

# **Constitution of the McGill Art History and Communications Studies Student Association (AHCSSA)**

As (adopted/amended) by AUS Council on \_\_\_\_\_

## **Part I - The Association**

### **Article 1 - Name**

1.1 The Society shall be known as the McGill Art History and Communications Studies Student Association (AHCSSA)

### **Article 2 – Mandate**

2.1 The aim of the AHCSSA shall be:

- (a) to represent all McGill students in the Art History and Communication Studies Department and to promote their welfare and interests;
- (b) to provide activities and services to enhance the educational, cultural, environmental and social conditions of its members.

2.2 The AHCSSA shall be an integral part of the Arts Undergraduate Society, hereinafter the AUS.

2.3 The AHCSSA shall be recognized by its members, the AUS, the Students' Society of McGill University, the department of Art History and Communication Studies and the Faculty of Arts as representative of all undergraduate students registered in the Art History and Communication Studies at McGill University.

### **Article 3 – Membership**

3.1 Members of the Association shall be all undergraduate students currently registered at McGill University in the Major, Minor, Honours, and Joint Honours programs in Art History.

3.2 Members of the Association shall be all undergraduate students currently registered at McGill University in the Minor program in Communication Studies

3.3 Membership is also extended to McGill students who are taking art history or communication studies courses in a given semester, and is only valid while registered for courses in the Art History and Communication Studies Department

3.4 Membership may be terminated before the term of membership expires, if the member is involved in theft, fraud, or any commission or omission of an act or acts detrimental to the AHCSSA as determined by the Executive Committee.

### **Article 4 – Finances of the Association**

- 4.1 The financial year of AHCSSA shall be the first of June to the thirty-first of May.
- 4.2 The total expenditures of AHCSSA shall not exceed its total revenues.
- 4.3 AHCSSA's finances shall be governed by the AUS Financial By-Laws.
- 4.4 The Association shall maintain an account under the AUS.
  - 4.4.1 The Association shall not maintain an external bank account.
- 4.5 Expenditures of the Association must receive prior approval of the Vice-President Finance of the AUS.
  - 4.5.1 The Vice-President Finance of the AUS shall approval all reasonable expenditures, provided that they do not violate AUS Financial By-Laws.

## **Part II - Organisation**

### **Article 5 – AHCSSA's role in Arts Undergraduate Society**

- 5.1 AHCSSA is an integral part of the AUS.
- 5.2 AHCSSA recognises the supremacy of the AUS Constitution, By-Laws, and Council.
  - 5.2.1 This clause does not preclude that the AHCSSA should not apply for exemptions to AUS Constitution, By-Laws, and Council when allowed by AUS and deemed appropriate by the AHCSSA Executive Committee.
- 5.3 AHCSSA shall have one (1) representative to the AUS Council.

### **Article 6 – The Executive Committee**

- 6.1 AHCSSA shall be governed by the Executive Committee, who shall:
  - (a) recognise the supremacy of the AHCSSA Constitution and be bound by it;
  - (b) be empowered to make all decisions and take action on behalf of AHCSSA, in a manner consistent with the AHCSSA Constitution, and the AUS Constitution, By-Laws, and Council;
  - (c) adopt the Association's annual budget;
  - (d) establish Committees where and when it deems necessary.

### **Article 7 – Members of the Association Executive**

- 7.1 The Executive shall consist of:
  - (a) the President
  - (b) the Vice-President External
  - (c) the Vice-President Academic
  - (d) the Vice-President Finance
  - (e) the Vice President Communications
  - (f) the Vice-President Events
  - (g) *Canvas* Editor-in-Chief

- (h) *Canvas* Web Director
  - (i) Secretary
  - (j) Communications Studies Representative
  - (k) Fridge Door Gallery Representative
- 7.2 Members of the Executive may fill a second position if necessary, i.e. if no other student can be found to fill the second position.
- 7.3 The duties of the President and/or the VP External may be split between two students, but only by agreement between those students.

## **Article 8 – Powers and Duties of Executive Officers**

- 8.1 The Executive shall ensure communication between AHCSSA and its members.
- 8.2 The (Co-)President(s) shall:
- (a) co-ordinate and supervise the affairs of AHCSSA;
  - (b) call and preside over meetings of the Executive Committee and General Body;
  - (c) be the official spokesperson for AHCSSA in a manner consistent with the policies setup by the Executive Committee and General Body;
  - (d) be ex officio on all AHCSSA committees;
  - (e) maintain a list of members of the General Body and Committees;
  - (f) monitor progress in all policy and project areas in a consistent but non-intrusive manner and report any concerns to the General Body;
  - (g) Co-ordinate with other departmental, faculty, or university level student societies to lobby for changes that advance the interests of AHCSSA members and to organize events of common interest.
  - (h) maintain and contribute to the AHCSSA informational website:  
<https://ahcssamcgill.wordpress.com>
- 8.3 The Vice-President External shall:
- (a) serve as Chairperson for Executive meetings in the absence of the President;
  - (b) serve as President in the event that the position of President becomes vacant;
  - (c) be responsible for relations between AHCSSA and other Department Associations
  - (d) act as the representative for the AHCSSA at AUS Council
- 8.4 The Vice-President Academic shall:
- (a) be responsible for all educational and curricular concerns of the AHCSSA which includes facilitating events of an academic nature (such as helping to organize the annual Arts Internship Office Art History Internship Event, organizing skill shares that are academic in nature (Endnote presentations, library how-to's), promoting undergraduate attendance at AHCS Speaker Series, etc.);
  - (b) serve as the ombudsperson for students concerning all academic affairs within the Art History and Communication Studies Department including the spread of awareness of academic rights and the importance of student feedback through course evaluations;

- (c) be responsible for the representation of AHCSSA on the Department of Art History and Communication Studies. This will include attending all monthly Department meetings and, where applicable, representing the undergraduate body on hiring committees by attending job talks with prospective hires or finding an adequate representative;
  - (d) be a liaison between the Department of Art History and Communication Studies administration and AHCSSA members;
  - (e) reasonably represent the prevailing views of the Executive Committee to the Department administration.
- 8.5 The Vice-President Finance shall:
- (a) advise the AHCSSA Executive Committee on all financial matters of the AHCSSA;
  - (b) be responsible to seek out funding for AHCSSA activities;
  - (c) prepare the AHCSSA budget for ratification by the Executive Committee and AUS Council;
  - (d) keep proper accounts and records of AHCSSA finances;
  - (d) coordinate and supervise all fundraising activities of the AHCSSA;
  - (e) work in conjunction with the VP Finance to ensure proper handling of all monies procured through fundraising activities
- (e) book and ensure the availability of any tables, rooms, or other fundraising necessities
  - (f) coordinate and supervise the participation and scheduling of members of the AHCSSA for fundraising
- 8.6 The Vice-President Communications shall:
- (a) ensure communication among the Executive Committee and between the Executive Committee and the members of AHCSSA;
  - (b) be responsible for organizing the design and production of all event announcements and ensuring visibility of such announcements;
  - (c) contribute to the AHCSSA Facebook group and Facebook page;
  - (d) write and circulate the twice-monthly AHCSSA listserv
- 8.7 The Vice-President Events shall:
- (a) be responsible for the organization of social and cultural activities for the members of the AHCSSA;
  - (b) be responsible for recruiting volunteers and coordinating their activities.
  - (c) Ensure consistent implementation of the following annual events which have become an integral part of the AHCSSA schedule:
    - i. Gallery Crawls, Movie Nights, Museum Trips (within Montreal and on sponsored trips), Wine and Cheeses, Events with Professors
- 8.8 The Secretary shall:
- (a) Take minutes of all meetings of the Executive Committee and the General Body;
  - (b) Ensure that minutes are available to all members of the AHCSSA before the next General Body meeting

- (c) Book rooms for AHCSSA events and meetings and ensure their availability prior to events or meetings
- 8.9 The Communication Studies Representative shall:
  - (a) be responsible for the special interests of Communication Studies students;
  - (b) assist in coordinating the affairs of the AHCSSA;
  - (c) be responsible for communicating AHCSSA matters to Communication Studies students and vice-versa
  - (d) act as a full member of the Executive Committee
- 8.10 The *Canvas* Editor-in-Chief(s) shall:
  - (a) coordinate and supervise the production of the annual, academic Art History and Communication Studies Undergraduate Journal 'Canvas';
  - (b) be responsible to annually take applications from members of the General Body for editorial positions, the number of which shall be determined by the editor;
  - (c) have the ability to appoint members as necessary to ensure the completion of the Journal;
  - (d) organize and plan *Canvas* related events including the *Canvas* launch and research symposium in coordination with the VP Events
  - (e) coordinate and supervise the production of the website for the Art History and Communication Studies Undergraduate Journal
  - (f) be responsible for hiring and overseeing a webmaster;
  - (g) be responsible for the selection, organization, and editing of submissions
- 8.11 The Fridge Door Gallery and AHCSSA Liaison shall:
  - (a) be responsible for the special interests of the Fridge Door Gallery and the AHCSSA;
  - (b) assist in coordinating the affairs of the AHCSSA;
  - (c) be responsible for communicating AHCSSA matters to the Fridge Door Gallery and vice-versa;
  - (d) Act as a full member of both Executive Committees
- 8.12 Each member of the Executive Committee shall be responsible for the preparation of a transition manual for her/his successor.
- 8.13 Each member of the Executive Committee shall be responsible for the preparation and presentation of a bi-annual budget for activities inherent to his/her position.
- 8.14 In the event of the resignation or impeachment of one of the Vice-Presidents or Representatives, the Executive shall elect a replacement, in accordance with the Electoral By-laws, from amongst members of the Association.

## **Article 9 – General Elections**

- 9.1 All executive members of the AHCSSA are appointed to the AHCSSA executive committee after an application process including a list of signatures from

members of the AHCSSA constituents and written answers to a series of questions about skills that the candidate would bring to the position and things of the like. Given the size of the department, this would be a suitable method of election.

With concern to internal promotion to the position of (Co-)President: To be considered for promotion to the position of (Co-)President, the candidate will need to have served in a Vice Presidential role or as Canvas Editor-in-Chief in the year before the one in question and be available for the entirety of the school year that they would intend to serve as (Co-)President. To select the candidate for this position, Vice Presidential executives will present to the executive:

- (a) the value they contributed to the AHCSSA and the department via projects they worked on in their current role; and potentially how outside experience may aid their fulfillment of the role of (Co-)President should they be promoted;
- (b) their vision for the AHCSSA should they be promoted to the position of (Co)President, including potential initiatives they would intend to pursue;
- (c) the signatures of 15 students in the department.

Following this presentation, an anonymous vote amongst the executive committee will select the next (Co-)President(s).

Movement between positions other than (Co-)President will be allowed at the discretion of the executive committee, i.e. if a position is vacant, someone presently on the executive can fill that position leaving their old one to be filled through outside appointment by application.

## **Article 10 – Eligibility**

- 10.1 All members of the AHCSSA, who will continue to be members during the fall and winter academic terms during their term in office, shall be eligible to stand for election to any of the following positions: President, VP External, VP Internal, VP Finance, VP Communications, VP Events, Secretary, and Fridge Door Gallery and AHCSSA Liaison.
- 10.2 Candidates for the position of Communication Studies Representative must be members of the AHCSSA and following the Communication Studies option by the fall of their term of office.
- 10.3 All elected individuals must remain members of the AHCSSA throughout their elected term.
- 10.4 All elected individuals are required to attend executive committee meetings and AHCSSA events.
- 10.5 All elected individuals are required to give the VP Communications a two week notice with all details if they require their services in creating a poster or other

form of promotional communication, so as to provide enough time for proper design and circulation of said communication.

- 10.6 Canvas Editor-in-Chief shall be selected at the discretion of the sitting and outgoing Editor-in-Chief, typically from the editorial board. The position may be split between two individuals.

## Article 11 - Affiliations

### 11.1 Fridge Door Gallery (FDG)

11.1.a) Mandate: Our mission is to promote artistic creation and artistic appreciation in McGill students and alumni by hosting vernissages to display the artwork of McGill artists and alumni, for the appreciation of their peers.

11.1.b) Obligations: FDG will put on a minimum of two vernissages a year and maintain an online blog. AHCSSA will provide access to AUS resources.

11.1.c) Funding: AHCSSA will provide a set funding to FDG to be set yearly post-submission of FDG budget and AUS approval of AHCSSA budget.

11.1.d) AHCSSA-FDG liaison will be responsible for the role as defined above in addition to selection based on both parties approval.