

# **The University of Toronto Book & Media Studies Student Association Constitution**

## **ARTICLE I: Name**

The organization shall be known as the “Book and Media Studies Student Association”, or “BMSSA”, hereinafter referred to as the “Association”.

## **ARTICLE II: Definitions**

For this Constitution:

- a) “College” refers to the University of St. Michael's College in the University of Toronto.
- b) “Program” refers to the Book & Media Studies Program at the College.
- c) “Executive” refers to the five (5) members of the Executive Board as outlined in Article VI.
- d) “ASSU” refers to the Arts and Science Student Union at the University of Toronto.

## **ARTICLE III: Mission**

The object of the Association shall be to serve, represent, and support the academic needs of undergraduate students in the Program. Towards this object, the Association shall promote student representation on Program or College committees, host academic events, and oversee the publication of a journal, as well as provide and assist all other services as may contribute to the object of the Association.

## **ARTICLE IV: Sponsors**

The Association holds “program course union” status under the Constitution of the ASSU. The Association will uphold the Constitution and bylaws of the ASSU, and in doing so will receive the full rights and privileges of a program course union as provided by the ASSU Constitution.

## **ARTICLE V: Membership**

The following persons shall be members of the Association:

- a) all full-time undergraduate students enrolled in at least one (1) course offered by the Program.
- b) all full-time undergraduate students enrolled in a Program POST.

## **ARTICLE VI: Executive**

The Association shall be governed by an Executive Board of five (5) members. No member may hold more than one Executive position at a time. The Executive shall be elected annually for a term of one (1) year, at the regular meeting of the Association to be held in the third (3<sup>rd</sup>) week of March. The term of office shall be May 1<sup>st</sup> to April 30<sup>th</sup>.

### 1) Composition:

The Executive Board shall be composed of the following positions:

- a) President

- b) Junior Vice President
- c) The Treasurer
- d) The Secretary
- e) Event Coordinator

2) Responsibilities:

Each member of the Executive shall have one (1) vote and decisions of the Executive shall be made on the affirmative vote of the majority of members present.

The Executive shall meet at least eight (8) times per year, as outlined under the responsibilities of the president, below. Executive members must attend all meetings of the Association. All Executive members must attend  $\frac{3}{4}$  of the Executive's meetings. Any Executive member who is absent for more than  $\frac{3}{4}$  of the Executive's meetings, or either Association meeting, shall be in danger of losing his or her seat. The member must inform the Executive of the reason(s) the meetings were missed by the meeting immediately following the missed meetings. The remaining Executive members must, by a majority vote, accept the reason(s). If the majority does not accept the reason(s), the member shall lose his or her seat.

Members of the Executive may be removed by the affirmative vote of at least two-thirds (2/3) of the members of the Association present and voting, provided that two (2) weeks notice of motion is given to all members of the Association, and that the number of those voting in favour is equivalent to quorum plus one (1).

Should any Executive seat become vacant during the regular Executive term, the remaining members of the Executive may, at their option, select an eligible member to fill the vacancy until a by-election may be held. The President must call a meeting of the Association in which to hold a by-election within three (3) weeks of the vacancy occurring. This by-election shall be run, as far as possible, in a similar manner to the regular Executive elections in March.

The Executive shall maintain accurate minutes of all meetings.

The specific responsibilities of each Executive position shall be as follows:

- i) President: The President is responsible for leading the Executive and chairing all meetings. The President informs each Executive member of their responsibilities, delegates work and takes initiative in organizing events. The President shall be one of the Association's two (2) Signing Officers. The President is required to attend all ASSU Council Meetings. The President is required to attend a Course Union finance seminar during first term, per the ASSU Constitution Article X, Section 13. The President must call at least one (1) meetings of the Executive per month from September – April (for a total of eight (8) meetings annually), as well as on the request of any two (2) Executive members.
- ii) Junior Vice President: The Junior Vice President assists all other members of the Executive in the planning and execution of events. The member holding the Junior Vice President position must be a full-time 1<sup>st</sup> or 2<sup>nd</sup> year undergraduate student (having completed 10.0 full credit equivalents or less) at the time they are elected.

- iii) The Treasurer: The Treasurer implements and monitors the Association's budget. The Treasurer is responsible for keeping financial records and showing all expenses and sources of income so as to be able to be audited. The Treasurer shall be one of the Association's two (2) Signing Officers. The Treasurer is required to attend a Course Union finance seminar during first term, per the ASSU Constitution Article X, Section 13. The Treasurer is accountable to the ASSU Finance Commissioner.
- iv) The Secretary: The Secretary is responsible for taking minutes at all general and Executive meetings. The Secretary is also responsible for maintaining the Association's website, email account(s), and other internet communications (i.e. Facebook, Twitter, mailing lists, etc.) as the need arises. The Secretary is responsible for submitting to the ASSU in a timely manner the Association's Constitution, bylaws, budgets, election results, appeals and changes to any of the above.
- v) Event Coordinator: The Event Coordinator handles all the details of Association social events. This may include booking event space, advertising and promoting events, hiring catering, decorating, or whatever other needs may arise. The nature of the events offered may be determined by the Executive. At least one (1) events per term must be an Academic event. Academic events may include (but are not limited to) lectures, seminars, workshops or conferences. The Event Coordinator should work closely with the Secretary to ensure that all events are fully communicated and accessible to Association members as well as relevant members of the academic community.

#### **ARTICLE VII: Meetings of the Association**

The Association shall have a minimum of one (1) meeting during the Fall (September-December) academic term, and one (1) meeting during the Spring (January-April) academic term. The Executive shall give a minimum of two weeks notice prior to a meeting. A special meeting of the Association may, on the request of ten (10) members of the Association, be called by the Executive to consider only such business as may be specified in the notice of the meeting. The Secretary shall maintain accurate minutes of these meetings. The meetings must take place in a well-advertised and accessible location. The meetings shall be open to all members of the Association. Each member of the Association present at a meeting shall have one (1) vote. At all meetings of the Association every question shall be decided by a majority of the members present, and when the votes are equal the decision shall be deemed in the negative.

#### **ARTICLE VIII: Finance**

The Association shall maintain a bank account under the name of “The Book and Media Studies Student Association”. The account shall be used to store all funds acquired from the ASSU, fundraising, and donations. The Association shall have two signing officers, the President and Treasurer. Upon completion of a term of office, the President and Treasurer must transfer signing authority to the incoming president and Treasurer. This transfer must be completed by April 30<sup>th</sup>.

The Association's fiscal year end shall be April 30<sup>th</sup>. The Treasurer must prepare a draft budget for the full fiscal year to be presented to the Executive at its September meeting. The Executive must vote to adopt a budget by the end of September in order that the Association's budget shall be available for review or audit by the ASSU.

## **ARTICLE IX: RULES OF PROCEDURE**

Voting at Association meetings shall be by show of hands, unless otherwise decided. The quorum at all meetings of the Association shall be 10 members. Notice of motion shall be given on the BMSSA website at least two (2) weeks prior to a Regular meeting of the Association. Any motion may be made without notice having been given unanimous consent of the members present and voting. Any motion that suspends the BMSSA Constitution shall require full consent of all members present and voting. For every meeting of the Association, the Executive shall prepare an agenda from all the notices of motion submitted and shall include this agenda with the notice of meeting.

## **REFERENDUM BY-LAWS**

The Executive may, by a majority vote, initiate a referendum of the Association members, with respect to any subject or policy within its jurisdiction. The Executive shall determine the exact question, set a voting date and give public notice of the question at least two (2) weeks prior to the voting date. The voting date must fall within sixty (60) days of the decision by the Executive to hold the referendum. Only members of the Association, as defined in the Constitution, shall be eligible to vote.

### **Voting Procedure and Conduct of Polls**

Voting shall be by secret ballot. All ballots shall be retained by the Association for at least two (2) weeks after the final voting date. The ballots shall be open to scrutiny by any member of the Association. The Executive shall select a Chief Electoral Officer for each referendum. The Chief Electoral Officer shall be responsible for the selection of Deputy Electoral Officers and for ensuring that the sections of this By-Law are properly adhered to. The Chief Electoral Officer shall receive and act upon any written request for a recount or written allegation of election misconduct. The Chief Electoral Officer must report his or her findings to the Executive at the next Executive meeting for final disposition of any requests or allegations.

The Chief Electoral Officer is responsible for the conduct of his or her polling station(s). A minimum of one (1) polling station must be set up. A maximum of two (2) people including the Chief Electoral Officer may be allowed at the polling station for the purposes of administering the vote. One (1) day and one (1) day only shall be allotted for the casting of ballots. The polling station(s) shall be in operation for a minimum of six (6) hours and a maximum of eight (8) hours on that day. A voter must present to the Chief Electoral Officer, at the polling station, proof of eligibility. The voter's name, student number, and signature shall be taken down prior to voting. The voter shall then receive a ballot, and will then mark his or her ballot and deposit it in the ballot box. All ballot boxes shall remain sealed until the conclusion of balloting. The ballot boxes shall then be opened by the Chief Electoral Officer and counted by the staff of the Chief Electoral Officer in the presence of an independent scrutineer, who is not a member of the Association. The scrutineer shall be appointed by the Chief Electoral Officer.

## **ARTICLE X: Amendments**

Amendments to this Constitution shall be made on the affirmative vote of at least 2/3 of the members of the Association present and voting, or 10 members, whichever is greater. Any and all proposed amendments to this Constitution must be given in writing to all members of the Executive no less than three (3) weeks prior to the date of meeting of the Association. Any amendments to this Constitution shall come into effect immediately following the meeting of the Association at which it was adopted.