

EDUCATION UNDERGRADUATE SOCIETY OF MCGILL UNIVERSITY CONSTITUTION

Part I- The EdUS

Article 1 - Name

1.1 The Society shall be known as the Education Undergraduate Society (EdUS) of McGill University or l'Association des étudiants et étudiantes en éducation de l'Université McGill (AÉÉÉ), hereinafter the EdUS.

Article 2 - Purpose

2.1 The EdUS shall act to unify all its members through the representation and promotion of their welfare and interests.

2.2 The EdUS shall provide activities and services to enhance the educational, professional, cultural, environmental, and social conditions of its members and its community.

2.3 The EdUS shall be recognized by its members, the Student Society of McGill University, the Senate, and the Board of Governors of McGill as the sole representative of its members.

Article 3 - Membership

3.1 All undergraduate students registered at McGill University in the Faculty of Education shall be considered members of the EdUS, subject to payment of fees prescribed in article 4.

Article 4. Membership Fees

4.1 The EdUS Council shall establish a society fee, which shall be paid by every member of the Edus:

4.0.1 Members who are full-time Bachelor of Education students (as defined by McGill University) shall pay one hundred percent (100%) of the society fee.

4.0.2 Members who are part-time Bachelor of Education students (as defined by McGill University) shall pay fifty percent (50%) of the society fee.

4.0.3 Members who are full-time and part-time Bachelor of Education & Science students or full-time and part-time Bachelor of Education & Music students (as defined by McGill University) shall pay fifty percent (50%) of the society fee.

4.0.4 The EdUS shall allocate money to the Students Association of Physical Education and Kinesiology (SAPEK) to the amount of the full EdUS fee for each of their members.

4.0.5 The EdUS shall allocate money to the Music Education Undergraduate Student Association (MEdUSA) to the amount of fifty-percent of the EdUS fee for each of their members.

4.2 The society fee shall be collected from each member by the Office of the Provost and the Vice Principal (Academic) of McGill University and forwarded to the EdUS.

4.3 Any change in the society fee shall be subject to ratification by the EdUS' members voting in a referendum called for this purpose.

Article 5 - Finances

5.1 The fiscal year of the EdUS shall begin on May first (1st), and run to April thirtieth (30th) of the following year

5.2 The spring semester shall be a transition period for financial officers of the EdUS.

5.3 A budget must be drawn and finalized no later than September thirtieth (30th) of each year

5.4 The finances of the EdUS shall be independently audited by September 30th.

5.5 The annual financial statement of the EdUS, including the auditor's report, shall be made available to EdUS members upon request.

5.6 The Edus shall not operate at a deficit.

Part II - Organization

Article 6 - Power and Duties of EdUS Council

6.1 The governing body of the EdUS shall be known as the Legislative Council (hereinafter, Council), and shall be empowered to make all decisions and take all actions on behalf of the EdUS

6.2 The term of office of members of the EdUS council shall be from May first (1st) to April thirtieth (30th)

6.2.1 Post election, there will be a transition period during which outgoing and incoming members will act together to fulfil the portfolio of the position and ensure a smooth transition.

6.3 Upon the voting-in of executive and council members, such members will sign and be responsible for upholding their duties as stated in the respective member contracts (herein annexed).

Article 7 - Composition of Council

7.1 The council shall be composed of:

- (a) the members of the Executive Committee as defined in Article 10;
- (b) representatives of each of the following programs:
 - A representative from each year of the Kindergarten and Elementary program (U1 to U4)
 - A representative from each year of the Secondary program (U1 to U4)
 - A representative from the Teaching English as a Second Language program for U1-U2 students
 - A representative from Teaching English as a Second Language program for U3-U4 students
 - A representative from the Physical Education and Kinesiology department
 - A representative from the Music Education program
- (c) an Education representative to SSMU Council
- (d) an Education representative to the University Senate
- (e) the Equity Commissioner
- (f) the Speaker of Council (non-voting)

7.2 The Education Representative to SSMU Council shall:

- (a) serve as a liaison between Council and the SSMU;
- (b) advance the interests of Education students within the SSMU;
- (c) receive specific mandates from Council to be executed at the SSMU.

7.3 The Education Representative to the University Senate shall:

- (a) serve as a liaison between Council and the University Senate
- (b) advance the interests of Education students within the University Senate;
- (c) receive specific mandates from Council to be executed at the University Senate.

7.4 The Education Representatives to Council shall:

- (a) advance the interests of the students they are representing
- (b) inform the student body of upcoming events, academic workshops, etc
- (c) act as a liaison between EdUS and the student body.

7.5 No one member or position of the EdUS may hold more than one voting seat on Council.

7.6 Representative positions cannot be shared.

7.7 In the case of the Representative to SSMU position not being filled, an EdUS member will sit on SSMU Council until the position is filled.

7.8 No member of the EdUS may hold the same position for more than two consecutive academic years.

7.9 Representatives shall submit to each regular meeting of Council a report of all matters with which it has dealt since the previous meeting of council.

Article 8 - Meetings of Council

8.1 Quorum for a meeting shall be three quarters (75%) of its voting members.

8.2 The Council shall hold regular meetings at least twice a month, while classes are in session during the fall and winter semesters, except if a motion to that effect is passed through Council by a vote of two thirds (2/3) in favour of the motion.

8.3 Except where otherwise specified in this Constitution and By-Laws, voting and procedure shall be as specified in the newest edition of Roberts' Rules of Order Newly Revised.

8.4 Notice to all meetings shall be given to all members of Council at least three (3) days in advance. In pressing and substantial cases, the President or Executive Committee may call an emergency meeting.

8.5 All EdUS Council meetings shall be open to its members with the exception stated in Article 8.6.

8.6 The Council may, when deemed necessary, conduct closed meetings, with a vote of two-thirds (2/3) of the Council in favour of such a motion.

Article 9 - Committees of Council

9.1 Council may establish ad-hoc committees as it deems necessary and define the terms of reference of those committees.

Article 10 - Executive Committee

10.1 There shall be a body of the EdUS, called the Executive Committee, which shall govern the EdUS between meetings of Council in a manner consistent with the policies set out by Council.

10.2 The Executive Committee shall be mandated to meet at least twice a month.

10.3 The Executive Committee shall be composed of:

- (a) the President;
- (b) the Vice-President Academic Affairs;
- (c) the Vice-President Communications;
- (d) the Vice-President External Affairs
- (e) the Vice-President Finance
- (f) the Vice-President Internal Affairs
- (g) the Vice-President Student Wellness
- (h) the Executive Administrator

10.3.1 The Executive positions of President, Vice-President Finance and Executive Administrator may only be held by one person at a time.

10.3.2 The Executive positions of: Vice President Communications, External Affairs, Internal Affairs, Academic Affairs, and Student Wellness can be shared.

10.3.3 The aforementioned positions can only be shared by two members who are not simultaneously on third or fourth stage.

10.3.4 In the event that no candidate presents themselves for President in the February or September elections, a member of the EdUS council that is currently holding a Co-Vice President title can cede their current position in favour of appointment to the Presidency by other members of the EdUS Council.

10.4 Quorum for a meeting of the Executive Committee shall be two thirds of the Executive officers.

Article 11 - Powers and Duties of Executive Officers

11.1 The Executive Committee shall ensure communication between Council and the student body of the EdUS.

11.2 The Executive Committee shall submit to each regular meeting of Council a report of all matters with which it has dealt since the previous meeting of council.

11.3 The President shall:

- (a) coordinate and supervise the affairs of the EdUS;
- (b) be the official spokesperson for the EdUS in a manner consistent with the policies set up by council;
- (c) call and preside over meetings of the Executive Committee;
- (d) set the agenda and call meetings of Council
- (e) coordinate relations between the EdUS and the administration, as well as other student groups through sitting on the following councils and committees:
 - Faculty Council
 - Presidents' Roundtable
- (f) enforce the Constitution and the By-Laws of the EdUS
- (g) act as co-signing officer of the EdUS finances

11.4 The Vice-President Academic shall:

- (a) be responsible for all educational and curricular concerns of the EdUS;
- (b) be responsible for the representation of the EdUS on the following nonexhaustive list of committees (committee names subject to change):
 - Academic Policy Committee (APC)
 - Teaching Education Program Committee (TEPC)
- (c) be responsible for other meetings on an as needs basis.
- (d) organize any conventions, workshops, or teacher resources

11.5 The Vice-President Communications shall:

- (a) be responsible for the upkeep of the EdUS in the following areas including but not limited to: bulletin boards and showcases; student lounge
- (b) be responsible for the EdUS website;
- (c) be responsible for communication between the EdUS and Education students via social media accounts and the listserv
- (d) take minutes at meetings in the Executive Administrator's absence

11.6 The Vice-President External shall:

- (a) organize and oversee the Career Fair;
- (b) act as a liaison to outside organizations
- (c) organize philanthropic initiatives
- (d) be the political resource and representative of EdUS

11.7 The Vice-President Finance shall

- (a) prepare the EdUS budget;
- (b) oversee all expenses and budgeting of EdUS events;
- (c) manage the insurance coverage of the EdUS;
- (d) act as co-signing officer of the EdUS finances
- (e) will initiate the audit for the fiscal year for which they were the VP Finance and ensure the smooth transition of the auditing process for their successor

11.8 The Vice-President Internal shall

- (a) organize social activities that facilitates networking between students in the Education Faculty;
- (b) organize Graduation Ball
- (c) organize EdUS' Frosh and Orientation activities
- (d) organize and oversee the student-run bar

11.9 The Vice-President Student Wellness

- (a) be responsible for encouraging initiatives relevant to the well-being of EdUS members
- (b) be responsible for liaising with the Faculty on funding decisions for student space improvement in the Education Building
- (c) be responsible for the representation of the EdUS on the following non-exhaustive list of committees:
 - Student Affairs Committee (SAC)
 - Department of Integrated Studies in Education (DISE)
 - i) including the Diversity and Equity Committee

11.10 The Executive Administrator shall

- (a) record minutes during Council and executive meetings
- (b) maintain organization of the EdUS office and online documentation
- (c) ensure institutional continuity for upcoming years

Part III - Elections and Referenda

Article 12 - General Elections

12.1 All members of the EdUS shall be eligible to vote in EdUS elections.

12.2 There shall be a set of Electoral By-Laws inscribed in the By-Laws of the EdUS. Elections shall be conducted in accordance with this Constitution and ByLaws.

12.3 Elections are passed by plurality.

Article 13 - Electoral Officers

13.1 There shall be a Chief Returning Officer (hereinafter referred to as the CRO), appointed by Council who shall be responsible for the general conduct and execution of elections and referenda and shall fulfill this duty with impartiality.

13.2 A decision made by the CRO concerning the interpretation of articles in this Constitution and By- Laws regarding elections and referenda, shall be considered binding, subject to an appeal to the Judicial Board.

Article 14 - Eligibility

14.1 All members of the EdUS in satisfactory standing, as determined by McGill University, shall be eligible to stand for elections to any of the EdUS council positions as outlined in Article 7 and 10.

14.2 All elected individuals must remain members of the EdUS throughout their mandate.

Article 15 - Procedures

15.1 Elections shall be held in the Winter semester, before fourth stage.

15.2 If necessary for the purpose of referenda or by-elections, another election period may take place in the Fall semester.

15.3 The polling period shall last at least two (2) days.

15.4 The date of the polling period must be set by the EdUS Council at a meeting at least twenty-one (21) days before the start of the polling period.

Article 16 - Referenda

16.1 All members of the EdUS shall be eligible to vote in EdUS referenda.

16.2 The CRO shall ensure that referenda questions are clear, concise and do not violate the Constitution and By-Laws (unless they are proposed amendments to this Constitution and By-Laws).

16.3 Referenda shall be passed by simple majority.

16.4 Each referendum question shall deal with one and only one issue.

16.5 Quorum for all referenda shall be eight percent (8%) of the EdUS.

16.5.1 If quorum is not met in the case of a fee-renewal referendum, the fee fails, but may be brought to the Society in the next possible election period, and if it passes, can be levied retroactively.

16.6 Any fee imposed by referendum must be brought back to a subsequent referendum in three (3) years.

16.7 The referendum question shall be presented in both official languages of the EdUS.

Article 17 - Procedure

17.1 A referendum may be initiated either by a resolution passed by two-thirds (2/3) vote of Council or by student initiation through a petition signed by a least seventy-five (75) members of the Society

17.2 Referenda may only take place during the periods specified in Articles 15.1 and 15.2

17.3 A Council-initiated referendum question must be presented to Council as a written motion and signed by at least two (2) voting members of Council. The motion shall then be inscribed on the agenda of the next meeting of Council at which time it will be discussed and voted upon. If passed it will be put to the EdUS during the following referendum period.

17.4 In the case of a referendum initiated by Council, the wording of the referendum question must be ratified by the Council a minimum of fourteen (14) days prior to the opening of the polling.

17.5 Should a student-initiated referendum and a Council passed referendum questions contradict each other, the first question submitted to the CRO shall take precedence.

Part IV - Judicial Board

Article 18 - Judicial Board

18.1 The Judicial Board of the Students' Society of McGill University shall be the final authority on:

(a) the interpretation of the Constitution and By-Laws of the EdUS;

- (b) the interpretation and legality of any motion passed by Council;
- (c) the interpretation and legality of the Referendum question;
- (d) any decision made by the CRO

18.2 The Judicial Board of the Students' Society shall have the power to declare invalid any act of the Council or the Committees of Council which derogates from the Constitution and By-Laws of the EdUS.

18.3 All decisions of the Judicial Board shall be binding upon all involved parties, and no appeals will be permitted.

18.4 All members of the EdUS shall have the right to petition the Judicial Board on matters falling within the EdUS' authority, as set out herein.

Part V - Removal from Office

Article 19 - Procedures

19.1 Any member of the Executive or Representative to the SSMU may be removed from office for impropriety, violation of the provisions of this Constitution and By-Laws, delinquency of duties or misappropriate funds.

19.2 A motion to remove a member of the Executive or Representative to SSMU must be presented in writing to the President and signed by at least five (5) members of the Council, or seventy-five (75) members of the EdUS and distributed to all members of the Council at a regular meeting of the EdUS council. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made at Council.

19.3 Quorum for a motion to remove shall be two-thirds (2/3) majority of Council.

19.4 Passage of a motion to remove shall required two-thirds (2/3) majority vote of Council.

19.5 Anyone removed from office shall have the right to appeal to the Judicial Board.

Part VI - Miscellaneous Provisions

Article 20 - Language of the Society

20.1 English and French are the official languages of the EdUS.

20.2 Members of the EdUS may use either official languages at all meetings and in all documentation of the EdUS.

20.3 All official documentation of the EdUS must be available in both languages upon request.

Article 21 - Freedom of Information

21.1 All documentation of Council and its Committees shall be public, except those minutes and documents described in Article 21.3.

21.2 Requests to see the minutes and documents of Council and its committees shall be addressed to the Vice-President Communications.

21.3 The Vice-President Communication shall not be obliged to release information, documents or minutes concerning ideas or motions which were not acted upon, or of closed sessions of Council or its Committees.

Part VII - The Constitution

Article 22 - Superseding Clause

Article 22.1 This Constitution repeals and supersedes all previous constitutions.

Article 23 - Language of the Constitution

23.1 The Constitution of the EdUS will be available in English and in French.

23.2 The English and French texts of this Constitution are equally authoritative.

Article 24 - By-Laws of the Constitution

24.1 Appended to this Constitution are a set of By-Laws, which may be adopted by Council as it sees fit, providing that such By-Laws conform to the principles embodied in this Constitution.

24.2 Quorum for a motion to enact, amend, or rescind a By-Law of the EdUS shall be two-thirds (2/3)

24.3 Passage to enact, amend, or rescind a By-Law shall require two-thirds (2/3) majority of Council

Article 25 - Amendments to the Constitution

25.1 This Constitution may only be amended by a referendum conducted in accordance with Part III of the Constitution.

25.2 The existing wording as well as the proposed constitutional amendments shall be provided every polling station during the referendum.

25.3 All amendments to this Constitution shall be adopted in both official languages.

Annex 1- Executive Contract Example

President

Executive Member of the Education Undergraduate Society Agreement

This contract is made between the Education Undergraduate Society of McGill (EdUS) and the President for the fulfillment of tasks as outlined below.

Whereas, the elected executive was elected by the student body on the understanding that they will adequately represent their respective student interests and needs.

Whereas, there is a minimum of requirements, duties and tasks that are expected of members of the Education Undergraduate Society. In consideration of the promises, the parties agree to the following:

The duties held by the President include, but are not limited to the following:

- Responsibilities laid out for EdUS Class Representatives (attend office hours, attend bi-weekly council meetings, complete Council reports, etc.)
- Attend, call and chair bi-weekly Executive meetings, held on differed weeks from the Council meetings
- Write Mid and End of Year Reports to promote institutional sustainability
- Calling and presiding over Council Meetings
- Enforce the EdUS constitution
- Attend meetings with the Faculty at Department and Administration levels (Department Meetings, APC, Meetings with the Dean)
- Attend the Presidents Round Table meetings and maintain open lines of communication with other student associations
- Create and maintain systems crucial to the Council such as: the Google Drive, the Facebook Group, etc.
- Be the spokesperson of EdUS
- Oversee, supervise, and aid the executives and representatives in the completion of their tasks, duties, responsibilities and their respective portfolios

Should the President require assistance in the completion of her/his tasks, this person may refer to the President.

The party signing this contract understands that the position of President to the Education Undergraduate Society is not remunerated.

Should the rules and regulations of this contract not be met, EdUS reserves the right to terminate said contract.

This contract is valid until MAY 1st, 2018

Signed at McGill University on _____

Annex 2- Representative Contract Example

Council Representative Agreement

This contract is made between the Education Undergraduate Society of McGill (EdUS) and _____ (Rep) for the fulfillment of tasks and responsibilities as outlined below.

Whereas, the elected representative was elected by the student body on the understanding that he/she will adequately represent their respective student interests and needs.

Whereas, there is a minimum of requirements, duties and tasks that are expected of members of the Education Undergraduate Society.

Your duties as an EdUS representative include, but are not limited to the following:

- Attend office hours, and fulfill office hour duties.
- Attend and participate in the EdUS bi-weekly council meetings.
- Write a report and post on the drive at least 24 hours prior to the council meeting.
- Make classroom announcements.
- Promote upcoming events (4a7, PEDtalks, Social events, etc...)
- Attend our events, to the best of your ability.
- Join and be an active participant in at least two EdUS committees.
- Write a mid-year and end of year exit report.
- Act in an approachable, appropriate, respectful and friendly manner as a representative of EdUS and the McGill Education Faculty.

Should the _____ representative require assistance in the completion of her/his tasks, this person may refer to the President.

The party signing this contract understands that the position of the representative to the Education Undergraduate Society is not remunerated. Should the rules and regulations of this contract not be met, EdUS reserves the right to terminate said contract.

This contract is valid until MAY 1st, 2018.

Signed at McGill University on _____