Constitution of the Bachelor of Arts and Sciences Student Association

ARTICLE 1 Preamble

1.1 All full time and part time Undergraduate Students at the University of Guelph enrolled within the Bachelor of Arts and Sciences Program (BAS) will be known as the BAS Student Membership, hereafter referred to as “the Membership”

1.2 The governing body shall be known as the Bachelor of Arts and Sciences Student Association (BASSA) Board of Directors, hereafter referred to as “the Board”

ARTICLE 2 Mandate

2.1 To be the official representation of the Membership.

2.2 To raise, discuss and act upon issues of the Membership

2.3 To enrich the social lives of the Membership through creating and/or partaking in educational and social events which facilitate learning and promote camaraderie amongst the Membership and with larger University of Guelph community

2.4 To provide a forum where the Membership can present views, opinions, critiques, and obtain information regarding events, policies and academics

2.5 To foster the communication of the Membership with other students, student organizations, faculty, Dean and administrative bodies at the University of Guelph and other institutions

2.6 To manage BAS student funds imparted upon the BASSA for the present and future benefit of the membership

2.7 To defend the rights and interests of the Membership

ARTICLE 3 Responsibilities to CASU

3.1 For administrative purposes, BAS students are assigned to the College of Arts. - Due to these circumstances, students in the BAS program are represented dually by the College of Arts Student Union (CASU) and by BASSA.

3.2 BASSA is therefore required to maintain a seat on the CASU Board.

3.3 The membership shall have full access to CASU events, while maintaining the ability to PDR.

3.4 In order to continue operating under CASU, BASSA is required to submit the appropriate documentation of its status as a CASU Club through the Student Organizational Policy (SOP) application

3.5 SOP documents include but are not limited to a copy of the year’s budget, a list of
Board members for the current year, a copy of the constitution, and a copy of a recent bank statement.

3.6 SOP documents are due at the beginning of the academic year by a specific date set by the CASU Board

**ARTICLE 4 Board Composition**

4.1 All Board members are required to belong to the Membership.

4.2 Board members with voting rights:
   a) President
   b) Vice-President Academic
   c) Vice-President Activities
   d) Vice-President Finance and Administration
   e) First Year Representative
   f) Academic Cluster Representative
   g) Second Year Representative
   h) Third Year Representative
   i) Fourth Year Representative
   j) CBSSC Student Representative
   k) CASU Student Representative
   l) CSAHS-SA Student Representative
   m) CPES-SC Student Representative

4.3 Board Members without voting rights:
   a) Members-at-large
      Although members at large are restricted from voting, any student who is part of the Membership, including BAS Student Senator, is permitted to sit in on any BASSA Board meeting and/or meeting of a BASSA sub-committee

**ARTICLE 5 General Duties of Board Members**

5.1 To uphold the existing BASSA constitution and provide amendments to the constitution each winter semester, as instructed by the President and Vice President Finance and Administration

5.2 To represent the opinions and best interest of the Membership at all times

5.3 To act as the Administrative Council of the Membership

5.4 To act as the Legislative Council of the Membership

5.5 To assist and work with all other members of the Board

5.6 To effectively communicate information between the Executive and the Board in a timely manner

5.7 All Board members must attend all Board meetings, or if unable to attend must inform the President in advance of the meeting

5.8 Failure by the board member to complete their duties may result in impeachment as outlined in Article 10

5.9 All board members shall hold office until:
   a) End of Term, April 30th;
   b) Resignation, see Article 11
   c) Impeachment
ARTICLE 6.1 Meetings of the Board
6.1.1 All voting members of the Board shall have one (1) vote each
6.1.2 Any member with a “conflict of interest” shall not partake in any related vote by
the Board
6.1.3 The Board shall meet a minimum of bi-weekly from 5:30-7:00pm Monday nights
pending approval of the Board. The board shall meet no fewer than 5 times a
semester
6.1.4 The Board may amend the meeting date and/or time by a 2/3’s majority vote on a
semesterly basis
6.1.5 Meetings of the Board shall be conducted under rulings of the President using
Robert’s Rules of Order
6.1.6 Quorum shall consist of 2/3 of the filled positions on the Board
6.1.7 Notice for Board meetings, and the agenda for said meeting, must be given by the
President 24 hours in advance of the meeting time

ARTICLE 6.2 Voting
6.2.1 Motions arising at any meeting of the Council shall be decided by vote. A passing
motion must receive quorum
6.2.2 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.).
6.2.3 A motion that receives an equal number of votes for and against is considered to
be a defeated motion.

ARTICLE 7 Responsibilities of the Board

7.1 The President shall:

7.1.1 Supervise and hear reports on all the business and affairs of the Council
7.1.2 Be responsible for setting the agenda for each meeting and chair all meetings of
the council
7.1.3 Ensure that all motions of the Council are acted upon
7.1.4 Represent the Council on all suitable occasions
7.1.5 Be responsible for the delegation of any special or unusual projects outside of
specific Board portfolios
7.1.6 Act as a liaison between BASSA and the following parties: the College of Arts
Dean and the Associate Dean of Arts and Social Sciences
7.1.7 Be responsible, together with the Vice-President Finance and Administration, for
the finances of BASSA and act as one of two (2) primary signing officers
7.1.8 Be responsible for initiating and securing necessary training and group
development tools for the Board
7.1.9 Be responsible for developing a transitioning package for the incoming President
at the conclusion of the winter semester
7.1.10 Be responsible, along with the Vice-President Finance and Administration, for overseeing the transitioning of all other Board positions

7.1.9 The President shall take any other actions he or she deems necessary to protect the rights and interests of the Membership

7.1.10 This position may not be held concurrently with other positions on council

7.2 **The Vice-President Academic Shall:**

7.2.1 Be responsible for the promotion and development of academic life within the BAS Program

7.2.2 Act as a liason between BASSA and the BAS Program Counsellor, BAS Student Senator and Academic Cluster Leader

7.2.2 Hold a seat on and record or obtain minutes and the names of representatives for the meetings of the following committees:
   a) BAS Programme Committee
   b) BAS Committee
   c) ASTRA
   d) BAS Hiring Committee (when enacted)
   e) Upper Year Scholarship Committee (once established)
   f) Any other academic related committees which the President deems appropriate

7.2.4 Submit a written report on academic on-goings within the Program bi-semesterly to the Board and bi-weekly to the President

7.2.5 Act to compile information about scholarships available to BAS students, including the BAS Upper Year Scholarship, once established

7.2.6 Organize events to solicit funds from donors for the BAS scholarship, if deemed appropriate by the President

7.2.7 Develop a detailed transition package for the incoming Vice-President Academic at the conclusion of the Winter Semester

7.2.8 Be responsible for assisting the Vice-President Finance and Administration and Vice-President Activities with the production of an electronic BAS newsletter or mass email, produced at least once a month. The primary purpose of this is to advertise events and academic resources to the Membership.

7.2.9 Be responsible for assisting the Vice-President Activities with the organization of the Annual General Meeting (AGM), to be held in either the Fall or Winter Semester

7.2.13 May delegate any of these duties to other Board members following consultation with the President

7.2.14 The Vice-President Academic position may not be concurrently held with other positions on council

7.3 **The Vice-President Activities shall:**

7.3.1 Be responsible for planning and carrying out events for the following areas of programming:
   a) Orientation, including the recruitment of BAS Orientation Volunteers
   b) Trivia events
c) Grad Bash (along with the 4th year representative)
d) Arts Day and Arts week activities
e) BAS Clothing
f) Annual AGM, with assistance from the Vice-President Academic
g) Any other activities deemed pertinent by the President

7.3.1 Act as the Chair for the Activities Committee
7.3.2 Be available to assist in the programming and implementation of academic campaigns in consultation with the Vice-President Academic
7.3.3 Work with the Vice-President Finance and Administration to draft advertisements for each event listed in 7.3.1
7.3.4 Be BASSA’s representative to the Student Risk Management Committee (SRM) and shall be responsible for ensuring that at least one (1) Board member has received SRM training
7.3.5 Submit event budgets a minimum of two weeks prior to any event to be approved by the Vice-President Finance and Administration and the Board when necessary, and keep all receipts for submission to the Vice-President Finance and Administration
7.3.6 Fill out an event report and submit this to the VP Finance and Administration for filing following the completion of each event
7.3.7 Be responsible for assisting the Vice-President Finance and Administration and Vice-President Academic with the production of an electronic BAS newsletter or mass email, produced at least once a month. The primary purpose of this is to advertise events and academic resources to the Membership
7.3.8 Prepare transition package for incoming Vice-President Activities at the end of the Winter semester
7.3.9 Delegate any of their duties to another member of the Board upon consultation with the President
7.3.10 May not be held concurrently with other positions on council

7.4 The Vice-President Finance and Administration Shall:

7.4.1 Be responsible for all BASSA related advertising and promotion
7.4.2 Along with the Vice-President Academic be responsible for the production of an electronic BAS newsletter or mass email, produced at least once a month. The primary purpose of this is to advertise events and academic resources to the membership
7.4.3 Be responsible for the maintenance of the BAS website along with the Program Counselor
7.4.4 Be responsible for the maintenance of BAS student controlled space, including, but not limited to, the BAS lounge
7.4.5 Be responsible for maintaining supplies and equipment in the CASU office and BAS lounge
7.4.6 Take and distribute, within one week, detailed minutes for all Board meetings.
7.4.7 Maintain a comprehensive and orderly filing system for financial records and academic and event related reports submitted by the Vice-President Academic and Vice-President Activities
7.4.8 Book all meeting rooms for Board and Committee meetings in advance and post notice
7.4.9 Maintain a list of representatives and their attendance at meetings
7.4.10 Complete and plan for transition reports and activities at the conclusion of the winter semester, along with the President
7.4.11 Be responsible, together with the President, for the finances of BASSA and act as one of the two (2) primary signing officers
7.4.12 Be responsible for preparing a budget for Board approval at the start of each semester and budget updates to the Board monthly
7.4.13 Be responsible for completing and submitting the Student Organization Registration (SOP) policy for the CASU at the start of each semester and ensuring that we receive our student fees upon the submission of these documents
7.4.14 Make and keep detailed financial records for BASSA
7.4.15 Be available to assist Vice-President Activities in the preparation of their budgets for events and ensure that budgets for events are completed and submitted two weeks prior to every event and that receipts are accounted for
7.4.16 Be responsible for monitoring the compliance of BASSA with regard to both their constitutional and SRM responsibilities
7.4.17 Be responsible to ensure that the conditions of Article 13 are upheld
7.4.18 Be responsible for ensuring that the constitution is reviewed, at the end of the Winter Semester along with the President
7.4.19 This position may not be held concurrently with other positions on council

ARTICLE 7.5 Year Representatives shall:

7.5.1 Act as a liaison between the year, and the council and provide bi-semesterly written reports to the Vice-President Academic and Vice-President Activities on the status of their cohort (N.B. 4th year representative will liaise with all students in semester level 7 and above)
7.5.3 Attend Board meetings
7.5.4 Participate in any other committees or organizations as delegated by President or any of the Vice-Presidents
7.5.5 This position may be held concurrently with a college representative position

ARTICLE 7.6 The Cluster Representative Shall:

7.6.1 Act as a liaison between the cluster(s), and the Board
7.6.2 Provide bi-semesterly written reports to the Vice-President Academic on the general well-being of the cluster
7.6.3 Report to Vice-President of Activities and Vice-President Academics
7.6.4 Attend Board meetings
7.6.5 Participate in any other committees or organizations as assigned by the President or any Vice-Presidents
7.6.6 This position may be held concurrently with a college representative position
7.6.7 If a cluster is not created, another 1st year representative shall be voted in
7.6.8 In the event of 2 or more clusters, 1 cluster member is responsible for representing all clusters to the Board

ARTICLE 7.7 College Government Representatives (CSAHS-SA, CASU, CPESSC, CBSSC)

7.7.1 Act in accordance to the policies laid out in the respective College’s constitution.
7.7.2 Liase between respective College and the Vice-President Academic via bi-semesterly written reports to the Vice-President Academic
7.7.3 Attend Board meetings
7.7.4 Attend Academic Committee Meetings
7.7.5 This position may be held concurrently with a Year Representative position

ARTICLE 8 Elections

Elections shall be conducted in two parts:

8.1 Elections for Vice President Academic, Vice President Activities and Vice President Finance and Administration are conducted by a Board Vote
8.2 Elections for President, Year Representatives, College Representatives and Cluster Representative are voted on by the Membership

8.1 Regulations for voting in of a new VP Academic, VP Activities, and VP Finance and Administration by the Board
8.1.1 All candidates for election must be part of the Membership, and must be able to complete their full one-year term if elected.
8.1.2 Candidates will be required to do a short presentation to the Board.
8.1.3 Nomination forms must be submitted and must include the name of the candidate, their student number, program, and position of interest. All requirements on the nomination form must be met in order to qualify for the election.
8.1.4 If standing for an elected position, the candidate is required to have the signatures of five students from the Membership on the nomination form
8.1.5 No person may simultaneously contest two positions with the exception of the combination of College Representative and Year Representative positions
8.1.6 The President shall act as the Chief Electoral Officer (CEO) to oversee the entire election process for positions voted in by the Board. If there is a conflict of interest, the Board may appoint an outside CEO
8.1.7 The CEO has the power to invalidate any ballot that has been spoiled or improperly marked.
8.1.8 Any candidate may appeal the decision of the Chief Electoral Officer by petitioning the Board. A 2/3 majority vote is required to overturn the decision of the CEO.
8.1.9 In the event that all positions are not filled by election time it is the duty of the
executive to make the vacant positions open to the entire program. A by-election shall then be held in the fall semester. By-elections shall take place at a Board meeting that achieves quorum.

8.1.12 The President shall sign his or her ballot and it shall only be counted in the case of a tie.

8.1.13 In the case of two candidates running for one position, the winning candidate will require a simple 50% plus one majority in his or her favour.

8.1.14 In the case of one candidate running, they must receive of vote of confidence; 50% plus one ‘yes’ vote.

8.1.15 In the event of three or more candidates running for a given position voting shall be conducted using the following method:

a) If no candidate receives 50% plus one of the vote, then the candidate with the fewest votes will be struck from the ballot and voting held again. This procedure is to continue until one candidate receives 50% plus one of the votes or greater.

b) Should no candidate receive 50% plus one of the vote and a tie results preventing the elimination of a candidate, a revote will occur. A preferential voting process will take place and voters will then indicate first and second choices on their ballots.

8.1.16 Board members cannot hold the same position for more than two consecutive years.

8.2 Regulations for Voting in of President, Year Representatives and College Representatives by the Membership

8.2.1 All candidates for election must be part of the Membership, and must be able to complete their full one-year term if elected.

8.2.2 The Council shall hold elections for Year Representatives and College Representatives during the winter semester in ASCI classes.

8.2.3 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 or students who are not currently in ASCI classes). This can be done via the BASSA email account.

8.2.4 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.

8.2.5 The elections for First Year Representative and Cluster Representative 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 voting to take place.

8.2.6 For both fall and winter elections, a Chief Electoral Officer will be hired at a rate determined and voted upon by the Board for that year.

8.2.7 In the case of one candidate running, they must receive of vote of confidence; 50% plus one ‘yes’ vote.

8.2.8 Any BAS student cannot run for 2 positions on BASSA for the same academic year.
8.2.9 President, year rep or college representative positions cannot be held by the same individual for more than two consecutive years
8.2.10 Candidates for year representatives must be in the respective year they are representing.
8.2.11 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.
8.2.12 Candidates for the position of cluster representative must live in the academic cluster for the full term of their position.
8.2.13 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 members may vote for the cluster representative.
8.2.14 In the event that President, Second, Third or Fourth Year Representative or College Representative Positions are left open at the end of the winter election, an election for these positions will be held along with those for the First Year Representative and the Cluster Representative in the Fall

ARTICLE 8.3 Chief Electoral Officer

8.3.1 The Chief Electoral Officer shall be appointed by the President with Council approval for both winter and fall elections
8.3.2 The Chief Electoral Officer is the final arbiter in all election and referenda matters.
8.3.3 The Chief Electoral Officer reserves the right to extend the polling period in extraneous circumstances decided on by the Council.
8.3.4 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 8.4 Counting of the Ballots and Returns

8.4.1 Immediately upon closing of the polls, on the last day of voting, the ballots shall be counted.
8.4.2 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.
8.4.3 No member of the BASSA Council shall be present during the counting of the ballots.
8.4.4 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.
8.4.5 It is the sole decision of the Chief Electoral Officer to issue a recount of the ballots.
8.4.6 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 8.5 Internet Voting

8.5.3 Candidate statements will be posted at least three working days prior to the beginning of the voting period.
8.5.4 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.

ARTICLE 8.6: 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 9 Amendments to the Constitution

9.1 Amendments to the constitution may be made by a 2/3 majority of the Board
9.2 To amend the constitution notice of motion must be served at a meeting of the Board at least one (1) week in advance of the meeting at which the amendment will be voted on.
9.3 Incoming BASSA Council members are encouraged to attend and provide feedback on the constitution, but cannot vote on the final draft of the constitution.
9.4 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.

ARTICLE 10 Disciplinary Actions/Impeachments

10.1 The Board may vote to require any member or members to undergo necessary training. If said training has a cost component it should be financed by BASSA.
10.2 The council may, at any time hold a hearing regarding dismissal of any member of the Council who is negligent of his or her duties or continually displays an attitude that is destructive to the operations of the Council.
10.3 The Board may vote to impeach any board member. A vote to impeach requires a 4/5 majority of the Board.
10.4 Notice of a motion to impeach must be served at a meeting of the Board no less than one (1) week in advance of the meeting at which the action will be voted on.
10.5 If the member under review of the Board is not present at the meeting where notice of motion is served, the Board must communicate the nature of the motion against the member in question by e-mail. This notification must be delivered by 12:00pm of the day following the meeting at which notice of motion was served.
10.6 Any member under review has the right to know the specific nature of the complaint being levied against them.

10.7 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, however, be in attendance for any vote concerning disciplinary action.

**ARTICLE 11 Resignation from Office**

11.1 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.

11.2 Replacement of the position occurs as stated in Article 12

**ARTICLE 12 Replacement of Impeached or Resigned Member**

12.1 If the President’s position becomes vacant, the VP Finance and Administration will assume the role of President.

12.2 In the event that the VP-Finance and Administration is unwilling to assume the permanent position, he or she will hold the position until an election for President occurs in accordance with Article 8.1

12.3 If the VP-Finance and Administration decides to permanently hold the position of President, elections shall then occur for a new VP-Finance and Administration, in accordance with Article 8.1

12.4 For all other positions—the VP Finance and Administration, and VP activities positions, Cluster, Year or College Representatives—should they become vacant, elections will be held in accordance with Article 8.1

**ARTICLE 13: Finance**

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

13.2 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.