



**ARCHITECTURE STUDENTS' ASSOCIATION OF MCGILL UNIVERSITY
ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN ARCHITECTURE DE
L'UNIVERSITÉ MCGILL**

Amended: March 23, 2012

As Amended: March 11, 2016

As Amended: February 21, 2017

As Amended: March 29, 2019

As Amended: March 23, 2021

Article 1: NAME

1.1 The name of the company shall be, in English, "Architecture Students' Association of McGill University.", and, in French, "Association des étudiants et étudiantes en architecture de l'Université McGill";

1.2 The names in section 1.1 may be abbreviated as "A.S.A." or "A.S.A" and "A.É.É.A." or "AÉÉA", and the use of such abbreviations shall not compromise the official nature of any document entered into by the A.S.A.;

1.3 All of the names in section 1.1 and 1.2 are equally official, and documents executed or acts performed under either name are equally binding upon the A.S.A.;

1.4 The Head Office of the A.S.A.:

1.4.1 The Head Office is located at:

815 Sherbrooke Street West
Macdonald-Harrington Building
Montréal, Québec
H3A 0C2
Phone: (514) 398-6700 Fax: (514) 398-7372

Article 2: MEMBERSHIP

2.1 The Membership of the A.S.A shall be any students registered in an undergraduate program in the Peter Guo-hua Fu School of Architecture at McGill University, including part-time and full-time students.

Article 3: OBJECTIVES

3.1 The A.S.A, is mandated to ensure the quality of student life for all its members by:

3.1.1 promoting and protecting the needs and interests of the students through representation on University administrative bodies;



- 3.1.2 providing social, cultural and academic activities that support learning inside and outside the classroom and ensure that all students have equal opportunities for both learning and relaxation;
- 3.1.3 acting as an advocate for its members within the structure of the University, as well as representing their interests outside the University;

3.2 The responsibility of the A.S.A Council shall be:

- 3.2.1 to promote and maintain democratic student government;
- 3.2.2 to be active within the community both inside the School and out;
- 3.2.3 to be informed of current news within the Peter Guo-hua Fu School of Architecture, University and the architectural community on the whole.

Article 4: RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBERS

4.1 The rights of the Members shall include:

- 4.1.1 The right to vote in A.S.A. elections, referenda, and general assemblies;
- 4.1.2 The right to stand for election to the A.S.A Council;
- 4.1.3 The right to apply for a Coordinator position;
- 4.1.4 The right to attend general assemblies and Council meetings of the A.S.A.;
- 4.1.5 The right to initiate general assemblies;
- 4.1.6 The right to move or second motions at general assemblies;
- 4.1.7 The right to speak for or against any motion presented at general assemblies;

4.2 All Members of the A.S.A. shall be obligated to conform to the A.S.A. Constitution, Bylaws and Regulations;

4.3 No Member is empowered to make purchases in the name of A.S.A., or to financially obligate the A.S.A. in any way.

Article 5: SOCIETY FEES

5.1 Society fees paid by Members of the A.S.A. shall be collected by the Engineering Undergraduate Society of McGill University (hereafter referred to as the E.U.S.) and remitted to the A.S.A.;

5.2. Society fees will have been agreed upon through discourse with the E.U.S., the Faculty of Engineering, and a referendum of the student body;

5.3 Amendment to the Society Fees may only be undertaken by a ballot specifically dedicated to that purpose during the next regular election or referendum period, or General Assembly.

ARTICLE 6: FINANCIAL REGULATIONS

6.1 The financial year-end of the A.S.A. shall be the 30th day of April of each calendar year;



- 6.2 All A.S.A. expenditures must be authorized by either the President or the Vice-President Finance of the A.S.A.;
- 6.3 All expenditures authorized by the V.P. Finance or the President of the A.S.A. shall be refunded from the A.S.A. funds held in trust by the E.U.S. through the appropriate procedures;
- 6.4 The A.S.A. shall not run at a deficit;
- 6.5 The annual financial statements shall be updated and presented at least once a month at a Regular Council Meeting;
- 6.6 The A.S.A. Council agrees to make the allocation of these funds public domain;
- 6.7 The A.S.A. Council remains open to suggested allocations of funds by the student body, and will be voted on during the Council Meeting.

ARTICLE 7: MEMBERS OF THE EXECUTIVE COMMITTEE AND A.S.A COUNCIL

- 7.1 The governing body of the A.S.A. shall be known in English as "Architecture Students' Association of McGill University Council" and in French as "*Conseil de l'association des Étudiants et Étudiantes en architecture de l'Université McGill*". These names may be abbreviated to "A.S.A. Council" and "*Conseil de l'A.É.É.A.*";
- 7.2 The A.S.A. Council shall act through Regular Council Meetings;
- 7.3 The A.S.A Council shall consist of:
 - 7.3.1 The Executive Committee;
 - 7.3.2 The Class Representatives (4);
 - 7.3.3 The Brown Bag Lecture Coordinator(s);
 - 7.3.4 The Equity and Mental Health Coordinator(s);
- 7.4 The Executive Committee shall consist of the following Officers:
 - 7.4.1 The President;
 - 7.4.2 The Vice-President Academic;
 - 7.4.3 The Vice-President Communications;
 - 7.4.4 The Vice-President External Affairs;
 - 7.4.5 The Vice-President Internal Affairs;
 - 7.4.6 The Vice-President Events;
 - 7.4.7 The Vice-President Finance;
 - 7.4.8 The Vice-President Administration(s);
- 7.6 No Member of the A.S.A. may hold more than one voting position on the A.S.A. Council;
- 7.7 Members of the Executive Committee and the Council must be Members of the A.S.A., and remain so for the duration of their mandate;

7.8 Members of the Executive Committee or Council cannot receive any remuneration, financial or otherwise, for acting as such;

7.9 The candidates for positions on the Executive Committee or the Council must be resident students at McGill University throughout their whole term (i.e.: not on exchange).

ARTICLE 8: POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

8.1. The Executive Committee shall:

- 8.1.1. Maintain the coordination and administration of policies, activities and other day-to-day affairs of the A.S.A.;
- 8.1.2 Study and prepare motions to be debated upon at meetings of the A.S.A. Council;
- 8.1.3 Ensure the execution of Council and General Assembly decisions;
- 8.1.4 Report their activities and decisions to the A.S.A. Council;
- 8.1.5 Uphold the Constitution, Bylaws, policies and regulations of the A.S.A.;
- 8.1.6 Produce an end-of-year report detailing the events of the previous academic year and suggesting future changes;
- 8.1.7 Revise of the Constitution, bylaws, policies and regulations of the A.S.A. every two (2) years at most;
- 8.1.8 Assume office on the 1st of May following the elections;
- 8.1.9 Remain in office for one calendar year;
- 8.1.10 Produce exit reports to be submitted by April 30th at the latest.

8.2 The President shall:

- 8.2.1 Be charged with the general management and supervision of the affairs of the A.S.A.;
- 8.2.2 Be the official spokesperson for the A.S.A. on all occasions;
- 8.2.3 Act as Speaker for Regular Council Meetings;
- 8.2.4 Set the Schedule of Dates for Regular Council Meetings with at least 3 days' notice;
- 8.2.5 Ensure that A.S.A. Executives and Class Representatives perform their duties as outlined in the Constitution or mandated by the A.S.A. Council.
- 8.2.6 Define strategic goals for the A.S.A. prior to the start of the Fall Semester and Winter Semester respectively;
- 8.2.7 Act as financial officer for the A.S.A.;
- 8.2.8 In conjunction with the Vice-President External Affairs, represent the A.S.A. to outside bodies and individuals;
- 8.2.9 Be responsible for the relations between the A.S.A. and various levels of administration of McGill University;
- 8.2.10 Represent the A.S.A. on the Engineering Equipment Funding Committee (E.F.C.) and Engineering Undergraduate Student Fund Committee (E.U.S.F.C.);
- 8.2.11 Represent the A.S.A. at Committee Meetings of the School of Architecture;
- 8.2.12 Represent the A.S.A. at Faculty Meetings of the Faculty of Engineering;
- 8.2.13 Represent the A.S.A. at E.U.S. Presidents' Council Meetings;



- 8.2.14 Represent the interests and concerns of Architecture students as expressed through the A.S.A. Council at E.U.S. Council Meetings;
- 8.2.15 Represent the A.S.A. on the E.U.S. Student-Faculty Liaison Committee;
- 8.2.16 Meet regularly with the Director of the School of Architecture for updates;
- 8.2.17 At their discretion, sit on all Selection Committees for Coordinator positions;
- 8.2.18 Prepare and present to the A.S.A. Council an election schedule for A.S.A. elections and referenda;
- 8.2.19 Appoint a D.R.O. (Deputy Returning Officer) for A.S.A. Council elections;
- 8.2.20 Be responsible for the solicitation, collection and review of event post mortem reports from members of the Executive Council following the completion of any event run by A.S.A. Council;
- 8.2.21 Prepare the President's exit report as well as compile and approve the A.S.A. exit reports and be responsible for transferring this to the incoming President;
- 8.2.22 Only have one (1) vote on any action brought to the A.S.A. Council.

8.3 The Vice-President Academic shall:

- 8.3.1 Be responsible for all educational and curricular concerns of the A.S.A.;
- 8.3.2 In conjunction with the President represent the A.S.A. on the Engineering Equipment Funding Committee (E.F.C.) and Engineering Undergraduate Student Fund Committee (E.U.S.F.C.);
- 8.3.3 Coordinate with the Department professors to apply for funding through the E.U.S. Equipment Fund (E.U.G.E.) and the Engineering Undergraduate Support Fund (E.U.S.F.);
- 8.3.4 Serve as the official spokesperson for the A.S.A. in the absence of the President and the Vice-President External Affairs;
- 8.3.5 Represent the A.S.A. at the Curriculum Committee Meeting of the School of Architecture;
- 8.3.6 Represent the A.S.A. at the Academic Council of the Faculty of Engineering;
- 8.3.7 Represent the A.S.A. at the Committee on Teaching and Learning in the Engineering Faculty (C.O.T.L.E.F.) upon invitation;
- 8.3.8 Organize a minimum of one Academic Forum per semester and present a report to the Curriculum Committee of the School of Architecture;
- 8.3.9 Sit on the Selection Committee for the two (2) Brown Bag Lectures Coordinators;
- 8.3.10 Be responsible for the organization of the McGill Open House in conjunction with the Department, the President and the McGill Engineering Student Centre Staff;
- 8.3.11 Form and chair Committees, as necessary, to organize A.S.A. Academic events as well as assist with different portions of the VP Academic portfolio as specified by all aforementioned points in this section;
- 8.3.12 Only have one (1) vote on any action brought to the A.S.A. Council.

8.4 The Vice-President Communications shall:

- 8.4.1 Be responsible for the A.S.A. bi-weekly newsletter and disseminate announcements collected from the A.S.A., the E.U.S. and other relevant Associations, Organizations and Groups;
- 8.4.2 Be responsible for the updating and maintaining the A.S.A. website and student

blog section;

8.4.3 Be responsible for the management of the A.S.A.'s social media accounts and advertise events via various media such as The Engineering Network (TeN) screens, posters or social media;

8.4.4 Be responsible for the maintenance of the A.S.A. archival hard drive and ensure the good order of the A.S.A. documents and paperwork;

8.4.5 Increase student awareness of the services offered by A.S.A., as well as their privileges as Members of the A.S.A.;

8.4.6 Be responsible for picking up the A.S.A.'s mail at the administrative office;

8.4.7 Submit A.S.A. information to E.U.S. publications, including the EUSwiki;

8.4.8 Be responsible for the taking of the minutes during Council meetings;

8.4.9 Only have one (1) vote on any action brought to the A.S.A. Council.

8.5 The Vice-President External Affairs shall:

8.5.1 Be responsible for manners relating to the interaction of the A.S.A. with outside groups;

8.5.2 In conjunction with the President, represent the A.S.A. to outside bodies and individuals;

8.5.3 Serve as the official spokesperson for the A.S.A. in the absence of the President;

8.5.4 Be responsible for organizing professional practice tours throughout the year, including but not limited to Firm Crawls;

8.5.5 In conjunction with the President, be responsible for the relations between the A.S.A. and various levels of administration of McGill University;

8.5.6 Represent the A.S.A. at the Committee on Colleges and Schools Liaison of the Faculty of Engineering upon invitation;

8.5.7 Represent the A.S.A. at meetings and functions of the Canadian Architecture Students' Association (C.A.S.A.) upon invitation;

8.5.8 Represent the A.S.A. at meetings of the Ordre des Architectes du Québec (O.A.Q.) upon invitation;

8.5.9 Be responsible for relations between the A.S.A. and other student associations within the university;

8.5.10 Represent the A.S.A. at the Exhibition Committee of the Peter Guo-hua Fu School of Architecture upon request;

8.5.11 Represent the A.S.A. at the Committee on the Coordination of Student Services (C.C.S.S.) upon invitation;

8.5.12 Be in communication with representatives from other architecture schools across the province and Canada;

8.5.13 Be in communication with the VP External of the McGill Graduation Architecture Students Association (G.A.S.A.);

8.5.14 Represent the A.S.A. at meetings of the McGill G.A.S.A. upon invitation;

8.5.15 Be responsible for maintaining relations with the McGill Engineering Career Center and McGill Engineering Student Centre;

8.5.16 Form and chair Committees, as necessary, to organize A.S.A. External Affairs events as well as assist with different portions of the VP External Affairs portfolio as specified by all aforementioned points in this section;



8.5.17 Only have one (1) vote on any action brought to the A.S.A. Council.

8.6 The Vice-President Internal Affairs shall:

- 8.6.1 Be responsible for the organization of major social, sport, cultural, and other activities for the members of the A.S.A. which promote class interaction and school spirit (including, but not limited to Architecture Frosh, Blues Pubs, Banquet);
- 8.6.2 Be responsible for the organization of the Fall mini-banquet;
- 8.6.3 Be responsible for the organization of a welcome event for new students at the start of the academic year;
- 8.6.4 Be responsible for communicating the timing of A.S.A. events to and coordinating with the E.U.S. and other departments, including attending Internals Meetings;
- 8.6.5 Be required to work closely in conjunction with the Vice-President Communications, Vice-President Finance, and the Class Representatives;
- 8.6.6 Be responsible for the organization of one Blues Pub per semester as part of the E.U.S.;
- 8.6.7 Form and chair Committees, as necessary, to organize A.S.A. Internal Affairs events as well as assist with different portions of the VP Internal Affairs portfolio as specified by all aforementioned points in this section;
- 8.6.9 Only have one (1) vote on any action brought to the A.S.A. Council.

8.7 The Vice-President Events shall:

- 8.7.1 In conjunction with the rest of A.S.A. Council, establish a tentative calendar of activities and events at the beginning of each semester;
- 8.7.2 Assist the Vice-President Internal Affairs during the planning of major A.S.A. events throughout the year;
- 8.7.3 Promote and organize other social activities and events for the A.S.A. (including but not limited to Coffeehouse, Apartment Crawls, Rock Climbing, Ski-trips and Movie Nights);
- 8.7.4 Be responsible for gathering input from the A.S.A. members as to any desired events, especially incoming U1 students;
- 8.7.5 Form and chair Committees, as necessary to organize A.S.A. events as well as assist with different portions of the VP Events portfolio as specified by all aforementioned points in this section;
- 8.7.6 Only have one (1) vote on any action brought to the A.S.A. Council.

8.8 The Vice-President Finance shall;

- 8.8.1 Prepare the annual budget of the A.S.A., which shall include tile expenditures from the previous years, and submit it to the A.S.A. Council before the 30th of September;
- 8.8.2 Manage the funds and sources of income of the A.S.A.;
- 8.8.3 Keep proper accounts of cash-flows and financial transactions to be submitted on a monthly basis to the A.S.A. Council;
 - 8.8.3.1 Prepare a year-end financial report by April 30th;
 - 8.8.3.2 Prepare an overview of the A.S.A. finances to be presented at E.U.S. Council meetings for the Fall and Winter semesters;
- 8.8.4 Deposit all cash exceeding 300.00\$ to the E.U.S.;



8.8.5 Prepare proposals for the Student Space Fund (S.S.F.) of the E.U.S., in collaboration with the VP Administration ;

8.8.6 Only have one (1) vote on any action brought to the A.S.A. Council.

8.9 The two (2) Vice-President Administration shall, together;

8.9.1 Manage and facilitate the acquisition of studio supplies by the U1 students;

8.9.2 Keep in their possession at all times the key to the Supply Store storage room;

8.9.3 Maintain the cleanliness of of the Supply Store storage room;

8.9.4 Maintain an inventory of the Supply Store's stock;

8.9.5 Organize fundraising efforts for the A.S.A.'s activities;

8.9.6 Manage the purchase and sale of A.S.A.-branded clothing and merchandise for the Supply Store;

8.9.7 Manage the bookings for the Cellar;

8.9.8 Maintain the cleanliness of the Cellar;

8.9.9 Prepare proposals for the Student Space Fund (S.S.F.) of the E.U.S., in collaboration with the VP Finance;

8.9.10 Report to the A.S.A. Council the Supply Store's finances;

8.9.11 Only have one (1) vote as a single voice on any action brought to the A.S.A. Council.

8.10 Cross-Delegation

8.10.1 Any Executive Officer may delegate some or all of their responsibilities onto any other Executive Officer subject to the stipulations in this section. Such an action shall be known as cross-delegation;

8.10.2 Cross-delegation is affected by a written notice to this effect addressed and delivered to the President. Such notice must include a statement that the Officer to whom responsibilities are being delegated has consented to this cross-delegation, as well as the signature of the cross-delegating Officer;

8.10.3 Cross-delegation is only valid outside of Council meetings. No Executive may cross-delegate any of their responsibilities which must be discharged during a Council meeting. No right to vote during a Regular Council meeting may be cross-delegated, and any attempt to create a system of proxy voting by means of cross-delegation is null;

8.10.4 During the Fall or Winter academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, cross-delegation may last no longer than eight (8) consecutive days, including Sundays and holidays;

8.10.5 Outside the Fall or Winter academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, cross-delegation may last until the first weekday of the next academic session.

ARTICLE 9: POWERS AND DUTIES OF THE CLASS REPRESENTATIVES

9.1 The Class Representatives shall:

9.1.1 Represent their respective class at regular Council meetings of the A.S.A.;



- 9.1.2 Act as a link of communication between the A.S.A. Council and their respective class;
- 9.1.3 Act as a link between the students and professors of their respective class;
- 9.1.4 Organize social events and other activities for the members of their respective class;
- 9.1.5 Represent their respective class at every E.U.S. Council meeting;
- 9.1.6 Promote the mission and activities of the A.S.A. to their respective class;
- 9.1.7 Participate in the organized events of the A.S.A.;
- 9.1.8 Assume office immediately upon their election at the beginning of the Fall academic semester, and terminate at the end of the Winter academic semester;
- 9.1.9 Remain in office for two (2) academic semesters;
- 9.1.10 The four (4) Class Representatives shall each have one (1) vote as a single voice for their respected classes on any action brought to the A.S.A. Council;
- 9.1.11 Provide an exit report at the end of their term for the next Class Representatives of the Academic year.

ARTICLE 10: POWERS AND DUTIES OF BROWN BAG LECTURE COORDINATOR(S)

- 10.1 The two (2) Brown Bag Lectures Coordinators shall;
 - 10.1.1 Promote curiosity in the student body;
 - 10.1.2 Organize lectures focusing on varying subjects;
 - 10.1.3 Connect with scholars and professionals;
 - 10.1.4 Promote Brown Bag Lectures;
 - 10.1.5 Report to the ASA Council on the success and failure of the lectures;
 - 10.1.6 Present to the ASA Council the lecture program at the start of every semester;
- 10.2 The Coordinator(s) shall assume office on the 1st of May following their selection;
- 10.3 The Coordinator(s) shall produce an exit report to be submitted by April 30th at the latest;
- 10.4 The Coordinator(s) are not voting members of the ASA Council.

ARTICLE 11: POWERS AND DUTIES OF THE EQUITY AND MENTAL HEALTH REPRESENTATIVE(S)

- 11.1 The Equity and Mental Health Representative(s) shall;
 - 11.1.1 Maintain a mentor program for U0 and U1 students;
 - 11.1.2 Act as a liaison with EUS Equity and Mental Health Committee;
 - 11.1.3 Disseminate information concerning on-campus resources for students;
 - 11.1.4 Work with class representatives on initiatives meant to improve studio culture;
 - 11.1.5 Organize workshops focused on professional skills, self-development, and self-care;
 - 11.1.6 Give updates on the EUS Equity and Mental Health Committee during the bi-weekly ASA Council;
- 11.2 The Representative(s) shall assume office as soon as the decision is made by the Selection



Committee and person(s) accept(s) it;

11.3 The Representative(s) shall produce an exit report to be submitted by April 30th at the latest;

11.4 The Representative(s) are not voting members of the ASA Council;

11.5 The Representative(s)' duties to the EUS Equity and Mental Health Committee shall be determined as is by the EUS Equity and Mental Health Representative Committee Policy.

ARTICLE 12: COMMITTEES

12.1 The Executive Committee may, as it sees fit, establish Committees to assist in implementing large projects or studying concerns of the A.S.A;

12.2 Committees shall each receive a Committee Statute outlining their mission, composition, power and duties.

ARTICLE 13: ELECTION OF EXECUTIVE OFFICERS

13.1 Subject to the provisions of this section, only Members of the ASA shall be eligible to stand for election to any position of the Executive Committee;

13.2 All Executive Officers shall be elected from amongst the ASA Members in a school-wide election according to the schedule established by the CRO (Chief Returning Officer) of the EUS held between the 1st and 30th of March for that purpose;

13.3 Candidates shall not stand for election present themselves for more than one (1) position;

13.4 The DRO (Deputy Returning Officer) shall be responsible for the conduct of the ASA Council elections and apply the EUS Election bylaws;

13.5 Campaign periods and regulations shall be determined by the EUS Elections bylaws;

13.5.1 be under the competence of an Executive Officer given responsibility over elections, unless the same are inscribed in the Bylaws, in which case the Bylaws will take precedence;

13.6 Voting shall be done by physical secret ballot or by an approved electronic ballot, as established by the ASA;

13.6.1 The physical ballot boxes shall be open for at least six (6) hours within the duration of one (1) day or over two (2) consecutive days;

13.6.2 The electronic ballot will remain open for at least 3 days;

13.7 If an Executive Officer position is not filled, even after the extended nomination period, the incoming ASA Council shall create a Selection Committee for each vacant position and follow the procedure as explained in Article 18;

13.8 Selection Committee(s) shall be governed by the EUS Selection Committee Bylaws;

13.9 In the event of a tie for any Executive Officer position, a second ballot shall be held within one (1) week of the first ballot. If this second ballot is tied, the incoming ASA Council shall vote among itself between the two candidates at an Emergency Meeting;

13.10 The position of President must be filled by a member of the ASA that has served a previous year on the ASA Council.



ARTICLE 14: ELECTION OF CLASS REPRESENTATIVES

14.1 All students registered with the same undergraduate (U) year are considered to be part of the same class;

14.2 There exists four (4) Classes;

14.2.1 U0;

14.2.2 U1;

14.2.3 U2;

14.2.4 U3;

14.3 Before the end of the third week of the Fall academic semester, each class shall have elected one (1) Class Representative unless specified otherwise;

13.4.1 The U0 Representative shall be selected by the E.U.S Junior Council;

14.4 A candidate for a Class Representative position must be a member of the Class they seek to represent;

14.5 A candidate for a Class Representative position must submit a nomination form with twenty-five (25) signatures of members of the Class in question to the D.R.O of the A.S.A before the end of the nomination period determined by the D.R.O;

14.6 The Class Representatives are elected by simple majority vote, with each member of the Class in question having one (1) vote;

14.7 The Class Representative elections are governed by the rules of the E.U.S Elections Bylaws.

ARTICLE 15: ELECTION OF DEPUTY RETURNING OFFICER

15.1 The A.S.A Council shall select a Deputy Returning Officer (Hereafter referred to as the D.R.O or DRO). The DRO may be any unbiased member of the ASA Council;

15.2 The DRO shall not run for any position within ASA in the upcoming academic year;

15.3 The DRO shall;

15.3.1 be responsible for the distribution and collection of nomination forms and all other documents pertaining to elections and referenda;

15.3.2 be responsible for conducting Elections and Referenda according to the Electoral and Referendum Bylaws of the E.U.S;

15.3.4 be responsible for approval of the election platforms, posters and other campaigning material including social media posts of each candidate according to the established Electoral Calendar;

15.3.5 be responsible for compiling all campaigning material presented by all the contesting candidates and hand it over to the incoming President to ensure accountability of campaign promises and implementation of chosen mandates;

15.3.6 have final say in all disputes that emerge during the campaign.

ARTICLE 16: MEETINGS OF ASA

16.1 ASA COUNCIL MEETINGS

16.1.1 Decisions concerning all the affairs of ASA shall require the approval of the ASA Council by simple majority, unless specified otherwise. It may reject any Executive Committee decision.

16.1.2 A Regular Council Meeting is a meeting of the ASA Council fixed in accordance with the Schedule of Dates. There must be at least two (2) Regular Council Meetings every calendar month throughout the Fall and Academic semesters of any particular year as stipulated in the official McGill University Calendar of Dates, excluding months containing final exam period;

16.1.3 The date and time of Regular Council meetings must be determined by ASA Council Members at the beginning of each academic semester;

16.1.4 Quorum for an ASA Council meeting shall be fifty (50) percent + 1 member of ASA Council members;

16.1.5 The ASA Council Meetings are open to any member of the ASA, unless the meeting is declared as a Closed Session Meeting. The member may attend the meeting, speak for or against any of the motions tabled therein, and ask questions;

16.1.6 A closed session meeting is required when a sensitive matter is discussed at ASA Council meetings. It excluded from the meeting ASA members who do not normally sit on council;

16.1.7 Any ASA Council member may present a motion to enter into a Closed Session meeting. A simple majority is required for the motion to carry and no abstentions are allowed;

16.1.8 An Emergency Meeting is a meeting of the ASA Council fixed outside of the Schedule of Dates. The occurrence of an Emergency Meeting does not interrupt the Schedule of Dates.

16.2 GENERAL ASSEMBLY

16.2.1 A General Assembly is a meeting of more than thirty (30) percent of ASA Members;

16.2.2 A General Assembly may amend, establish or rescind any policy of the ASA, including this Constitution.

ARTICLE 17: TERMS OF OFFICE

17.1 The terms of office of the Executive Committee shall begin May 1st and end on April 30th;

17.2 The terms of office of the Class Representative shall begin no later than the third week of September of the academic year;

17.3 The terms of office for the Equity and Mental Health Representatives shall be dictated by the Selection Committee;

17.4 The terms of office for the Brown Bag Lectures Coordinator(s) shall begin May 1st and end on April 30th.

ARTICLE 18: VACANCIES



18.1 Vacancies shall be filled as they occur during the year by the Selection Committee, subject to ratification by the A.S.A Council;

18.2 In case of vacancy in the position of President, the Vice President External Affairs shall assume the responsibilities of President until the A.S.A Council has ratified the nomination of a new President.

ARTICLE 19: REMOVAL FROM OFFICE

19.1 Any member of the Executive Committee position, any Class Representative and Coordinator position may be removed from office for impropriety, violation of this Constitution, delinquency of duties, or misappropriation of ASA funds;

19.2 Motions:

19.2.1 Motion to remove a member of the Executive Committee must be signed by at least four (4) members of the ASA Council, or by at least twenty (20) percent of the Members of the ASA, no more than half of who may be from the same Class, and none of whom may be members of the ASA Council;

19.2.2 Motion to remove a Class Representative must be signed by at least four (4) members of the ASA Council, or by at least fifty (50) percent of their Class, none of whom may be members of the ASA Council;

19.2.3 Motion to remove a Coordinator must be signed by at least four (4) members of the ASA Council, or by at least twenty (20) percent of the Members of the ASA, no more than half of who may be from the same Class, and none of whom may be members of the ASA Council;

19.2.4 A valid motion to remove a member of the ASA Council will be inscribed upon the agenda of the next regular Council meeting, so long as the Motion or notice thereof is received by the ASA President more than two (2) days before the Regular Council Meeting;

19.2.5 Quorum for a motion to remove a member of the ASA Council shall be $\frac{2}{3}$ of the Members of the ASA, and at least fifty (50) percent of the Class Representatives on Council;

19.2.6 Motion to remove a member of the ASA Council shall pass **only** if at least $\frac{2}{3}$ of the Members present vote in favor of removal;

19.2.7 Motion to remove a member of the ASA Council shall only be deemed to have carried if the member in question was given a chance to speak. If the Member in question is not present at the meeting when the motion to remove was inscribed on the agenda, they will be deemed to have waived this right;

19.3 The ASA President must personally inform the member of the ASA Council whose removal is in question and publicly post the Agenda containing the motion for removal at least one (1) business day in advance of the Regular Council meeting;

19.4 A regular meeting in which a Removal from Office is considered shall be conducted in Closed Session;

ARTICLE 20: AMENDMENT TO CONSTITUTION AND BYLAWS



20.1 Any amendment to this Constitution or Bylaws must be presented as a motion in writing, signed by at least two (2) Members, who may or may not be members of the A.S.A. Council Executive Officers, and inscribed on the Agenda of a regular Council Meeting;

20.2 Quorum for an amendment to this Constitution shall be four (4) Executive Committee Members, and at least fifty percent (50%) of the Class Representatives on the A.S.A. Council;

20.3 Passage of a motion to amend this Constitution or Bylaws requires a 2/3 majority of those present at the Regular Council Meeting in which the amendment is discussed;

20.4 Constitutional amendments must be ratified by a simple majority of the Members voting on a ballot specifically dedicated to that purpose during the next election period.

ARTICLE 21: AMENDMENT TO FEES

21.1 Amendment to the A.S.A. Fees may only be undertaken by a ballot specifically dedicated to that purpose during the next regular election or referendum period, or General Assembly.

ARTICLE 22: ADMINISTRATIVE DETAILS

22.1 English and French are the official languages of the A.S.A. Any Member may address the A.S.A. Council in either language, and this Constitution and Bylaws shall be written in English; and a French translation shall be provided to any member who requests it;

22.2 This Constitution must always be publicly available to the Members of the A.S.A.

ARTICLE 23: SUPERSEDING CLAUSE

23.1 This Constitution supersedes and replaces all previous Constitutions of the A.S.A.