



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 Arts departments of McGill University under the Arts Undergraduate Society (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 13 February 2019.
- 1.3** This Act was amended 15 June 2020.

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) 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 the University, the Arts Undergraduate Society of McGill (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 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 members: 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 Executive Committee shall be from May 1st to April 30th.

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

V. CSAUS STUDENT EXECUTIVE MEMBERS

5.0 The President shall be present at and chair all meetings of the CSAUS Student Executive. The President shall 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. The President shall oversee a yearly constitutional review in mid-November. The President shall liaise with the MISC.

5.1 The Vice-President External shall take minutes during CSAUS Student Executive meetings and shall draft CSAUS' reports to AUS Legislative Council. The Vice-President External shall attend Departmental Academic Roundtables and AUS Legislative Council on behalf of CSAUS. The Vice-President External shall sit on one AUS committee. The Vice-President External shall act as the official representative of the CSAUS should the President be unable to perform this function.

5.2 The Vice-President Finance may receive monies and receipts on behalf of the CSAUS Student Executive and shall deposit them on behalf of the CSAUS Student Executive to the AUS. They shall be the custodian of all records, ledgers and receipts. The Vice-President Finance shall keep accurate records of all funds and shall inform the CSAUS Student Executive on the financial position of CSAUS. They shall hand over all records to their successor at the end of their term.

5.3 The Vice-President Internal shall be responsible for informing CSAUS members of upcoming Canadian Studies events and any other pertinent information via listserv, Facebook, and email. The Vice-President shall organize and manage CSAUS events and event-planning. The Vice-President Internal shall recommend appointments to the Editorial Board of *Canadian Content* and, once 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 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 Executive meetings of ten (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.

8.2.1 In lieu of signatures, candidates need only confirm their enrollment in a Canadian Studies program for the following academic year.

8.2.2 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 term, 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.

7.4.3. The CSAUS Student Executive shall be empowered to hold a by-election for vacant positions at any time that a vacancy exists within the Student Executive.

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, 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 Executive; or failure to complete their duties as outlined in this Constitution.

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

8.1.1. Said motion must be presented in writing to the 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 by email, attaching the motion.

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.

8.2 A petition for the removal of a member of the Executive, signed by 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, he or she may submit a letter to that effect to the President, who will then arrange for the resigned member's duties to be shuffled amongst the remaining members.

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 and its Committees shall be public.

9.2 All actions and decision taken by the CSAUS shall be in line with University policies, Provincial and Federal legislation, and the Canadian Charter of Rights and Freedoms.

9.3 The CSAUS Student Executive shall be empowered to hold binding meetings via Zoom or another online platform at their discretion, given they follow normal meeting procedures.

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.

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

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

