



# CONSTITUTION OF THE LAURENTIAN UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Local 110 of the Canadian Federation of Students

September 19, 2024

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## 1. Name

Laurentian University Graduate Students' Association/Association des étudiantes et étudiants aux études supérieures de l'Université Laurentienne (GSA|AÉÉS).

## 2. Objectives

- 2.1. To represent all graduate students at all administrative levels at Laurentian University;
- 2.2. To develop, monitor and promote the academic and social affairs of said students;
- 2.3. To act as representatives of the members of the GSA|AÉÉS in their dealings with the governing bodies of Laurentian University;
- 2.4. To promote a community spirit among the graduate students;
- 2.5. To develop and maintain responsible graduate student government which will promote the interests of the GSA|AÉÉS members and provide a communication medium between membership and Laurentian University representatives;
- 2.6. To advance the cause of higher learning within Laurentian University and the city of Greater Sudbury;
- 2.7. To act as a liaison between the members of the GSA|AÉÉS and other educational institutions, the general public and other student associations;
- 2.8. To receive and administer all funds accruing to the GSA|AÉÉS.

## 3. Board of Directors

- 3.1. Subject to this Constitution, the Board of Directors of the Graduate Students' Association shall manage or supervise the activities and affairs of the corporation;
- 3.2. The Board of Directors, herein referred to as the Board, shall be composed of at least three (3) directors;
- 3.3. Except as to such matters as are by this Constitution specifically assigned to the President, the Executive Council, the Joint Council, all powers over, in respect of or in relation to the government, financial management and control of the Association and of its officers, servants and agents, its property, revenues, expenditures, business, elections and affairs are vested in the Board, and the Board has all powers necessary or convenient to perform its duties and achieve the objects and purposes of the Association and, without limiting the generality of the foregoing, has power:
  - 3.3.1. to appoint and dismiss the Executive Director;
  - 3.3.2. upon the recommendation of the Executive Director, to appoint and dismiss the associate staff of the Association.
- 3.4. All remaining articles and sections of the [Ontario Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15, PART IV, DIRECTORS AND OFFICERS](#), are adopted and updated to reflect compliance with the Act.

## 4. Membership

- 4.1. The membership of the GSA|AÉÉS shall consist of all individuals who are duly registered in a graduate program leading to a diploma, certificate, or degree, granted by Laurentian University, and having paid the appropriate student fees. This shall include both full-time and part-time graduate students;
- 4.2. All students currently enrolled in a graduate program at another institution but conducting a majority of their graduate studies and/or research on Laurentian's campus through an articulation, cooperative or other agreement shall be entitled to membership within the GSA|AÉÉS pending payment of the appropriate fees.

## 5. Rights of Members

All members of the GSA|AÉÉS shall be entitled to:

- 5.1. Participate and introduce motions in the General Meetings of the GSA|AÉÉS;
- 5.2. Attend all regular GSA|AÉÉS Joint Council meetings;
- 5.3. Propose referenda or recall proceedings in accordance with the bylaws of the GSA|AÉÉS;
- 5.4. Nominate candidates to be Student Representatives or Executive Council Members of the GSA|AÉÉS as herein set out;
- 5.5. Participate in any events or activities sponsored by the GSA|AÉÉS or its agents in accordance with all applicable GSA|AÉÉS by-laws;
- 5.6. Access to and explanation of any financial records of the GSA|AÉÉS, which will be given by the Executive Council within fourteen business days of the request. Where the request is extensive and additional time beyond the specified fourteen business days is required to satisfy the request a written notice shall be issued to the member(s) filing the request;
- 5.7. All rights and privileges prescribed herein are superseded by applicable federal and provincial statutes and regulations.

## 6. Dues

- 6.1. Membership dues shall be payable when Graduate Student Fees are paid, upon registration in a graduate program at Laurentian University;
- 6.2. Dues are subject to change, with notice to the GSA membership, by decision of the GSA|AÉÉS Joint Council at a maximum of 10% annually. Any amount over and above this shall be subject to a referendum of the general membership.

## 7. Executive Council Members and Student Representatives of the GSA|AÉÉS

### Executive Council Members

- 7.1. The Executive Council will include a President (1), Vice-President Administration (1), Vice-President Finance (1), Vice-President Advocacy (1), Vice-President Events (1), Vice-President Communications (1);
- 7.2. All members of the Executive Council shall be current members of the GSA|AÉÉS enrolled in full-time or part-time graduate studies at Laurentian University, with enrollment to be defined by the School of Graduate Studies at Laurentian University;
- 7.3. All Executive Council members must be able to regularly attend and participate in Executive Council and Joint Council meetings. Any member of the Executive Council who misses three (3) scheduled meetings during an academic year without good reason as determined by the Executive Director shall be deemed to have resigned from the Executive Council.

### Student Representatives

- 7.4. Student Representatives are defined as representatives of each graduate program. Program eligibility will be contingent upon recognition by Laurentian University's School of Graduate Studies;
- 7.5. In addition to Student Representatives, (1) Graduate Student Representative from the Black Students Union (BSU), (1) Graduate Student Representative from Pride @ LU, and (1) Graduate Student Representative from the Indigenous Student Circle will be invited as ex officio members of the Joint Council;
- 7.6. Other Student Representatives representing other official Laurentian University groups or clubs may be appointed by decision of the Joint Council, to participate as ex officio members on the Joint Council, provided there is only (1) representative per group.

### Definitions and Restrictions

- 7.7. The affairs of the GSA|AÉÉS shall be managed by the Executive Council and the Joint Council of Student Representatives;
- 7.8. The duration of the term in office will be from October 1<sup>st</sup> to September 30<sup>th</sup>;
- 7.9. Prospective members of the GSA|AÉÉS may run for office; however, only current graduate students enrolled in a graduate program at Laurentian University with an active membership within the GSA|AÉÉS for at least the fall and winter terms, may hold said office if elected.
  - 7.9.1. Additionally, each candidate must reside in Sudbury and maintain residency for at least two semesters (until the end of the winter term) if elected; failure to do so will result in forfeiture of their position.
- 7.10. All positions may be held for a maximum of four (4) consecutive terms. Note each term is one (1) year in duration. Individuals may hold other positions prior to or following their 4-term maximum;

- 7.11. No individual may simultaneously hold office for more than one position, on either the Executive Council or Council of Student Representatives or a combination thereof;
- 7.12. Financial remuneration will be made available to Executive Council members who successfully complete the duration of their term.
  - 7.12.1. Honorariums will be limited to the amount equal to one (1) semester of Full-Time Domestic Graduate Tuition, regardless of the respective program of the GSA Executive.
  - 7.12.2. The honorarium will be paid out in three (3) installments, each following the successful completion of term duties in a given school semester.
- 7.13. All Student Representatives to Joint Council shall be current members of the GSA|AÉÉS enrolled in graduate studies at Laurentian University.

## 8. Powers

### General

- 8.1. The GSA|AÉÉS Joint Council may enter the GSA|AÉÉS membership into lawful contract;
- 8.2. The GSA|AÉÉS Joint Council may enter into all acts and exercise all powers as defined by the GSA|AÉÉS constitution;
- 8.3. The Executive Council and Joint Council of the GSA|AÉÉS has the power to create and appoint boards, commissions departments, task forces, and committees, both standing and ad-hoc, that it deems to be in the interests of the GSA|AÉÉS and deemed as necessary for the efficient operation of the affairs of the GSA|AÉÉS. All boards, commissions, departments, task forces, and committees so created, shall be responsible to the Executive Council and Joint Council of the GSA|AÉÉS;
- 8.4. The Executive Council and Joint Council of the GSA|AÉÉS must also intermittently evaluate the existing boards, commissions, departments, task forces, and committees to determine and/or justify their continuity/elimination, by process of internal review as established by the GSA|AÉÉS;
- 8.5. Termination of any body created under 8.3. may be terminated by majority vote by the Joint Council. Such termination requires immediate cessation of all undertakings and processes engaged in by said body, unless otherwise stipulated.

### Financial Undertakings

- 8.6. Contracts in the ordinary course of the GSA|AÉÉS's operations may be entered into on behalf of the GSA|AÉÉS by the President, Vice-President Administration and/or Vice-President Finance, following 8.1;
- 8.7. No contracts or agreements having legal or financial implications of a dollar amount over \$1000 may be undertaken by the GSA|AÉÉS through its Executive Council Members without being specifically approved by the GSA|AÉÉS Executive Council.

- 8.7.1. Contracts or agreements having legal or financial implications in excess of \$10,000 may not be entered into without being in writing and proper legal form and approved by the Executive Council and Council of Student Representatives;
- 8.8. All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the GSA|AÉÉS, shall be signed by two of the three signing Executive Council Members;
- 8.9. The President, Vice-President Administration and/or Vice-President Finance may endorse notes and drafts for collection on account of the GSA|AÉÉS through its bankers, and endorse notes and cheques for deposit with the association's bankers for its credit;
- 8.10. Where not otherwise provided for herein, the Executive Council Members are expressly empowered to purchase, lease or otherwise acquire, alienate, sell, exchange, or otherwise dispose of shares stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the GSA|AÉÉS, approved by the GSA|AÉÉS Executive Council and presented before the members.

#### **Execution of Documents**

- 8.11. Deeds, transfers, licenses, contracts and engagements on behalf of the GSA|AÉÉS shall be signed by the President, Vice-President Administration and/or Vice-President Finance.

#### **Oversight**

- 8.12. Actions taken by Executive Council Members and Student Representatives of the GSA|AÉÉS in accordance with these powers shall be reported to the members at General Meetings.

#### **Limitations on Powers**

- 8.13. No Executive Council Members or Student Representatives of the GSA|AÉÉS shall have the power to impound/delay the expenditure of moneys/services properly appropriated by a singular motion approved by the Executive Council or jointly by the Executive Council and Joint Council of Student Representatives of the GSA|AÉÉS. Such an authorization can only be rescinded by resolution of the Executive Council Members and/or Student Representatives of the GSA|AÉÉS as appropriate.

#### **Intent**

- 8.14. Where not expressly provided for herein, it is recognized that the GSA|AÉÉS Executive Council shall be charged with the regular daily operations of the GSA|AÉÉS;
- 8.15. The Joint Council of Student Representatives exists to:
  - 8.15.1. Provide a liaison between the GSA|AÉÉS Executive Council and the various departments;
  - 8.15.2. Provide feedback and vote on the extraordinary operations of the GSA|AÉÉS;

- 8.15.3. Ensure transparency and accountability in the major operations of the GSA|AÉÉS.

## Duties

- 8.16. Duties outlined herein may be undertaken by individuals who are not directly ascribed these duties within the constitution if the members so agree. Members may take on tasks if they are best suited to do so.

### 8.17. **President**

- 8.17.1. The President shall call and chair all meetings of the GSA|AÉÉS;
- 8.17.2. The President shall be responsible for maintaining order, recognizing speakers, and proceedings with the agenda at all meetings;
- 8.17.3. The President shall also be charged with the general management and supervision of the affairs and operations of the GSA|AÉÉS;
- 8.17.4. The President shall be the official spokesperson for the GSA|AÉÉS;
- 8.17.5. The President shall provide direction and leadership for the advancement and promotion of the objectives of the GSA|AÉÉS;
- 8.17.6. The President shall present a report of all activities undertaken on behalf of the GSA|AÉÉS to all general meetings of the GSA|AÉÉS;
- 8.17.7. The President shall present an annual written report, which is satisfactory to the outgoing executive;
- 8.17.8. The President shall have signing authority for the GSA|AÉÉS on all accounts set up for the use of the GSA|AÉÉS;
- 8.17.9. The President or designate shall fulfill such other duties as do not properly fall to any other Executive Council Member;
- 8.17.10. The President or designate shall contribute to the GSA|AÉÉS web page update;
- 8.17.11. The President must sit on the Board of Governors of Laurentian University, Graduate Council and Senate. If the President cannot sit in the Senate or Graduate Council, a Vice- President delegate may take the President's place.

### 8.18. **Vice-President Administration (VP Admin)**

- 8.18.1. The VP Admin shall exercise the powers and be charged with the duties of the President in the extended absence or incapacity of the latter, or when a vacancy in the Presidency exists;
- 8.18.2. The VP Admin shall sit on at least one sub-committee of Senate;
- 8.18.3. The VP Admin shall oversee a complete list of graduate students on University committees, and maintain graduate members on these committees;
- 8.18.4. The VP Admin shall present a report of activities undertaken on behalf of the GSA|AÉÉS at all general meetings;
- 8.18.5. The VP Admin shall have such additional duties as are provided herein, or as may be conferred upon or may be assigned by Executive Council Members of the GSA|AÉÉS;

- 8.18.6. The VP Admin shall be charged with the responsibility of establishing and maintaining active communication with university graduate student associations external to Laurentian University and with other bodies as may be deemed advantageous by the Executive Council Members of the GSA|AÉÉS;
- 8.18.7. The VP Admin shall represent the GSA|AÉÉS to the external community in conjunction with the President;
- 8.18.8. The VP Admin shall supervise all public communications and publications of the GSA|AÉÉS, as necessary;
- 8.18.9. The VP Admin shall be responsible for overseeing services of external organizations offered through the GSA|AÉÉS;
- 8.18.10. The VP Admin shall be one of the three required signing Executive Council Members of the GSA|AÉÉS;
- 8.18.11. The VP Admin shall be available for all committees dealing with the Laurentian University Administration.
- 8.19. Vice-President Finance (VP Finance)**
- 8.19.1. The VP Finance shall oversee the account of all receipts and disbursements of the GSA|AÉÉS in the proper Books of account in the name and to the credit of the GSA|AÉÉS in such bank or other financial institution as may be designated by the Executive Council Members of the GSA|AÉÉS;
- 8.19.2. The VP Finance shall review the disbursement of funds of the GSA|AÉÉS under the direction of the Executive Council Members, taking proper vouchers therefore and shall render to the Executive Council Members at the regular meetings an account of the financial position of the GSA|AÉÉS;
- 8.19.3. The VP Finance shall be one of the three required signing Executive Council Members of the GSA|AÉÉS;
- 8.19.4. The VP Finance shall be responsible for merchandising projects of the GSA|AÉÉS;
- 8.19.5. The VP Finance shall perform such other duties as may be determined by the Executive Council Members of the GSA|AÉÉS.
- 8.20. Vice-President Advocacy (VP Advocacy)**
- 8.20.1. The VP Advocacy shall sit on at least one sub-committee of Senate;
- 8.20.2. The VP Advocacy shall present a report of activities undertaken on behalf of the GSA|AÉÉS at all general meetings;
- 8.20.3. The VP Advocacy shall have such additional duties as are provided herein, or as may be conferred upon or may be assigned by Executive Council Members of the GSA|AÉÉS;
- 8.20.4. The VP Advocacy shall be charged with the responsibility of establishing and maintaining active communication with university graduate student associations external to Laurentian University and with other bodies as may be deemed advantageous by the Executive Council Members of the GSA|AÉÉS;



- 8.20.5. The VP Advocacy shall represent the GSA|AÉÉS to the external community in conjunction with the President;
- 8.20.6. The VP Advocacy shall supervise all public communications and publications of the GSA|AÉÉS, as necessary;
- 8.20.7. The VP Advocacy shall engage in advocacy efforts on behalf of Graduate Students.

#### 8.21. **Vice-President Events (VP Events)**

- 8.21.1. The VP Events shall be responsible for the organization, coordination, execution, general management and public relations for all social, recreational, artistic, literary and educational activities;
- 8.21.2. The VP Events shall be responsible for advertising, notices and announcements relating to all social, recreational, artistic, literary and educational activities;
- 8.21.3. The Social Convenors shall report to the Executive Council Members of the GSA|AÉÉS on all social, recreational, artistic, literary and educational activities;
- 8.21.4. The Social Convenors shall perform any duties as assigned by the Executive Council Members of the GSA|AÉÉS.

#### 8.22. **Vice-President Communications (VP Communications)**

- 8.22.1. The VP Communications shall enforce the email policy of the GSA|AÉÉS;
- 8.22.2. The VP Communications shall sit on at least one sub-committee of Senate;
- 8.22.3. The VP Communications shall present a report of activities undertaken on behalf of the GSA|AÉÉS at all general meetings;
- 8.22.4. The VP Communications shall have such additional duties as are provided herein, or as may be conferred upon or may be assigned by Executive Council Members of the GSA|AÉÉS;
- 8.22.5. The VP Communications shall be charged with the responsibility of establishing and maintaining active communication with university graduate student associations external to Laurentian University and with other bodies as may be deemed advantageous by the Executive Council Members of the GSA|AÉÉS;
- 8.22.6. The VP Communications shall represent the GSA|AÉÉS to the external community in conjunction with the President;
- 8.22.7. The VP Communications shall supervise all public communications and publications of the GSA|AÉÉS, as necessary;
- 8.22.8. The VP Communications shall engage in advocacy efforts on behalf of Graduate Students.

#### 8.23. **Student Representatives**

- 8.23.1. Student Representatives shall report on the activities, proceedings and policies of their departments to the Joint Council of the GSA|AÉÉS, ascertain their views and assist in the coordination of the participation of students of their department.

- 8.23.1.1. Any Student Representative who misses three (3) scheduled meetings during an academic year without good reason as determined by the Executive Director shall be deemed to have resigned from the Joint Council.
- 8.23.2. Student Representatives shall have voting privileges at GSA|AÉÉS Joint Council meetings;
- 8.23.3. Student Representatives shall perform any duties as assigned by the Executive Council Members of the GSA|AÉÉS and approved by the Joint Council.
- 8.24. Chief Returning Officer (CRO)**
- 8.24.1. The CRO shall be nominated by the GSA|AÉÉS Executive Council a minimum of 1 calendar month prior to general elections. If no nomination is made, the Executive Director shall fulfill the duties prescribed herein;
- 8.24.2. The CRO shall be responsible for organizing and implementing elections pertaining to the GSA|AÉÉS. The CRO shall have final authority to enforce electoral regulations as determined by the Executive Council Members of the GSA|AÉÉS and decide matters of contention;
- 8.24.3. The CRO shall administer and supervise all aspects of the election of Executive Council Members of the GSA|AÉÉS;
- 8.24.4. The CRO shall have additional duties as are provided herein, or as may be assigned by the Executive Council Members of the GSA|AÉÉS.
- 8.25. Other officers**
- 8.25.1. All other officers of the GSA|AÉÉS shall be selected from the general membership, and approved by the Joint Council;
- 8.25.2. All other officers of the GSA|AÉÉS may be nominated by the Executive Council, Student Representatives or the membership of the GSA|AÉÉS;
- 8.25.3. All other officers of the GSA|AÉÉS shall have such power and duties as may be conferred upon or assigned to them by the Executive Council Members of the GSA|AÉÉS.
- 8.26. Senators**
- 8.26.1. Elected Senators of the membership must sit on Senate and shall report on the activities, proceedings, and policies of Senate to the Joint Council of the GSA|AÉÉS.

## 9. Elections

- 9.1. An election for the Executive Council Members, Senators, and Student Representatives shall be called annually or upon vacancy of said position. Such elections shall be presided over by the Chief Returning Officer. The election shall be conducted as follows;
- 9.2. An election date shall be announced at least three (3) weeks prior to an election;
- 9.3. Nominations shall be closed at least one calendar week prior to the election date;

- 9.4. The appointment of a Chief Returning Officer shall be announced at least three (3) weeks prior to an election date;
- 9.5. The Chief Returning Officer shall conduct the nominations procedures as prescribed herein.

### **Nomination Procedures**

- 9.6. Nomination forms, information, and instructions shall be e-mailed to the Membership of the GSA|AÉÉS at least three (3) weeks prior to the election date;
- 9.7. Nomination information shall indicate the following: the vacant council positions, the closing date of nominations, and the election date(s);
- 9.8. Returns shall be accepted until 4:30 p.m. of the closing date of nominations. This nomination period may be extended by the Chief Returning Officer in the case of any vacant council positions receiving no nominations by the closing date provided written notice is provided to the general membership;
- 9.9. In the case of a single nomination for any Executive council position, a confidence vote by the membership shall take place;
- 9.10. The Chief Returning Officer shall inform the nominees and the GSA|AÉÉS of the results of nominations as soon as the results are known;
- 9.11. If two nomination periods fail to solicit a candidate for a council position the responsibilities of that council position may be delegated by the Executive Council Members of the GSA|AÉÉS as determined by them for the duration of the elected term.

### **Election Procedures**

- 9.12. An election shall be conducted by secret ballot. One ballot shall be available to each member of the GSA|AÉÉS. Voting instructions shall be enclosed;
- 9.13. The Chief Electoral Officer shall accept returns until at least 4:30 p.m. of the election date;
- 9.14. A nominee shall have the right to appoint one scrutineer who may be present during the counting of the returns;
- 9.15. In the presence of the scrutineer(s), the Chief Electoral Officer and an Executive Council Member shall conduct the counting of ballots and shall determine valid and invalid ballots;
- 9.16. Each nominee has the right to one recount;
- 9.17. As soon as they are known, the election results shall be announced by the Chief Electoral Officer to the incumbent Executive Council Members / Senators / Student Representative nominees, and to the retiring Executive Council Members / Constituency Commissioner of the GSA|AÉÉS;
- 9.18. In the event of any tie, there shall be a run-off election within five weeks of the original election date; with advertising/notice of the run-off election to follow regular election procedures. These results shall also be announced to the membership of the GSA|AÉÉS within one week of final results;

- 9.19. All nomination forms and ballots shall be the property of the GSA/AÉÉS and stored for forty-eight hours following the announcement of the election results, and destroyed at that time if no opposition arises.

### Special Elections

- 9.20. In the event that, following a two-week nomination period to fill a vacancy of either an Executive or position, there is only one nominee for the position, the decision shall be made at the Joint Council rather than by general election. In the absence of a nominee, the position in question shall remain vacant.

## 10. Impeachment of Executive Council Members and/or Student Representatives

- 10.1. The members of the GSA/AÉÉS may, by resolution passed by at least two-thirds of the votes cast at a joint meeting of the Executive Council/Council of Student Representatives of the GSA/AÉÉS, of which notice specifying the intention to pass such resolutions has been given to, before the expiration of their term of office, remove any Executive Council Member from their Office and may, by a majority of votes cast at that meeting, elect any member in their stead for the remainder of that term;
- 10.2. Grounds for such impeachment may be found only when an administrator or departmental representative has engaged in violation(s) of the constitution or by-laws of the GSA/AÉÉS or failure to represent the interests of members;
- 10.3. A motion to impeach, once moved, shall not be voted upon until the accused party (or designate) has been given an opportunity to make representations to the joint Executive Council/Council of Student Representatives;
- 10.4. If requested by any party, the joint Executive Council/Council of Student Representatives must grant up to ten (10) business days for said party to gather relevant materials and evidence, at which point the joint Executive Council/Council of Student Representatives shall be reconvened to vote on the motion for impeachment;
- 10.5. Quorum for Impeachment motions are set at 60% of all voting members at a joint meeting of the Executive Council/Council of Student Representatives, and the President or Vice-President of the Executive Council must be present;
- 10.6. Unless violations of procedure are demonstrated, a successful impeachment vote may not be Appealed.

## 11. General Meetings of the GSA/AÉÉS

- 11.1. Meetings of the general membership of the GSA/AÉÉS shall be termed General Meetings.

### Conduct

- 11.2. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any member. Upon a show of hands, unless a poll be asked for, a

- declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the General Meeting shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution;
- 11.3. In case of equality of votes at any General Meeting, whether upon a show of hands or of a poll, the President shall be entitled to a second or casting vote;
- 11.4. There shall be no voting by proxy.

### **Notice**

- 11.5. Whenever general notice is required to be given, such notice shall be emailed to the membership of the GSA|AÉÉS, two weeks in advance;
- 11.6. No error or omission in giving notice of any General Meeting or any adjourned meeting of the members of the GSA|AÉÉS shall invalidate such meetings or make void any proceedings taken thereat and any member may at any time waive notice of any such meetings and may notify, approve and confirm any or all proceedings taken or had thereat;
- 11.7. For the purpose of sending notice to any member or Executive Council Member for any meeting or other matters, the current home, inter-departmental and/or e-mail address shall be recorded in the books of the GSA|AÉÉS;
- 11.8. If ten or more members in writing request the Executive Council Members of the GSA|AÉÉS to hold a General Meeting, the Executive Council Members shall forthwith issue notice of a General Meeting and that business specified by the requisitioning members shall be transacted along with any other business as shall properly come before the meeting;
- 11.9. A general meeting must be held at least once each year (October to September).

### **Quorum**

- 11.10. Quorum for the transaction of business, including elections and referenda, at any General Meeting of the members shall be set at 3% of the general membership.

### **Minutes**

- 11.11. A record of the proceedings of all General Meetings shall be kept in a Book or Books provided for that purpose and the Minutes of all such meetings shall be given to the Executive Council Members;
- 11.12. Adoption of the Minutes shall be voted on at the next General Meeting. The Minutes shall be signed and shall be open to inspection by membership on the GSA|AÉÉS web page.

## 12. Executive Council Meetings

Meetings of the Executive Council Members of the GSA|AÉÉS shall be termed Executive Council Meetings.

### Conduct

- 12.1. Except as otherwise required by law, the Executive Council Members of the GSA|AÉÉS may hold its meetings at such place or places as it may determine;
- 12.2. The Executive Council Members may consider or transact any business either special general at any Executive Meeting; At any Executive Meeting where matters of a confidential or personal nature are being considered, an in camera session for that particular matter may be designated with approval of the majority of voting Executive Council members. Open justification for the motion must be reiterated by the Chair prior to the meeting going in camera;
- 12.3. Members may bring any business they wish to the attention of the Executive Council Members whether by letter to the Executive Council Members or by appearing in person at an Executive Meeting. The Executive Council Members shall, upon receipt of such a letter from a member, consider such business at the next meeting of the Executive, or upon an appearance of a member at any Executive Meeting, consider such business at that meeting;
- 12.4. Questions arising at any Executive Meeting shall be decided, determined and approved by a simple majority of votes;
- 12.5. In case of a tied vote, the motion or issue shall be deferred to the Joint Council;
- 12.6. All votes at any such meeting shall be taken by ballot if so demanded by any Executive Council Member present;
- 12.7. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution;
- 12.8. Executive Council Meetings will be held a minimum of once per month or more frequently if necessary;
- 12.9. The most current revision of Robert's Rules of Order will be followed;
- 12.10. There shall be no voting by proxy.

### Notice

- 12.11. No formal notice of any such meeting shall be necessary if all of the Executive Council Members are present, or if those absent have signified their consent to the meeting being held in their absence;
- 12.12. Executive Council Member's Meetings may be formally called by the President or the Vice- President Administration on direction the President;

- 12.13. Notice of such meetings shall be given to each Executive Council Member not less than three days before the meeting is to take place;
- 12.14. The statutory declaration of the President or Vice-President Administration that notice has been given pursuant to this document shall be sufficient and conclusive evidence of giving such notice;
- 12.15. The GSA|AÉÉS may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meetings no notice need be sent;
- 12.16. No error or omission in giving such notice for a meeting of Executive Council Members shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Executive Council Member may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

### **Quorum**

- 12.17. A quorum for the transaction of business at any Executive Meetings, shall consist of not less than one-half plus one of all voting Executive Council Members, provided that in no case can any meeting be held unless there are three members present in person.

### **Minutes**

- 12.18. A record of the proceedings of all Executive Meetings shall be kept in a Book or Books provided for that purpose and the Minutes of all such meetings shall be given to the Executive Council Members;
- 12.19. Minutes shall be adopted at the next regular meeting of the Executive Council Members and after adoption by the Executive Council Members, the Minutes shall be signed by the Speaker and shall be open to inspection by members of the GSA|AÉÉS at the GSA|AÉÉS Office during normal business hours.

## **13. Joint Council Meetings**

Joint Meetings of the Executive Council and the Council of Student Representatives of the GSA|AÉÉS shall be termed Joint Council Meetings.

### **Conduct**

- 13.1. Except as otherwise required by law, the Joint Council of the GSA|AÉÉS may hold its meetings at such place or places as it may determine;
- 13.2. The Joint Council may consider or transact any business either special or general at any Joint Council Meeting;
- 13.3. At any Joint Council Meeting where matters of a confidential or personal nature are being considered, an in camera session for that particular matter may be designated

- with approval of the majority of voting Joint Council members. Open justification for the motion must be reiterated by the Chair prior to the meeting going in camera;
- 13.4. Members may bring any business they wish to the attention of the Joint Council members whether by letter to a Joint Council member or by appearing in person at a Joint Council Meeting;
  - 13.5. The Joint Council members shall, upon receipt of such a letter from a member, consider such business at the next meeting of the Joint Council, or upon an appearance of a member at any Executive Meeting, consider such business at that meeting;
  - 13.6. Questions arising at any Joint Council Meeting shall be decided, determined and approved by a simple majority of votes;
  - 13.7. In case of a tied vote, the motion or issue shall be deferred until the next Joint Council Meeting;
  - 13.8. All votes at any such meeting shall be taken by ballot if so demanded by any Joint Council member present;
  - 13.9. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution;
  - 13.10. Joint Council meetings will be held monthly or as necessary;
  - 13.11. The most current revision of Robert's Rules of Order will be followed;
  - 13.12. There shall be no voting by proxy.

## Notice

- 13.13. No formal notice of any such meeting shall be necessary if all of the Joint Council are present, or if those absent have signified their consent to the meeting being held in their absence;
- 13.14. Joint Council Meetings may be formally called by the President or a Vice-President on direction the President;
- 13.15. Notice of such meetings shall be hand delivered to each Joint Council member not less than three days before the meeting is to take place or shall be mailed through interdepartmental mail, or e-mailed to each Joint Council member not less than one week before the meeting is to take place;
- 13.16. The GSA|AÉÉS Joint Council may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meetings no notice need be sent; No error or omission in giving such notice for a meeting of Joint Council shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Joint Council member may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.



## Quorum

- 13.17. A quorum for the transaction of business at any Joint Council Meeting, shall consist of not less than one-half plus one of all voting Joint Council Members, provided that in no case can any meeting be held unless there are 5 members present in person.

## Minutes

- 13.18. A record of the proceedings of all Joint Council Meetings shall be kept in a Book or Books provided for that purpose and the Minutes of all such meetings shall be given to the Chair;
- 13.19. Minutes shall be adopted at the next regular meeting of the Joint Council and after adoption, these Minutes shall be signed by the Secretary and shall be open to inspection by members of the GSA|AÉÉS at the GSA|AÉÉS Office during normal business hours.

## 14. Financial Year

- 14.1. Unless otherwise ordered by the Executive Council members of the GSA|AÉÉS, the financial year of the GSA|AÉÉS shall end on the 30th day of April in each year and commence on the 1st day of May.

## 15. Amendments

- 15.1. All members of the GSA|AÉÉS may propose amendments or additions to the constitution of the GSA|AÉÉS;
- 15.2. Any proposed amendment will go before the membership at a General Meeting or included in the elections secret ballot, with notice of any amendment accompanying notice of the meeting.
- 15.2.1. A referendum may be called when written support for one is found by at least ten members of the GSA|AÉÉS;
- 15.3. Passage of any amendment requires a two-thirds majority vote.

## 16. Conflict of Interest

- 16.1. A conflict of interest arises when the interests of an Executive Council member or Student Representative may put into question the independence, impartiality and objectivity that Executive Council members or Student Representatives are obliged to exercise in the performance of their duties. A conflict of interest may be financial or otherwise;
- 16.2. It is the responsibility of the Executive Council member or Student Representative to identify a conflict of interest in writing, or verbally at any Executive or Joint Council meeting if the conflict arises without notice;

- 16.3. An Executive Council member or Student Representative who has a conflict of interest must declare this prior to discussion of an issue. Upon declaration of a conflict the person must:
- 16.3.1. In an in camera session, remove themselves from the proceedings during discussion or voting on that particular matter, contract or arrangement;
  - 16.3.2. In an open session, refrain from discussion or voting on that particular matter, contract or Arrangement.

This Constitution was first ratified at a General Meeting of the members of the GSA|AÉÉS the 30th day of March, 2011. It was unanimously approved that any and all previously existing governing by-laws of the GSA|AÉÉS be repealed and that this constitution, as amended by the membership, be ratified.

*Amended: September 30<sup>th</sup>, 2020*

*Last Amended: September 19<sup>th</sup>, 2024*