consistent with the policies set up by the Executive;
  - (e) Be co-signer with the Vice-President Finance for all cheques written;
  - (f) Represent the BASiC on the B.A. & Sc. Program Administration Committee;
  - (g) Be responsible for the selection of the Chief Electoral Officer (CEO);
  - (h) Assist as necessary with the selection of appointed members of the Assembly, including but not limited to the NiRC and Ampersand conference chairs and the Vice-President First Year Affairs;
  - (i) Provide support for any subsidiary groups or committees under the BASiC;
  - (j) Represent the interests of members of the BASiC at any relevant Presidents' Round Table(s).
- 12.4 The Vice-President, Academic shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Chair Executive and Assembly meetings in the absence of the President;
  - (c) Be responsible for all educational, curricular, and academic interests of the BASiC members;
  - (d) Be a liaison between members of the BASiC and the Faculty of Arts and Faculty of Science administration;
  - (e) Represent the interests of members of the BASiC on the B.A. & Sc. Program Administration Committee;
  - (f) Plan and run the annual (or bi-annual) Arts & Science Town Hall;
  - (g) Preside over the Academic Committee;
  - (h) Be responsible along with two additional members of the Executive for the appointment of the NiRC chair;
  - (i) Directly oversee the planning and execution of NiRC.
- 12.5 The Vice-President, Communications shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Be responsible for communicating the goals and activities of the BASiC to its members through a variety of relevant mediums (e.g. the official Facebook page of the BASiC);
  - (c) Aid in the production of all the BASiC's publications and promotional material;

- (d) Maintain and regularly update the BASiC website;
  - (e) Keep an accurate record of all proceedings of the Executive and the Assembly and a file of all official books, letters and documents of the Executive and the Assembly;
  - (f) Prepare the agenda and take minutes at meetings of the Executive and the Assembly;
  - (g) Be responsible, along with two additional members of the Executive, for the appointment of the Ampersand: the Conference Chair;
  - (h) Directly oversee the planning and execution of Ampersand: the Conference;
  - (i) Be responsible for the collection of all outgoing executives' exit reports;
  - (j) Publish a regular e-mail listserv for members of the BASiC.
- 12.6 The Vice-President, External Affairs shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Be responsible for relations between the BASiC and all other student groups related to the Faculty of Arts and the Faculty of Science;
  - (c) Be a voting member of the AUS and the SUS Council and as such, attend all Legislative Council meetings of the AUS and the SUS;
  - (d) Consult with the Assembly and reasonably represent the prevailing views of the Assembly and/or B.A. & Sc. students at AUS and SUS Council meetings;
  - (e) Report the relevant and/or important discussions and decisions of the Assembly to AUS and SUS Council and vice versa;
  - (f) Serve as a liaison between B.A. & Sc. students and the AUS, the SUS, or any other relevant groups on campus or in the wider community;
  - (g) Be responsible for coordinating the charitable initiatives of the BASiC.
- 12.7 The Vice-President, Finance shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Advise the Executive Committee on all financial matters of the BASiC;
  - (c) Prepare the BASiC's budget, including the budget of the BASiC Committees;
  - (d) Keep proper accounts and records of all financial matters;
  - (e) Be co-signer with the President for all cheques written;
  - (f) Surrender all books, monies and properties of the BASiC to his/her successor upon his/her termination of tenure in office, or to the President in the lack of a successor;
  - (g) Oversee all fundraising endeavours for the BASiC and its conferences (e.g. through food sales);
  - (h) If applicable, chair the Fundraising Committee and be responsible for the selection of the Fundraising Director(s);
  - (i) Apply for university funds (if applicable) on the BASiC's behalf;
  - (j) Ensure that the budget is finalized before training the incoming executive;
  - (k) Be responsible for organizing the bank's signing officer transition;
  - (l) Coordinate clothing orders for members of the BASiC.
- 12.8 The Vice-President, First Year Affairs shall:

- (a) Be appointed by incoming and outgoing executives of the BASiC and hold one (1) vote at each meeting of the Executive, but none at the Assembly;
  - (b) Be responsible for any issues relating to supporting first year students in the program;
  - (c) Chair the Freshman Arts & Science Committee;
  - (d) Be responsible for running the BASiC Buddies program;
  - (e) Assist the Vice-President Internal Affairs with the planning of any first year events during the summer (if present);
  - (f) Assist the Vice-President Internal Affairs with the writing of the annual freshman publication(s) over the summer.
- 12.9 The Vice-President, Internal Affairs shall:
- (a) Be elected by members of the BASiC and hold one (1) vote at each meeting of the Executive and the Assembly;
  - (b) Coordinate and oversee the services offered by the BASiC;
  - (c) Be responsible for the organization of events for members of the BASiC;
  - (d) Work with the Vice-President Communications to actively seek input on the social interests of the B.A. & Sc. program;
  - (e) Coordinate the grad photos for the graduates of the program;
  - (f) Coordinate events for graduating students of the program (e.g. career info sessions or grad cocktails);
  - (g) Be present during the summer to plan Orientation for incoming first years, in collaboration with the Coordinators of other faculties. In the case that the incoming Vice-President Internal Affairs is absent throughout the course of the summer, they must be responsible for the appointment of a representative to fulfill their duties relating to Orientation, with the help of current and incoming members of the Executive;
  - (h) Be responsible for creating, printing, and mailing out the annual freshmen publication(s) during the summer months, with the help of the Vice-President First Year Affairs and the Vice-President Communications.
- 12.10 The Executive Revenue Officer shall:
- (a) Be appointed by incoming and outgoing executives of the BASiC and hold one (1) vote at each meeting of the Executive, but none at the Assembly;
  - (b) Be responsible for coordinating all the sponsorship activities of the BASiC;
  - (c) Sit on the planning committees for both Ampersand: the Conference and the National Integrative Research Conference (NiRC);
  - (d) Be responsible for creating and/or updating the BASiC Sponsorship Package and overseeing its distribution.
- 12.11 Each member of the Executive shall be responsible for the preparation of a transition manual for his/her successor.
- 12.11.1 These transition manuals shall include procedures, records, and previous transition documents.
- 12.12 In the event of the resignation or the impeachment of the President, the Vice-President, Academic shall assume the duties of the President until a by-election, if deemed necessary by the Executive, is held. If no by-election is held, the Vice-President, Academic will remain President until the end of the term.
- 12.13 In the event that any of the other positions on the Executive Committee becomes



- vacant, the remaining members of the Executive Committee shall select a replacement from ~~its~~ members of the BASiC until a by-election, if deemed necessary, is held.
- 12.14 In the event that the Arts & Science Representative to SSMU position becomes vacant, the remaining members of the Executive Committee shall select a replacement from ~~its~~ members of the BASiC until a by-election, if deemed necessary, is held.

### **Part III – Elections and Referenda**

#### Article 13 – General Elections

- 13.1 All members of the B.A. & Sc. shall be eligible to vote in elections of the BASiC.
- 13.2 There shall be a set of Electoral By-Laws inscribed in the by-laws of the BASiC. Elections shall be conducted in accordance with this Constitution and by-laws.
- 13.3 Elections shall be passed by plurality.
- 13.4 The President shall appoint a CEO before the thirty-first (31st) of December.
- 13.4.1 Decisions made by the CEO concerning the interpretations of articles in this Constitution and by-laws regarding elections and referenda shall be considered binding, subject to an appeal to the Judicial Board of the SSMU.

#### Article 14 – Candidate Eligibility

- 14.1 All members of the B.A. & Sc. Program in satisfactory standing, as defined by McGill University, shall be eligible to stand for election for any position on the Executive.
- 14.2 All candidates must intend to remain B.A. & Sc. students for the duration of the term of office for members of the Executive, as stipulated in Article 5.2.
- 14.3 All candidates must intend to remain present in Montreal throughout the term of office for members of the Executive, as stipulated in Article 5.2, with the exclusion of the Summer term, unless otherwise mandated.

#### Article 15 – Procedures of Elections and Referenda

- 15.1 There shall be a set of Electoral Regulations inscribed in the by-laws of the BASiC, governing the elections and referenda of the BASiC.

#### Article 16 – Judicial Board

- 16.1 The Judicial Board of the SSMU shall be the final authority on:
- (a) The interpretation of the Constitution and By-laws of the BASiC;
  - (b) The interpretation and legality of any motion passed by the Executive;
  - (c) The interpretation and legality of the Referendum question;
  - (d) Any decisions made by Elections BASiC or the CEO.
- 16.2 The Judicial Board of the SSMU shall have the power to declare invalid any act of the Executive Committee or the Committees of the BASiC which deviates from the Constitution and By-laws of the BASiC.
- 16.3 All decisions of the Judicial Board shall be binding upon all involved parties, and no appeals will be permitted.

- 16.4 All members of the Executive shall have the right to petition the Judicial Board on matters falling within the BASiC's authority, as set out herein.

#### **Part IV – Removal from Office**

##### Article 17 – Removal from Office

- 17.1 Any member of the Executive may be removed from office for impropriety, violation of the provisions of this Constitution and by-laws, dereliction of duties or misappropriation of funds.
- 17.2 A motion to censure a member of the Executive Committee shall require a written motion by at least five (5) out of the eight (8) members of the Executive Committee.  
17.2.1 After receiving two censures, the member of the Executive Committee is automatically impeached.
- 17.3 A motion to remove a member of the Executive Committee shall require a written motion by at least five (5) out of the eight (8) members of the Executive Committee.
- 17.4 A motion to remove or to censure shall require the support of six (6) out of the eight (8) members of the Executive Committee.

#### **Part V: The Constitution**

##### Article 18 – By-Laws of the Constitution

- 18.1 Appended to this Constitution are a set of by-laws, approved by a majority vote of the Assembly.
- 18.2 Quorum for a motion to enact, amend, or rescind a by-law shall be two-thirds (2/3) of the Assembly.
- 18.3 Enacting, amending, or rescinding a by-law shall require a two-thirds (2/3) majority vote of the Assembly.

##### Article 19 – Amendments to the Constitution

- 19.1 This Constitution may only be amended by a referendum conducted in accordance with this Constitution.

##### Article 20 – Superseding Clause

- 20.1 This Constitution repeals and supersedes all previous versions.