Constitution of the Bachelor of Arts and Sciences Student Association

2009-2010

ARTICLE I – Name

The name of the organization representing the students of the Bachelor of Arts and Sciences Program (BAS) at the University of Guelph shall be the Bachelor of Arts and Sciences Student Association, hereinafter to be referred to as BASSA. BASSA is a non-profit organization.

ARTICLE II – Purpose

BASSA is a Council made up of and representing undergraduate students in the Bachelor of Arts and Sciences Program (BAS) at the University of Guelph. Its purpose is to enrich the academic, cultural, and social lives of BAS students and advocate for BAS students at student government and administrative levels.

ARTICLE III – Organization and Authority

BASSA shall determine its own governing objectives keeping in mind the wishes of BAS students.

For administrative purposes, BAS students are assigned to the College of Arts. Due to these circumstances, students in the BAS program are represented by the College of Arts Student Union (CASU). BASSA is therefore required to maintain a seat on the CASU board, and BAS students have full access to CASU events, while maintaining the ability to PDR.

In order to continue operating under CASU, BASSA is required to submit the appropriate documentation of its status as a club: a Student Organizational Policy application, a copy of the year’s budget, a copy of the constitution, and a copy of the most recent bank statement. These documents are due to by a specific date set by the CASU Executive.

ARTICLE IV – Membership

SECTION 1: General Membership

General Membership consists of all BAS students, as defined by the University Registrar.

SECTION 2: Council Membership

The affairs and business of BASSA shall be managed by a Council of BAS students consisting of:

A. Three executive members elected by all BAS students. They are: President, Vice-President, and Operations Manager.

B. Four year representatives: one representative from each of the four years of the BAS program elected by members of each respective year.

C. One Academic Cluster Representative, elected by members of the first year cluster.

D. Four college representatives: one representative for each of CBS-SA, CSAHS-SA, CPES-SC and CASU. College representatives may hold their position concurrently with one other role on the Council and may be appointed by the Council without an election.

SECTION 3: External Membership

A. One BAS Senator elected by BAS students may automatically sit with the Council but not vote. This position may be held concurrently with a position on Council.
ARTICLE V – Membership Duties

SECTION 1: The Executive

1. The President shall:
   1. Supervise and hear reports on all the business and affairs of the Council.
   2. Be responsible for setting the agenda for each meeting, under the direction the Operations Manager and/or Vice-President.
   3. Chair all meetings of the Council.
   4. Ensure that all motions of the Council are acted upon.
   5. Represent the Council on all suitable occasions.
   6. Work with the Vice-President and Operations Manager in drafting any application documents such as Student Life Enhancement Fund (SLEF) proposals and Petitions, Delegations, and Representation (PDR) requests.
   7. Assume signing authority on all financial matters of BASSA.
   8. Be responsible for the delegation of any special or unusual projects outside of specific executive portfolios.
   9. Oversee the assignment of external committee representation to year representatives.
   10. Attend all Council meetings.
   11. Ensure that at least 1 Council member has SRM training.
   12. Act as a liaison between BASSA and the following parties: the College of Arts Dean, the Associate Dean of Arts and Social Sciences, the BAS Program Counsellor, and the BAS Program Committee.

2. The Vice-President shall:
   1. Act on the President’s behalf in the absence of the President or when the President is unable to fulfill any or all of the President’s duties.
   2. Liaise with the BAS Student Senator and inform the Council of any relevant issues.
   3. Liaise with the BASSA year representatives and coordinate class visits and other modes of advertisement for BASSA events.
   4. Work with the President and Operations Manager in drafting any application documents such as Student Life Enhancement Fund (SLEF) proposals and Petitions, Delegations, and Representation (PDR) requests.
   5. Assume signing authority on all financial matters of BASSA.
   6. Review the constitution and propose any necessary amendments at one or more meetings voted upon by the Council during the winter semester.
   7. Attend all Council meetings.

3. Operations Manager shall:
   1. Keep accurate and up-to-date minutes of all business transacted at any and all Council meetings, by taking minutes during meetings, typing and posting them at least three days before the following meeting, as well as filing official copies of the minutes when they have been ratified by the Council.
   2. Assume signing authority on all financial matters of BASSA.
   3. Act as a designate for the BASSA Listserv.
   4. Set and maintain a working budget for the year, and present a weekly budgetary update. Report regularly to the president on financial matters.
   5. Be responsible for the administration of the BASSA Listserv.
   6. Work with the President and Vice-President in drafting any application documents such as Student Life Enhancement Fund (SLEF) proposals and Petitions, Delegations, and Representation (PDR) requests.
   8. Book all rooms for BASSA functions and events.
   9. Attend all Council meetings.

SECTION 2: Cluster and Year Representatives

1. Each of the year representatives and the cluster representative shall:
   1. Act as liaison between respective years and the Council. (N.B. 4th Year Representative will liaise with all students in semester level 7 and above)
   2. Participate in any external organizations which are assigned by the president by regularly attending the appropriate meetings.
   3. Participate in the planning and implementation of BASSA events and affairs.
   4. Attend all Council meetings.
   5. The fourth year representative shall be responsible for the grad bash portfolio, its initiation and completion.

SECTION 3: Cluster Representative

1. The cluster representative shall:
Constitution of the Bachelor of Arts and Sciences Student Association

SECTION 1: Policy

1. The Council shall hold elections for all positions during the winter semester. The exact dates shall be established by the Council no later than the end of the third week of the winter semester and announced by the President no later than the end of the fifth week of the winter semester.
2. The First Year elections will be run within the first three weeks of classes in the fall semester. A member of the Council will contact the First Year Professor and schedule a time for candidate speeches and voting to take place.
3. Council members cannot hold positions concurrently unless the concurrent position is as College Representative.
4. Council members cannot hold the same position for more than two consecutive years.
5. A YES/NO vote shall be called if there is no contest for any of the Council positions.
6. Reasonable arrangements shall be made for all those students wishing to vote who cannot participate within the voting period of called elections to vote beforehand (e.g. students on international exchange). This shall be done via BASSA email.
7. Any BAS student cannot run for 2 positions on BASSA for the same academic year.

SECTION 2: Eligibility and Voting

1. All members of the BAS program may be candidates for office.
2. Candidates for year representatives must be in the respective year they are representing.
3. Candidates for college representatives must be enrolled in courses in the college they are representing and intend to enroll in a minor within the College they are representing.
4. Candidates for the position of cluster representative must live in the academic cluster for the full term of their position.
5. All members of the BAS program may cast one vote each for each position voted upon. Students may vote only for the year representative representing their year. Only first year member of the academic cluster may vote for the cluster representative.

SECTION 3: Chief Electoral Officer

1. The Chief Electoral Officer shall be appointed by the President with Council approval.
2. The Chief Electoral Officer is the final arbiter in all election and referenda matters.
3. The Chief Electoral Officer reserves the right to extend the polling period in extraneous circumstances decided on by the Council.
4. The Chief Electoral Officer shall not be a current Council member; nor shall the CEO be a candidate for election. The CEO shall maintain neutrality in all election affairs.

SECTION 4: Counting of the Ballots and Returns

1. Immediately upon closing of the polls, on the last day of voting, the ballots shall be counted.
2. The ballots shall be counted by the Chief Electoral Officer and the two to three persons delegated by the BASSA Council who are not members of the Council.
3. No member of the BASSA Council shall be present during the counting of the ballots.
4. The ballots shall be retained for fourteen days while the Chief Electoral Officer hears appeals for a recount. The ballots must be destroyed on the fifteenth day.
5. It is the sole decision of the Chief Electoral Officer to issue a recount of the ballots.
6. An appeal for a recount of the ballots must be submitted in writing to the Chief Electoral Officer within the fourteen day period, after election results are presented. An appeal must state clearly the reasons behind such a request.

SECTION 5: Internet Voting

1. In the case of internet voting, the BASSA webmaster will act as a co-CEO and facilitate the posting of election bios and voting polls.
2. Bios will be posted at least three working days prior to the beginning of the voting period.
3. The voting period will last at least five days, beginning on the Monday of the given week. The CEO will send out an email to all BAS students regarding voting procedures.
4. An appeal for a recount of the ballots must be submitted electronically to the Chief Electoral Officer within the fourteen day period, after election results are presented. An appeal must state clearly the reasons behind such a request.
5. At least 10% of the BAS population must vote for positions to be held fairly.

SECTION 6: Advertising

Candidates may advertise through the following venues:

1. Word of mouth.
2. Posters in the BAS lounge and BAS cluster(s).
3. Facebook group (excluding the BAS facebook group).
4. Through their own University of Guelph email account.

ARTICLE VII – By-laws

SECTION 1: Meetings

1. Quorum shall be set at 75% (six of eight Council members).
2. No member of the Council shall be absent without leave from 3 consecutive Council meetings.
3. No Council member shall be absent without leave from 5 Council meetings during one semester.
4. Meetings shall be held regularly at weekly intervals.
5. Agendas shall be emailed out to the Council at least 3 days before each meeting.

SECTION 2: Voting

1. Motions arising at any meeting of the Council shall be decided by vote. A passing motion must receive supported by at least five Council members voting in favour.
2. Voting shall occur by a simple show of hands, unless otherwise requested by a member of the Council (i.e., secret ballot, roll-call, etc.).
3. A motion that receives an equal number of votes for and against is considered to be a defeated motion.

SECTION 3: Removal from Office

1. The Council may, at any time subject to hearing, dismiss any member of the Council who is negligent of his/her duties or continually displays an attitude that is destructive to the operations of the Council. Such a decision must be approved by a vote of at least five members in favour impeachment.
2. Notice of motion to impeach must be served at a meeting of the Council prior to the meeting at which the voting will take place.
3. Any member under review has the right to respond to the complaint levied against them at the meeting in which their performance is discussed. The member may not be in attendance for any vote concerning disciplinary action.
4. For any position left vacant by the Council for any reason, a replacement must be found if removal occurs prior to week 6 of the winter semester.

5. Replacement of the position works in a hierarchical system as follows:
   1. If any member of the executive is removed (i.e. President, Vice President, Operations Manager), the two remaining executive will assume the next highest position, with the 4th year representative assuming the Operations Manager position.
   2. If any member of the Council other than the executive is removed, a replacement must be appointed if the removal happens prior to week 6 of the winter semester. The replacement will be appointed first from the potential candidates that ran for that position during the previous elections, or, another appropriate BAS student as agreed upon by the Council (i.e. at least 6 “yes” votes).
   3. If removal by a member of the Council other than the executive is removed after week 6 of the winter semester, then it is the responsibility of all members of BASSA to liaise to the vacant member’s year or cluster.

6. The replacement member must take on all responsibilities of their new position as outlined in the most recent constitution.

SECTION 4: Resignation from Office

1. If any member of BASSA chooses, for any reason, to resign from their position, a written statement addressed to BASSA must be received at least 2 weeks before resignation.

2. Replacement of the position works in a hierarchical system as follows:
   a. If any member of the executive resigns (i.e. President, Vice President, Operations Manager), the two remaining executive will assume the next highest position, with the 4th year representative assuming the Operations Manager position.
   b. If any member of the Council other than the executive resigns, a replacement must be appointed if the resignation happens prior to week 6 of the winter semester. The replacement will be appointed first from the potential candidates that ran for the position during the previous elections, or, another appropriate BAS student as agreed upon by the Council (i.e. at least 6 “yes” votes).
   c. If resignation by a member of the Council other than the executive resigns after week 6 of the winter semester, then it is the responsibility of all members of BASSA to liaise to the vacant member’s year or cluster.

3. The replacement member must take on all responsibilities of their new position as outlined in the most recent constitution.

SECTION 5: Finance

1. No commitment of Council funds shall be made unless such a commitment has been approved by the executive.

2. A year long budget shall be created by the operations manager in the beginning of the year to be presented for Council approval and revised as necessary throughout the year.

3. Members with signing authority include the President, Vice-President, and Operations Manager.

4. BASSA funding comes from student fees forwarded by CASU in the amount of 75% of student fees collected from BAS students.

5. Fifty cents from every student enrolled in BAS each semester will be set aside for the creation of the Upper Year Scholarship. This point will be put under review once adequate funds for the scholarship have been reached.

6. The Council will not entertain or distribute money in response to PDR requests. The Council will consider new project ideas from any BAS student at BASSA meetings and vote on appropriate funding.

7. An amount of $500 will be saved at the end of the year to fund BASSA events for the following September, until student fees are received.

SECTION 6: Constitution and Amendments

1. Proposed amendments to the constitution must be compiled by the Vice-President at the second to last Council meeting of the winter semester.

2. Amendments are to be voted on at one or more meetings voted upon by the council, and to pass must receive six votes in favour from Council members.

3. Incoming BASSA Council members are encouraged to attend and provide feedback on the constitution, but cannot vote on the final draft of the constitution.

4. The most recent version of this constitution shall be made available to all BAS students and Council members via posting on the BAS website. Posting shall occur within three weeks of constitutional amendment.