

PSYCHOLOGY STUDENTS ASSOCIATION CONSTITUTION

Amended November 22nd, 2023

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ORGANIZATION DESCRIPTION

The Psychology Students' Association is a collective of full-time Psychology students that works to advocate for the rights and needs of the students within the Toronto Metropolitan University BA program. Throughout the year, we work to coordinate events and offer guidance to our classmates, with the goal of creating a community that is welcoming to all. The governance of

the Course Union is carried out by the Course Union Governance Council.

ARTICLE 1: MANDATE

1.1: The mandate of the Course Union is;

- 1.1.1 to be active and effective in engaging students in the Psychology program, and to work to enrich the experience of those students at Toronto Metropolitan University;
- 1.1.2 to be nonpartisan in serving fairly the varied political and other interests of all Psychology students;
- 1.1.3 to provide for the responsible administration of the Course Union, and to safeguard the rights of members within it.

1.2: This mandate should be executed in a manner that fosters free and open communication between the Course Union Governance Council and its membership, therefore:

- 1.2.1 All activities of the Course Union Governance Council should be conducted with the utmost consideration of the accessibility, equity, and sustainability needs of the membership;
- 1.2.2 All members have the right, and shall have the opportunity, to provide input about the activities of the Course Union Governance Council; and
- 1.2.3 This Constitution should be readily available to the entire membership via the Society of Arts, Social Sciences and Humanities (SASSH).

ARTICLE 2: GENERAL MEMBERSHIP

2.1 Members of the Psychology Students' Association (hereafter referred to as the "Course Union") are all the undergraduate students registered in the Psychology program within the Faculty of Arts at Ryerson University who have paid the mandatory overarching Student Government fees (Toronto Metropolitan Students' Union) and the Society of Arts, Social Sciences and Humanities (SASSH) student activity fee for the current term of study.

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2.2 Membership terminates upon the impeachment, graduation, withdrawal from the program, withdrawal from a full-time course load of 3 or more courses per semester, suspension, temporary leave of absence, or expulsion of a member from the Psychology program.

ARTICLE 3: RELATIONSHIP WITH OTHER TORONTO METROPOLITAN UNIVERSITY ENTITIES

3.1 Toronto Metropolitan Students' Union (TMSU)

- 3.1.1 The Psychology Students' Association is a campus group recognised as a Course Union by the TMSU subject to a series of policies, and subject to appropriate risk management.
- 3.1.2 The TMSU will not interfere in the activities and operations of the Course Union, however it does have the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution and/or TMSU policies.

3.2 Society of Arts, Social Sciences, and Humanities (SASSH)

- 3.2.1 The Psychology Students' Association is a campus group recognised as a course union by the SASSH subject to a series of policies, and subject to appropriate risk management.
- 3.2.2 The Course Union must abide by the SASSH Student Group Policy in order to maintain their Course Union benefits available through the SASSH.
- 3.2.3 The SASSH will not interfere in the activities and operations of the Course Union, however it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/ or SASSH policies.
- 3.2.4 The Psychology Students' Association President is a member of the SASSH Presidents' Committee.
- 3.2.5 The SASSH Director for Psychology, who is elected in accordance with the governance documents of the SASSH, will be an *ex-officio* member of the Course Union Governance Council. In the event that an SASSH Director has been elected to hold an officer position on the Course Union Governance Council, their duties as an officer will supersede their duties as an *ex-officio* member.

ARTICLE 4: COURSE UNION GOVERNANCE COUNCIL

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- 4.1 The Course Union Governance Council is composed of both executive and non-executive officers. They will work to carry out the mandate as outlined in Article 1 of this Constitution.

4.2 Executive Composition

- 4.2.1 The following Executive Officers will be elected annually and, together with the Non-Executive Officers, shall form the Course Union Governance Council:
 - 4.2.1.1 President
 - 4.2.1.2 Executive Vice-President
 - 4.2.1.3 Vice-President, Operations
 - 4.2.1.4 Vice- President, Finance

4.2.1.5 Vice-President, Marketing and Communications

4.2.1.6 Vice-President, External and Internal Affairs

4.2.1.7 Vice-President, Student Life and Events

4.3 Non-Executive Composition

4.3.1 The following Non-Executive Officers will be elected annually and, together with the Executive Officers, shall form the Course Union Governance Council:

4.3.1.1 Deputy, Operations

4.3.1.2 Deputy, Finance

4.3.1.3 Deputy, Marketing and Communications

4.3.1.4 Deputy, External and Internal Affairs

4.3.1.5 Deputy, Student Life and Events

4.3.1.7 First Year Representative

4.3.1.8 Equity, Diversity and Inclusion Officer

4.3.2 The SASSH Director for Psychology is a non-voting member of the Course Union Governance Council.

4.4 Requirements of Office

4.4.1 All Officers must be members as defined in Article 2.

4.4.2 All Officers must be in good academic standing (clear or conditional standing with a CGPA of 1.67).

4.4.3 All Officers may not be on an exchange program, or any sort of leave for a semester or longer that will render them unable to fulfill the requirements of the position.

4.4.4 All incumbent Course Union Governance Council officers must undergo mandatory Equity, Diversity and Inclusion training before the final week of September.

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4.4.4.1 Should an officer not complete this training, the Manager, Student Relations and Development shall suspend them from office until this training can be completed.

4.4.4.2 It is the responsibility of the suspended officer to demonstrate to the Manager, Student Relations and Development that the training has been successfully completed, at which point the Course Union Governance Council shall reinstate the officer to their position.

4.5 Term of Office

4.5.1 The term of office of each Officer shall commence on May 1 and end on April 30 of the following year.

4.5.2 There is no limit on the number of terms that may be served, provided that the Officer is elected every year.

4.6 Duties of Course Union Governance Council Officers

4.6.1 All Officers shall uphold the mandate of the Course Union Governance Council as defined in Article 1, and shall carry out the lawful decisions and instructions of the membership.

4.6.2 All Officers shall enforce the Course Union's constitution and the relevant regulations of the Overarching Student Government (TMSU) and the SASSH. **4.6.3** Each Officer is responsible to, and shall conform to, the deliberations of the Course Union Governance Council in the carrying out of their duties.

4.6.4 Each Officer shall ensure that the Course Union Governance Council is fully informed of their respective actions undertaken on behalf of the Course Union. **4.6.5** The Course Union Governance Council may, upon the recommendation of the relevant Officer, appoint a sub-committee to assist that Officer with their duties. **4.6.6** All Officers shall attend events and participate in initiatives hosted by the Course Union.

4.6.6.1 If an Officer is unable to attend or participate due to prior obligations, academic constraints, or other extenuating circumstances, they must communicate this to the President prior to their absence, and review the minutes of the respective missed meeting and associated action items.

4.7 Executive Officers Responsibilities

4.7.1 The President

4.7.1.1 The President is the Chief Executive Officer of the Course Union Governance Council.

4.7.1.2 The President will have the role of official spokesperson on behalf of the Course Union.

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4.7.1.3 The President will act in the interests of the Course Union according to the direction of the Course Union Governance Council.

4.7.1.4 The President shall be an ex-officio member of all committees of the Course Union.

4.7.1.5 The President shall ensure good relations between the Course Union and member organizations, as well as governments, professional organizations, administrative bodies, etc.

4.7.1.6 The President is one of three signing authorities for all financial accounts for the Course Union.

4.7.1.7 The President may only be elected from candidates with at least one full year experience on the Course Union Governance Council unless no former officer of the Course Union Governance Council proposes candidacy, in which case the President may be elected from the General Membership.

4.7.1.8 The President coordinates and oversees the activities of the Course Union Governance Council.

4.7.2 The Executive Vice-President

4.7.2.1 The Executive Vice-President will also have the role of official spokesperson on behalf of the Course Union if the President is absent.

4.7.2.2 The Executive Vice-President will act in the interests of the Course Union according to the direction of the Course Union Governance Council.

4.7.2.3 The Executive Vice-President shall be an *ex-officio* member of all committees of the Course Union.

4.7.2.4 The Executive Vice-President shall ensure good relations between the Course Union and member organizations, as well as governments, professional organizations, administrative bodies, etc.

4.7.2.5 The Executive Vice-President is one of the three signing authorities for all financial accounts for the Course Union.

4.7.2.6 The Executive Vice-President may be elected from candidates with at least one full year experience in the Course Union.

4.7.2.7 In the case that a former Course Union Officer does not choose to propose candidacy for the position, the Executive Vice-President may thereafter be elected from the General Membership.

4.7.2.8 The Executive Vice-President coordinates and oversees the activities of the Course Union Governance Council along with the President.

4.7.2.9 The Executive Vice-President will assume duties and attend meetings for the President in their absence.

4.7.3 The Vice-President Operations

4.7.3.1 The Vice-President, Operations manages the organizational functions of the Course Union and acts as liaison to the program department.

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4.7.3.2 Tasks of the Vice-President, Operations include but are not limited to: board, executive and general meeting preparation, maintaining meeting minutes, document management and control.

4.7.3.3 The Vice-President, Operations is responsible for general correspondence addressed to the Course Union and directing information to respective Course Union Governance Council officers.

4.7.3.4 In the absence of an Executive Vice-President, the Vice-President, Operations will be the interim Executive Vice-President until a replacement is found, pending ratification.

4.7.3.5 In the absence of both President and Executive Vice-President, the Vice-President, Operations will be the interim President until a replacement is found, pending ratification.

4.7.4 The Vice-President Finance

- 4.7.4.1** The Vice-President, Finance is responsible for the financial operations of Course Union.
- 4.7.4.2** The Vice-President, Finance will maintain the operating budget for Course Union and will be accountable in this regard.
- 4.7.4.3** The Vice-President, Finance is one of three signing authorities Course Union financial accounts.
- 4.7.4.4** Transparency and accountability are among the top priorities of the Vice-President, Finance. The Vice-President, Finance shall present to the Course Union Governance Council officers monthly with updates of Course Union account status, current and past expenditures, and budget plan changes.
- 4.7.4.5** Maintains all financial records, including receipts, and, in collaboration with the President, ensures that all financial records are kept as a permanent record that can be transferred to successor Officers;
- 4.7.4.6** Reports to the President, the Course Union Governance Council, and the membership on financial matters.

4.7.5 The Vice-President Marketing

- 4.7.5.1** The Vice-President, Marketing is responsible for the branding, public relations and marketing for the Course Union.
- 4.7.5.2** The Vice-President, Marketing works to ensure that all material released by the organization is on-brand, including but not limited to: social media, graphics, publications, videos and images.
- 4.7.5.3** Is responsible for ongoing, public communications with members on behalf of the Course Union (e.g., website, newsletters, posters, social media outlets, etc.);
- 4.7.5.4** Manages and summarise online engagement for reporting purposes;
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- 4.7.5.5** Reports to the President, the Course Union Governance Council and, as required, to the membership on social media and other communication efforts.

4.7.6 The Vice-President Internal and External Affairs

- 4.7.6.1** The Vice-President, Internal and External Affairs is responsible for creating and maintaining relationships between other course unions, student groups, and committees both on and off of campus;
- 4.7.6.2** The Vice-President, Internal and External Affairs builds and maintains a list of strategic partners and contacts for collaboration and sponsorship opportunities.
- 4.7.6.3** The Vice-President, Internal and External Affairs builds and fosters

relationships with alumni and professionals in the field of their program of study for the purpose of collaboration, mentorship and professional advancement strategy for their membership.

4.7.6.4 Reports to the President, the Course Union Governance Council and, as required, to the membership.

4.7.7 The Vice-President, Student Life Events

4.7.7.1 The Vice-President, Student Life Events is responsible for planning and coordinating academic, professional and social and events;

4.7.7.2 Liaises with other event committees and groups for the purpose of collaboration and strategy.

4.7.7.3 Reports to the President, the Course Union Governance Council, the membership and, as required, to the Department or Manager, Student Relations and Development about Course Union events.

4.8 Non-Executive Officers Responsibilities

4.8.1 Deputy Operations

4.8.1.1 The Deputy Operations assists the Vice-President, Operations with the organizational functions of the Course Union.

4.8.1.2 In the absence of a Vice-President, Operations, the Deputy Operations will be the interim Vice-President, Operations until a replacement is found pending ratification.

4.8.2 Deputy Finance

4.8.2.1 The Deputy Finance assists the Vice-President, Finance with the financial operations of the Course Union.

4.8.2.2 In the absence of a Vice-President, Finance, the Deputy Finance will be the interim Vice-President, Finance until a replacement is found pending ratification.

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4.8.3 Deputy Marketing

4.8.3.1 The Deputy Marketing assists the Vice-President, Marketing with the branding, public relations and marketing for the Course Union.

4.8.3.2 In the absence of a Vice-President, Marketing, the Deputy Marketing will be the interim Vice-President, Marketing until a replacement is found pending ratification.

4.8.4 Deputy Internal and External Affairs

4.8.4.1 The Deputy Internal and External Affairs assists the Vice-President Internal and External Affairs with the outreach, building and tracking of relationships for the Course Union.

4.8.4.2 In the absence of a Vice-President, Internal and External Affairs, the

Deputy Internal and External Affairs will be the interim Vice-President, Internal and External Affairs until a replacement is found pending ratification.

4.8.5 Deputy Student Life and Events

4.8.5.1 The Deputy Student Life and Events assists the Vice-President Student Life and Events with the planning and hosting of events for the Course Union.

4.8.5.2 In the absence of a Vice-President, Student Life and Events, the Deputy Student Life and Events will be the interim Vice-President, Student Life and Events until a replacement is found pending ratification.

4.8.6 First Year Representative

4.8.6.1 The First-Year Representative will act as the liaison between the Course Union Governance Officers and the first-year cohort of the program.

4.8.6.2 The First-Year Representative will communicate events and information to the first-year cohort, and communicate issues or concerns identified within the first-year cohort to the Course Union Governance Council Officers.

4.8.6.3 The First-Year Representative will maintain relationships with their Department Chair, Undergraduate Program Director, and Administrator and the Manager, Student Relations and Development for the purpose of communicating first-year student concerns to the faculty.

4.8.7 Equity, Diversity and Inclusion ~~Representative~~ Officer

4.8.7.1 The Equity, Diversity and Inclusion Representative will monitor the implementation and impact of guidelines and proposed events to ensure propriety, inclusion and cultural sensitivity.

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4.8.7.2 The Equity, Diversity and Inclusion Representative will provide information, technical assistance, or training to team officers on topics such as recruiting, grievance procedures, team development or event coordination.

4.8.7.3 The Equity, Diversity and Inclusion Representative will act as liaison between marginalized program members, Course Union Governance Council officers, department faculty and Toronto Metropolitan University staff.

4.8.7.4 The Equity, Diversity and Inclusion Representative will oversee and/or evaluate election or recruitment procedures and other course union-related activities to ensure fairness and inclusion at all times.

4.8.7.5 The Equity, Diversity and Inclusion Representative will not be elected during the Spring election, but instead will apply during the recruitment period.

4.8.7.5.1 The Equity, Diversity and Inclusion Representative may be any student enrolled in the Toronto Metropolitan University Psychology program, but applicants from marginalized communities (ie. those that are disadvantaged on the basis of an Ontario Human Rights Code protected ground) will be given special consideration and the ultimate decision will be made on the basis of this characteristic, as well as student advocacy-related experience.

4.8.7.5.2 The Equity, Diversity and Inclusion Representative will be interviewed by the President, and a member of the Student Experience Team (or a designate appointed by the Manager, Student Relations and Development at the request of the Course Union Governance Council) in the Faculty of Arts and the decision to appoint will be made by these two parties.

4.8.8 Senior Advisor Committee

5.2.4.1 The senior advisor committee stands to advise the current Governance Council team with experience in representing the membership. This committee will consist of former PSA executive members who are still in the program.

5.2.4.2 The senior advisor committee will attend regularly scheduled Governance Council meetings to act as consultants.

5.2.4.3 The senior advisor committee will support the President and Executive Vice-President in maintaining the status and organizational health of the Governance Council.

5.2.4.4 The senior advisors will be appointed by the elected Governance Council, under the direction of the President and Executive Vice President, at the beginning of the term.

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4.8.9 Social Media Manager

4.8.9.1 The social media manager will assist the Vice President, Marketing and Deputy Marketing with the maintenance of social media accounts owned and operated by the Governance Council.

4.8.9.2 The social media manager is responsible for posting promotional materials, maintaining an active social media presence, and shall

coordinate with the Vice President, Marketing to post content during

events facilitated by the Governance Council.

4.8.9.3 The social media manager will monitor the communications on all social media accounts and act as a liaison between the general membership and Governance Council to disseminate information that arises from social media communications.

4.8.9.4 The social media manager should consult with the Vice President, Marketing to generate timely and appropriate responses to communications from the general membership.

4.8.9.5 The social media manager shall work with the Equity, Diversity and Inclusion Officer to ensure all social media communications are accessible to the general membership.

ARTICLE 5: ELECTIONS

5.1 Procedure

5.1.1 The Course Union will participate in the Centralized Election System (CES) that is run by the SASSH.

5.1.2 The Manager, Student Relations and Development, or a designate, shall act as the CRO for the Course Union Elections and will facilitate all info sessions, all candidates' meetings and the online election itself.

5.1.3 The election shall be held by secure electronic ballot.

5.1.4 Promotion of the election and available positions shall be the responsibility of the Course Union Governance Council Officers.

5.1.4.1 Promotion and communications for available positions shall begin in the second last week of February.

5.1.4.2 Promotion must be fair and equitable, identifying all vacant positions equally.

5.1.4.3 Course Union Governance Council shall use their official platforms to communicate openings.

5.1.5 Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote.

5.1.6 Course Union Governance Council Officers shall be elected from the General Membership at least 3 weeks prior to the last day of March.

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5.1.7 At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union.

5.1.8 The results will be publicly reported by the last Friday in March, and the composition of the incoming Course Union Governance Council will be reported to the Overarching Student Government (TMSU), the SASSH and the program department by the end of March.

5.1.9 Uncontested Positions

5.1.9.1 In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate.

5.1.9.2 In the event that a Non-Executive position is uncontested in an election, the position shall be acclaimed.

5.2 Eligibility

5.2.1 All Course Union Governance Council Officer candidates must be a member as defined in Article 2.

5.2.2 All Course Union Governance Council Officer candidates shall be in clear academic standing with a CGPA greater than, or equal to, 1.67.

5.2.3 All Course Union Governance Council Officer candidates must be enrolled in a full-time course load of 3 or more courses per semester for the following academic year.

5.2.3.1 Any student who has registered with Academic Accommodation Services and whose accommodations allow a course load lighter than 3 for the following academic year may also apply.

5.2.3.2 Any student enrolled in a co-op program with a work/study term in the upcoming academic semester is eligible to run for an executive position on the Governance Council.

5.2.5 Candidates for the President must have successfully completed at least one (1) year on the Course Union Governance Council.

5.2.5.1 If no candidate has this experience, the position becomes open to the general membership.

The Course Union welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in opportunity in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply.

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5.3 Nominations

5.3.1 By February 15, a call for nominations will be prepared by the CRO and circulated to all members using the Program's email lists.

5.3.2 Within twenty-four (24) hours after the close of nominations, the CRO shall prepare a notice of election and shall provide that notice to the UPA or UPD. **5.3.2.1**

This notice shall provide a summary of the nominations received for each position, provide an assurance that all listed candidates are eligible to serve, and where only one candidate was nominated for a non executive position, declare that candidate elected by acclamation.

5.3.2.2 This notice shall also specify the dates of the campaign period and the dates and processes by which the election shall take place.

5.4 Vacancies

5.4.1 When the nomination/election process fails to fill all officer positions, the existing Course Union Governance Council officers will work to fill the vacant positions. **5.4.1.1** If more than half of the Officer positions are left vacant, the Course Union Governance Council will hold a by-election following the election procedure outlined in Article 5.1

5.4.1.2 If less than half of the Officer positions are left vacant, the existing Course Union Governance Council Officers will decide between a by-election or a recruitment and appointment process

5.4.1.3 The Course Union Governance Council may ask the SASSH or the Manager, Student Relations and Development for assistance in a recruitment and appointment process should they decide to recruit.

5.4.2 By-Elections will follow the same procedure outlined in Article 5.1 **5.4.3** The recruitment and appointment process must be done by a recruitment committee composed of a minimum of 1 Executive Officer and 1 Deputy Officer for the sake of transparency.

5.4.3.1 The recruitment committee may request support from the SASSH or the Manager, Student Relations and Development if desired.

5.4.4 If a vacancy shall occur in an Executive position due to the failure to meet the requirements of office, illness, withdrawal from the program of study, removal from office, death or other extenuating circumstances, the Deputy Officer working in collaboration with that position shall take the place of the Executive Officer until this position can be filled permanently.

5.4.5 Should a Deputy Officer position become vacant due to failure to meet the requirements of office, promotion to an Executive Office, illness, withdrawal from the program of study, removal from office, death or other extenuating circumstances, the Executive Officer working in collaboration with that position shall recruit and appoint a new Deputy Officer.

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5.4.5.1 The recruitment and appointing process must be done by a recruitment committee composed of a minimum of 1 Executive Officer and 1 Deputy Officer for the sake of transparency.

5.4.5.2 The recruitment committee may request support from the SASSH or the Manager, Student Relations and Development if desired.

5.4.6 If a vacancy occurs before February 1st, it must be filled.

5.4.7 If a vacancy occurs after February 1st, the Governance Council may decide not to fill the position and, instead, divide the duties of the vacant position between the remaining executives for the remainder of the term.

5.4.8 The appointment of a replacement officer is deemed ratified when the Governing Council approves the appointment by simple majority vote.

ARTICLE 6: MEETINGS

6.1 Frequency

6.1.1 The Course Union Governance Council will meet bi-weekly (twice each month) throughout the calendar year except in the months of May, June, July and August.

6.1.2 In the months of May-August, Course Union Governance Council officers will meet (virtually or in-person), once a month.

6.1.3 If additional meetings are required, the Course Union Governance Council will meet at the call of the President, who shall convene a meeting within seven (7) days when requested to do so by at least two (2) Officers.

6.2 Notice

6.2.1 Written notice of the date, time, place, of the Course Union Governance Council meeting shall be given to all officers at least three (3) days prior to the meeting. **6.2.2** All meetings shall have an agenda with the items that will be discussed sent to the Course Union Governance Council officers no later than 48 hours prior to the meeting.

6.3 Voting

6.3.1 Only Officers shall have voting rights at Course Union Governance Council Meetings.

6.3.2 Each Officer may cast one (1) vote on any motion.

6.3.3 A tied vote is deemed lost.

6.3.4 The use of proxies is not permitted for voting purposes and will not count towards quorum, except when necessitated by illness or a conflict resulting from work or school.

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6.4 Procedure

6.4.1 All meetings shall be Chaired by the President or the Executive Vice-President.

6.4.2 All meetings shall have minutes recorded by the Vice-President, Operations, Deputy of Operations or another Officer in the event that neither of the aforementioned parties are present.

6.4.3 Meetings shall follow *Roberts Rules of Order*.

6.4.4 Decisions by the Course Union Governance Council will be deemed official after a vote passes with a simple majority (50% plus 1).

6.4.5 Quorum for Course Union Governance Council Meetings is at least two thirds (2/3) of the executive officers.

ARTICLE 7: GENERAL MEMBERSHIP MEETINGS

7.1 Frequency

7.1.1 At least one General Membership Meeting shall be held in each fall semester.

7.1.2. Additional General Membership Meeting(s) may be held as per Article 7.5.

7.2 Notice

7.2.1 Written notice of the date, time, place, and purpose of any General Membership Meeting shall be provided to all members no later than fourteen (14) days prior to the meeting. Such notice shall also contain a call for motions from the membership.

7.2.2 Members wishing to put items of business on the Agenda must submit the text of their resolution(s) to the Course Union Governance Council no later than seven (7) days prior to the meeting, in order to ensure its inclusion in the Agenda circulated.

7.2.3 A detailed agenda will be provided to all members no later than five (5) days prior to the meeting.

7.2.4 The Manager, Student Relations and Development will circulate official General Members Meeting notices and the Agenda via program lists.

7.2.4.1 It is the responsibility of the Course Union Governance Council to supply this information to the Manager, Student Relations and Development for circulation.

7.3 Voting

7.3.1 Every member (as defined in Article 1) in attendance is entitled to one (1) vote on any motion which arises at a General Membership Meeting.

7.3.2 Voting shall be by show of hands, unless otherwise decided by majority vote of a particular meeting;

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7.3.3 A decision shall be determined by a simple majority of votes; and **7.3.4** Proxies are not permitted, unless necessitated by illness or conflict resulting from work or school.

7.4 Quorum

7.4.1 For the transaction of business, eight (8) members shall constitute quorum at any General Membership Meeting.

7.5 Calling of a Special General Membership Meeting

7.5.1 General Membership Meetings may be called at any time by majority vote of the Course Union Governance Council officers.

7.5.2 If approved, the General Membership Meeting must take place within fourteen (14) days of the vote.

7.6 Procedure

7.6.1 All meetings shall be Chaired by the President (or a designate selected by the President), or the Executive Vice-President (or a designate selected by the Executive Vice-President) in the absence of the President;

7.6.2 All General Member Meetings shall follow *Robert's Rule of Order*.

ARTICLE 8: FINANCES

8.1 Logistics

8.1.1 The fiscal year of the Course Union shall be from May 1 to April 30. **8.1.2** The Vice-President, Finance, in collaboration with the President and Executive Vice-President, shall present a proposed budget for the year to the Course Union Governance Council by June 30th.

8.1.3 The budget must be approved by a two-thirds (2/3) majority vote by the Course Union Governance Council Officers and shall be made available to the membership by September 30th.

8.2 Signing Authority

8.2.1 The President, the Executive Vice-President and the Vice-President, Finance shall be the official signing authorities for Course Union funds and resources. **8.2.2** Two signing authorities must sign every transaction.

8.2.3 Reimbursements of any signing authority must be signed by the other two signing authorities.

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ARTICLE 9: VIOLATIONS

9.1 Expectation of Officers

- 9.1.1 Officers are expected to act in the interests of the Course Union and its members, being expected to put those interests before personal interests where they conflict;
- 9.1.2 Uphold the mandate and this Constitution;
- 9.1.3 Fulfill the obligations of their office; and
 - 9.1.4 Respect the elected roles, opinions and views of other officers and of members.
 - 9.1.5 Abide by the rules and regulations laid out for Student Groups by the SASSH, the Overarching Student Government (TMSU), the University and the law.
- 9.1.6 Intentionally promote diversity and inclusion in any and all operations, decisions, and initiatives proposed by the Governance Council.

9.2 Breaking Expectations

- 9.2.1 In the event that an Officer commits any of the following offences, their fellow Course Union Governance Council Officers, or a general member, must report them to the President of SASSH and the Manager, Student Relations and Development.
 - 9.2.1.1 Gross violation of the Course Union constitution, platforms, policies, regulations, or Course Union Governance Council decisions.
 - 9.2.1.2 Behaviour unbecoming of a member; that which brings discredit to Course Union, the Program Department, the Faculty of Arts, the SASSH, the Overarching Student Government (TMSU) or the University.
 - 9.2.1.3 Any and all malicious acts as defined by statute.
 - 9.2.1.4 Repetitive and unexcused absences at scheduled meetings or non-performance of duties.
 - 9.2.1.5 Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources.
 - 9.2.1.6 Other serious actions not in conformance with the best ethical interests of the organization.
 - 9.2.1.7 Discrimination based upon a protected category (ie. race, class, ethnicity, sexual orientation, gender, nationality, ability, creed)
 - 9.2.1.8 Intellectual theft, defined herein as the deliberate presentation of another member's idea or platform as one's own.

9.3 Reconciliation

- 9.3.1 Once a formal report has been communicated to the SASSH President and the Manager, Student Relations and Development, the Plaintiff(s) shall work with the

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SASSH President and the Manager, Student Relations and Development to first seek reconciliation with the accused Officer.

- 9.3.1.1 The SASSH President and/or the Manager, Student Relations and

Development shall act as mediators if necessary.

9.3.2 If reconciliation is not possible or the offence is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office.

9.4 Removal

9.4.1 Removal from office may only occur after seeking mediation and must be carried out by way of a two-thirds (2/3) majority vote of the Course Union Governance Council Officers.

9.4.2 Should an Officer be successfully removed from office, their vacancy shall be filled in accordance with the procedure outlined in Article 5.4.

9.5 Appeal

9.5.1 In the event an Officer feels that they have been wrongfully removed from their position, they may appeal the decision to the Manager, Student Relations and Development.

9.5.1.1 In the event that the former Officers' appeal is found valid, they will be immediately reinstated and further mediation can be sought.

ARTICLE 10: CONSTITUTIONAL CHANGE

10.1 Initiation

10.1.1 Amendments to this constitution may be initiated by the Course Union Governance Council or by any member of the Course Union's membership. **10.1.2** Upon initiation of a constitutional change, the Course Union Governance Council should provide notice of intention to amend the constitution to the Overarching Student Government (TMSU), Society of Arts, Social Sciences and Humanities (SASSH), and to the Department.

10.2 Process

10.2.1 Member-initiated amendments must be submitted to the Course Union Governance Council, which will consider the proposed amendments and formulate a recommendation of concurrence or non-concurrence.

10.2.2 The text of any proposed amendment – together with the Course Union Governance Council's recommendation of concurrence or non-concurrence – will be circulated to all members as part of the notice of the General Membership Meeting at which it will be considered (see Article 7.2).

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10.2.2.1 In the event that a General Membership Meeting is not possible, a vote by way of secure electronic poll will suffice (referendum).

10.3 Referendum

10.3.1 Either the Course Union Governance Council or a General Membership Meeting may direct that a proposed constitutional amendment be submitted to the officers in a referendum. Such a referendum must be held before the Winter term elections.

10.4 Majorities Required

10.4.1 A two-thirds (2/3) majority of votes cast at a properly constituted General Membership Meeting is required to pass any amendment.

10.4.2 A simple majority (50% + 1) of votes cast at a properly constituted General Membership Meeting can direct that the amendment be submitted to a referendum.

10.4.3 A two-thirds (2/3) majority of votes cast is sufficient to approve any amendment submitted to a referendum.

10.5 Notification

10.5.1 When amendments to the Constitution are formally approved, the President shall provide an amended copy of the Constitution to the Overarching Student Government (TMSU), Society of Arts, Social Sciences and Humanities (SASSH), and to the Department.

10.5.2 Upon approval of Constitution changes, a 'Date Amended' with the date of approved changes should be identified on the front page of the Constitution

ARTICLE 11: DISSOLUTION OF THE COURSE UNION GOVERNANCE COUNCIL

11.1 To dissolve the Course Union Governance Council the following steps shall be followed:

11.1.1 A petition requesting the dissolution of the Course Union Governance Council shall be signed by 40% of all students in the membership and presented to the Manager, Student Relations and Development.

11.1.2 The Manager, Student Relations and Development shall communicate the request for dissolution to the Department Chair within ten (10) working days after receiving the petition.

11.1.3 The SASSH will conduct the vote for dissolution.
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11.1.3.1 A "favourable vote" shall mean an affirmative vote by two-thirds of the members voting.

- 11.1.4** If the vote to dissolve the Governance Council is successful, the Manager, Student Relations and Development will report this result to the Overarching Student Government (TMSU), the Program Department and the Deans' Office.
- 11.1.5** The Chair of the Program Department shall communicate the results of the referendum to the Program student body and to the Department staff and faculty.