

MACSS Constitution

Revised September 2003

ARTICLE I: NAME

1.1. The organization shall be called McGill Anatomy and Cell Biology Undergraduate Student Society (M.A.C.S.S.)

ARTICLE II: AIM

2.1. To promote the welfare and interests of all its members (as stipulated in Article 3).

2.2. To provide activities and services to enhance the educational and social conditions of its members.

ARTICLE III: MEMBERSHIP AND FEES

3.1. Regular members of the society shall be all undergraduate students currently registered in the department of Anatomy and Cell Biology of McGill University.

3.2. No membership fee shall be imposed.

ARTICLE IV: FINANCES OF ORGANIZATION

4.1. Financial year of the society shall be from the first of May to the thirtieth of April the following year.

4.2. The Society shall always keep a positive account balance.

4.3. The accounts of the Society shall be maintained according to standard accounting practices and shall remain public documents at all times.

4.4. There shall be a minimum of \$1000 account balance on the last day of the financial year (April 30th).

ARTICLE V: ORGANIZATION

5.1. The governing authority of the society shall be vested in the M.A.C.S.S. Executive Council. It shall be composed of the following Executive Officers:

President

Vice-President, External

Vice-Presidents, Academic (*2)

Vice-President, Finance

The following five positions will be members of council (non-Executive Officers):

Social Representative

Communications Representative

Athletics Representative

U1 Representative

IT Representative

5.2. All the above members shall be entitled to vote at Executive Council meetings.

5.3. No member of the Executive Council has veto power.

5.4. If an Executive Officer of M.A.C.S.S. is impeached, resigns, or otherwise; the Executive Council shall appoint or redistribute the position and duties.

5.5. Should there be a tie vote in a M.A.C.S.S. Executive meeting, the President(s) shall receive one additional ballot to settle the vote. In the event the President(s) is unable to reach a final verdict, the additional vote will be given to the immediate Executive Officer in the descending order of hierarchy (see Article 5.6).

5.6. The hierarchy of M.A.C.S.S. Executive Council shall be:

Co-Presidents (or President)

Vice-President, Finance

Vice-President, External

Vice Presidents, Academics (*2)

Vice President, Internal

Vice President, Communications

Vice President, Athletics

Vice president, IT

ARTICLE VI: DUTIES OF THE EXECUTIVE COUNCIL

6.1. The President(s) shall:

call and preside over meetings of the Executive Council.

coordinate and supervise the affairs of the Society.

be the official spokesperson for the Society.

ensure all other executive officers fulfill their constitutional duties.

be responsible for the representation of the Society at the departmental faculty meetings.

be co-signator with VP Finance of all cheques.

6.2. The Vice-President(s), Academic shall:

be responsible for all educational and curricular concerns of the Society.

be responsible for organizing lecture tapes and Note Taking Club (NTC).

be responsible for arranging Bake Sale and Academia Day.

be responsible for updating Course Calendar.

be the Chief Electoral Officer.

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.3. The Vice-President(s), Internal shall:

be responsible for the organization of social, cultural, and other activities for the members of the Society.

be responsible for Welcome BBQ, Faculty Wine and Cheese, and Freshman breakfast.

be responsible for monthly pizza and pop.

be responsible for organizing intramural sports teams and sporting events.

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.4. The Vice-President, External shall:

be responsible for representing M.A.C.S.S. to all other student and professional bodies outside of the Department of Anatomy and Cell Biology.

attend all S.U.S. General Council Meetings or send a reasonable replacement.

relay all pertinent information from outside bodies to M.A.C.S.S.

issue notices of all meetings in accordance with the instructions of the President(s)

ensure the president(s) fulfills his/her constitutional duties.

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.5. The Vice-President, Finance shall:

be responsible for advising the executive officers on all financial matters of the Society.

be responsible for the payments of all bills and accounts which been approved by M.A.C.S.S. Executive Council.

be responsible for receiving all monies on behalf of the Society, depositing the same in the name of M.A.C.S.S. in a chartered bank.

be co-signator with President(s) of all cheques.

keep available sufficient funds to pay NTC writers over a given period of time and a petty cash of not more than \$50.00.

be the custodian of the official M.A.C.S.S. stamp, ledgers, etc.

prepare a Society budget and obtain funds as may be required.

prepare a end of semester statement due no later than the first week of December.

prepare a detailed year-end financial statement due no later than end of March. This statement must be ratified by the Executive council.

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.6 The Vice-President(s), Communication shall:

be responsible for informing the members of the Society of all planned events.

produce a new edition of the Atrium twice a semester totaling four per academic year.

be responsible for proper maintenance of the Executive Council office.

be responsible for the official transcript of all Executive Council meetings.

be responsible for maintaining and updating the departmental website on a regular basis

be responsible for posting any electronic Anatomy course material (slides, notes, etc.) on the departmental website

create a departmental phone and email directory and post it on the web site.

obtain an electronic copy of the meeting minutes and post it on the departmental web site

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.7. U1 Representative shall:

be responsible for organizing ANAT-261 and ANAT-262 NTC's with the supervision of the Vice-President, Academic(s).

be responsible for promoting U1 involvement within the Society with the supervision of the Vice-President, Internal.

attend all executive meetings with exception of two. Failure to do so may result in impeachment.

6.8. All Executive officers are responsible to the students of the Department of Anatomy and Cell Biology.

6.9. All Executive officers are responsible to the president(s) and shall assist him/her when requested.

6.10. All Executive officers must submit an end of semester report due no later than the first week of December.

6.11. All Executive officers must submit a year-end report due no later than the first week of April.

ARTICLE VII: ELECTION OF EXECUTIVE OFFICERS

7.1. Executive officers, with the exception of U1 representatives, shall be elected by members of M.A.C.S.S. (see Article 3) by a secret ballot no later than March 31st.

7.2. U1 Representatives shall be selected by executive council based on an autobiographical letter and/or interview. The deadline for this selection can be no later than the third week of September.

7.3. The term of office shall run for one year commencing May 1st.

7.4. The elections shall be won by a simple majority.

7.5. Vice-Presidents Academic shall act as Chief Electoral Officer. His/her duties shall be to ensure smooth running of the M.A.C.S.S. election. Should the Chief Electoral Officer be a candidate for a M.A.C.S.S. position, the Executive Council shall appoint a new Chief Electoral Officer.

7.6. The Chief Electoral Officer will have final say on all matters relating to the election and shall base his/her decisions in accordance to the constitution and its by-laws (see Article 13). The Chief Electoral Officer shall fulfill his/her duties with impartiality.

7.7. Should no candidate be presented for an Executive position, it is left up to the newly-elected Executive to do what they see fit.

ARTICLE VIII: ELIGIBILITY OF OFFICERS

8.1. All positions are open to any member of the society with the exception of the President position which, requires a previous year on McGill Anatomy and Cell Biology Undergraduate Student Society.

8.2. No member shall run for more than one (1) position per election.

8.3. Students may choose to run alone or in pairs for the positions Vice-Presidents, Academics

8.4. The officer cannot be a member of any other student society during the term of his office.

ARTICLE IV: EXECUTIVE MEETINGS AND LEGISLATION

9.1. All members of the Executive Council shall meet at least once every three weeks during the academic year.

9.2. All executive officers may delegate a subcommittee with no minimum or maximum number of members.

9.3. Minutes of meeting will be available to all M.A.C.S.S. members through its posting on the web site.

9.4. Executive council meeting shall require a quorum of five executive officers, which must include the president. This quorum requirement does not apply to impeachment procedures (see Article 10).

9.5. All meetings shall be conducted in accordance to Robert's Rules of Order. At the discretion of the President, meetings may be run along informal lines.

ARTICLE X: IMPEACHMENT

10.1. Any Executive Officer may be impeached for non-fulfillment of duties.

10.2. A quorum shall consist of all the Executive Officers save the impeachee. The procedure shall be as follows: The president having been given the name of the Executive Officer to be impeached, brings forward the name of the accused in a motion of impeachment at a closed meeting. The charges shall be read and the accused member (if present) will respond to them. When she/he is finished, the Executive Officers, in ascending order of power (see Article 5.6), shall each make a statement. A secret ballot vote is then taken and if a majority decides the accused is guilty, the Executive Officer (now impeached) loses all powers given to him/her. If it is the President that is the impeachee, all procedures remain identical, except that it shall be the responsibility of the Vice-President, External to call the meeting and the motion.

ARTICLE XI: AMENDMENTS TO THE CONSTITUTION

11.1. Amendments to the constitution shall be made by means of a referenda open to all M.A.C.S.S. members. If the amendments are accepted by a simple majority, they are enforced immediately.

ARTICLE XII: AMENDMENTS TO THE BY-LAWS

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

12.2. Quorum for a motion to enact, amend or rescind a By-law of the Society shall be all Executive Officers.

12.3. Passage to enact, amend or rescind a By-law shall require a two third majority of the Executive Council.

ARTICLE XIII: SOCIETY BY-LAWS

13.1. The elections shall be advertised at least one month prior to the election date.

13.2. Nominations shall be called by the Chief Electoral Officer one week prior to the election date.

13.3. Each nominee shall be allotted time to speak before the student body as seen fit by the Chief Electoral Officer.