

# **Canadian Studies Students' Union (CANSSU) Constitution**

**Last Modified: September 2020**

## **Article I: Organization Name**

The name of this organization shall be: ‘The University of Toronto Canadian Studies Students’ Union’.

## **Article II: Purpose and Goals**

### **Section One**

The purpose of “The University of Toronto Canadian Studies Students’ Union” is to represent the students enrolled in the University College Canadian Studies Program at the University of Toronto. The organization should seek to provide academic and social activities for such students, arranged through guest speaker events, pub night events, as well as any other such appropriate function, in order to enrich their experience within the University College Canadian Studies Program.

The University of Toronto Canadian Studies Students’ Union acts in affiliation with the Arts and Science Students’ Union, receiving both funding and support from such organization.

### **Section Two**

“The University of Toronto Canadian Studies Students’ Union” abides by and supports established University of Toronto policies.

## **Article III: Membership**

Voting Membership and Membership on the Executive is set aside for only those students who are full-time Arts & Science students, who are either enrolled in the Canadian Studies program or who are taking at least one Canadian Studies course.

As members, students are not required but are encouraged to attend General Organization meetings and events regularly, and actively support organization projects.

## **Article IV: Officers**

### **Election of Executive**

Election of the Executive Council will require a majority vote from the general membership at the Annual General Meeting. All parties interested in running for an executive position must submit written documentation of their intention to run as a candidate no later than one (1) day before the set date for the Annual General Meeting. If a candidate fails to receive a majority of votes, a runoff election will be held within the top two (2) candidates that received the most votes.

## **Term of Office**

The term of office will be one full year (May to May). The Executive Committee shall meet in addition to regular organization meetings at a minimum of one (1) time each month of the eight (8) month academic year (September to April).

NOTE: The Executive members of this organization must meet the following requirement:

- (a) Be enrolled in the University College Canadian Studies Program
- (b) Be enrolled in at least 0.5 credits of a Canadian Studies (CDN) course

### **1. President**

- Create the agenda for and preside over all meetings
- Represent organization on campus
- Ensure that the organization is operating within the standards set in the Constitution
- Ensure organization meets Arts and Sciences' Union (ASSU) funding requirement
- Maintain communication with organizational advisor, Director of Canadian Studies
- Maintain communication with Canadian Studies Program Assistant
- Introduce ideas for events to be held by the organization
- Must attend all ASSU meetings or arrange proxy
- Delegate ASSU meetings, so each member of the Executive attends at least one meeting along with the President
- Host an Annual General Meeting in September
- Seek out new collaboration partners
- Organize elections for subsequent year's executive and designate a CRO

### **2. Vice-President, Social**

- Preside over meetings in the absence of the President
- Must hold at least one pub night per semester
- Coordinate logistics of the event with University College Academic Office
- Assist the Communications Director to coordinate promotion campaign
- Hold at least one game night or movie night per semester
- Work with the Treasurer to formulate event-specific budget
- Attend at least one ASSU meeting

### **3. Vice-President, Academic**

- Preside over meetings in the absence of the President
- Must hold at least one academic event per semester
- Coordinate logistics of the event with University College Academic Office
- Assist the Communications Director to coordinate promotion campaign
- Work with the Treasurer to formulate event-specific budget
- Attend at least one ASSU meeting

**4. Treasurer**

- Maintain accurate records of organizational transaction
- Develop organizational budget and present to membership for a three quarter (3/4) vote
- Co-sign organizational cheques along with the President
- Arrange fundraising opportunities for organization if needed
- Associate in conjunction with the President at all times
- Ensure appropriate funds are in place for the incoming Executives for the following year until ASSU funding is available
- Under no circumstance can the Union run a deficit
- Collaborate with the Vice-Presidents to formulate event specific budget
- Attend at least one ASSU meeting
- Must have an account with a recognized financial institution with two signatories (President and Treasurer)

**5. Secretary**

- Maintain an accurate record of all organization meetings and post for members
- Correspond when necessary with University administration and other recognized organizations
- Attend at least one ASSU meeting
- Purchase all necessary office materials

**6. Director of Communications**

- Attend at least one ASSU meeting
- Collaborate with the Vice-Presidents and lead promotional campaign
- Collaborate with other organizations if necessary
- Maintain a strong presence and update Canadian Studies social media pages
- If this position is not filled, the Secretary will assume responsibilities of this position

**7. General Members' Representative x 2**

- Attend at least one ASSU meeting each
- Assist with execution of events
- Assist with promotional campaigns
- Represent the interests and concerns of General Members

**8. Asian-Canadian Studies Members' Representative**

- Lead in greater collaboration of Asian-Canadian Studies members with Canadian Studies
- Attend at least one ASSU meeting
- Assist with execution of events
- Assist with promotion campaigns
- Represent the interests and concerns of Asian-Canadian Studies members
- If this position is not filled, the President can assign a member of the Executive as a Designate to ensure the concerns of Asian-Canadian Studies Members' are represented

## EXAMPLE OF AN EXECUTIVE REMOVAL

Executive members may be removed from office by half (1/2) vote of the other Executive members and three quarters (3/4) of the general membership, if present at meeting, if actions are deemed inappropriate by the membership. The Executive member in question is permitted to speak before the Executive Council and the general membership about the claims regarding his/her performance. The Executive member is not permitted to participate in the deliberation of the Executive Council regarding the claims made.

## **Article V: Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at a recognized financial institution. All funds must be deposited within seven (7) days after collection. Both the President and the Treasurer must approve and sign each expenditure before payment.

All decisions regarding monetary transactions should be discussed in depth by the entire Executive council.

## **Article VI: Amendments and Ratification**

### AMENDMENTS

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of two thirds (2/3) of the general membership is necessary.

### RATIFICATION

This constitution shall become effective upon approval by three quarters (3/4) vote of the membership.