

*Atmospheric and Oceanic Sciences Society of  
Undergraduates at McGill (AOSSUM)*

**CONSTITUTION**

***I) The Association***

**Article 1: Name**

1.1

The Association shall be known as the Atmospheric and Oceanic Sciences Society of Undergraduates at McGill of McGill University hereinafter the Association or AOSSUM.

**Article 2: Aim**

2.1

The aim of the Association shall be:

- a) To represent and promote the welfare and interests of all its members (as stipulated in Article 3).
- b) To provide activities and services to enhance the educational, cultural, environmental, and social conditions of its members.

2.2

The Association shall be recognized by its members and the Students' Societies and any McGill University

entities as representative of all undergraduate Atmospheric Science students at McGill University for every matter concerning the Atmospheric and Oceanic Sciences department.

**Article 3: Membership**

3.1

Regular Members of the Association, subject to Article 4, shall be:

- i) Students majoring in Atmospheric Science.
- ii) Students joint-majoring in Atmospheric Science.
- iii) Students enrolled in the minor program of Atmospheric Science.
- iv) Students enrolled in the Diploma in Meteorology.
- v) Students enrolled in any other program the Atmospheric and Oceanic Department might create in the future.

**Article 4: Membership Fees**

4.1

There are no membership fees to be paid directly to AOSSUM. Every student qualifying as a regular member in good standing with the SUS Society Fee will satisfy the condition of payment of fees, as described in Article 3.

**Article 5: Finances of the Association**

5.1

The financial year of the Association shall be from the first of May to the thirtieth of April of the next year.

5.2

The Association shall keep a positive account balance, always remaining above an amount of \$500.

5.3

Every expense shall be in the best interest of all the members.

5.4

The account of the Association shall be maintained according to standard accounting practices. The books of the association shall be accessible by

all the members requesting to see them.

5.5

The Association is a departmental association and receives funding from the Science Undergraduate Society (SUS).

***II) The Council***

**Article 6: Voting members of Council**

6.1

The Council shall consist of every Executive member as listed in Article 9.

6.2

No Executive member of the Association may hold more than one voting position on the Council.

**Article 7: Powers and Duties of Council**

7.1

The Council is the governing body of the Association and as such shall:

- a) ensure that the aims of the Association are met.

- b) uphold the views of the students it represents.
- c) be empowered to make all decisions on behalf of the Association.
- d) adopt the Association's annual budget.

8.4

Notice of all meetings shall be given to all members of the Council at least three (3) days in advance. The Agenda should be given to all members of the Council at least one (1) day in advance.

7.2

The term for members of Council shall be from September first to August thirty-first.

8.5

Council meetings will be open to the public in a non-voting capacity.

### **Article 8: Meetings of Council**

### **Article 9: The Executive Members**

8.1

Quorum for a meeting of Council shall be not less than 50% of its voting members.

9.1

The Executive Committee shall be composed of:

8.2

All members of Council shall hold regular meetings. Those meetings will be planned for every week.

- a) President,
- b) Vice-President, Academic,
- c) Vice-President, Communication,
- d) Vice-President, Events,
- e) Vice-President, External,
- f) Vice-President, Finance,
- g) Vice-President, Internal,
- h) Vice-President, Representative, U1
- and,
- i) Vice-President, Website

8.3

Except where otherwise specified in this Constitution and By-Laws, voting and procedure shall be as specified in Robert's Rules of Order.

**Article 10: Powers and Duties of the Executive Committee**

10.1

The **President** shall:

- a) be elected and hold one vote on Council,
- b) co-ordinate and supervise the affairs of the Association,
- c) call and preside over meetings of Council, or designate an executive member to preside the meeting,
- d) prepare the Agenda for every Council's meeting, and assure that the minutes of the meetings are written down,
- e) be the official spokesperson for the Association,
- f) be the second bank account holder,
- g) ensure that all other Executive Committee members fulfill their constitutional duties, and
- h) be the representative to the Science Committee, or designate an executive member to represent the Council.

10.2

The **Vice-President, Academic** shall:

- a) be elected and hold one vote on Council,

- b) be responsible for all educational and curricular concerns of the Association,
- c) be responsible for the representation of the Association at the Academic Committee and Science Academic Round Table, and
- d) ensure that the President fulfills his/her constitutional duties.

10.3

The **Vice-President, Communications** shall:

- a) be elected and hold one vote on Council,
- b) be responsible for the proper publicity of all the Association services and events, including but not limited to organizing a mailing list to students, managing the Facebook group and the AOSSUM email
- c) act as the Referenda Officer, if a referendum is initiated as per Article 16.

10.4

The **Vice-President, Events** shall:

- a) be elected and hold one vote on Council, and
- b) be responsible of the logistics of any events organized by the Council, for the Association.

10.5

The **Vice-President, External** shall:

- a) be elected and hold one vote on Council,
- b) be the official representative of the Association to the SUS General Council, and
- c) in conjunction with the President, represent the Association to outside bodies and individuals.

10.6

The **Vice-President, Finance** shall:

- a) be elected and hold one vote on Council,
- b) advise the Council on all financial matters of the Association,
- c) prepare the Association's budget,
- d) be the main account holder,
- e) keep proper account and record of expenses and revenues,
- f) be in charge of the reimbursement by the Association of every member who has spent money for an event sanctioned by Council, on the condition that proof of the expense is given, and
- g) prepare an income statement by May 31st.

10.7

The **Vice-President, Internal** shall:

- a) be elected and hold one vote on Council,
- b) coordinate the relations with the department, and
- c) be the official representative of Council on ATOC departmental meetings.

10.8

The **Vice-President, U0 and U1 Representative** shall:

- a) be elected and hold one vote on Council,
- b) facilitate the communication with U0 and U1 students specifically, and
- c) represent the interest of the U0 and U1 students at Council.

10.9

The **Vice-President, Website** shall :

- a) be elected and hold one vote on Council,
- b) be the webmaster of the AOSSUM website
- c) may share the responsibilities of the Vice-President, Communications

10.10

Responsibilities listed above can be amended with a By-Law voted by Council before the beginning of the sixth week of Fall semester, to reflect the actual number of members who were interested in being members of Council.

### ***III) Elections***

#### **Article 11: General Elections**

11.1

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

11.2

Elections shall be conducted in accordance with the Constitution.

11.3

Elections shall be won by a simple plurality.

11.4

If there is only a single candidate for a position, the candidate will be nominated to that position.

11.5

In regards to the transition from the previous to the newly elected council, every member of the Executive Committee shall pass along the information which is deemed relevant to the newly elected council, preferably in the form of a brief report.

#### **Article 12: Electoral Officer**

12.1

The Electoral Officer shall be selected by the candidates through a consensus between the parties. The Electoral Officer may be a member of the Association and keeps his right of vote.

12.2

The Electoral Officer will report all of his or her activities including any incidents to the already designated council members and candidates and will submit a formal report at the end of the electoral process to the Council.

12.3

If any anomalies have been reported in accordance with article 12.2, the Electoral Officer shall act as a mediator between the candidates to try to resolve the conflict. If a

consensus between the candidates cannot be reached, the Electoral Officer will have the power to make the final decision. A decision made by the Electoral Officer concerning the interpretation of articles in this Constitution regarding elections shall be considered binding.

#### 12.4

The Electoral Officer will be responsible to handle the outreach and the communication to every members, including but not limited to sending electoral letters from the candidates, announcing publicly the voting period, counting the votes from the members.

### **Article 13: Eligibility**

#### 13.1

All members, as described by article 3, are eligible to hold a position on Council.

#### 13.2

All elected individuals must remain members of the Association throughout their mandate. If this requirement is not met, the individual in question must resign from position.

### **Article 14: Election Procedure**

#### 14.1

The general election period, for the purpose of electing student representatives by all members, shall be held between the beginning of the first week of Fall semester and the end of the third week of Fall semester.

#### 14.2

The polling period shall last for at least one week.

#### 14.3

The date of the polling period must be set by the Electoral officer and may commence as soon as the election has been announced to all the members.

### ***IV) Referenda***

### **Article 15: General**

#### 15.1

All members of the Association shall be eligible to vote in an Association referenda.

#### 15.2

Referenda shall be passed by a simple majority.

15.3

Referenda must have a voter turn out of at least 50% of all eligible voters to be upheld.

### **Article 16: Procedure**

16.1

A referendum may be initiated either by a resolution passed by a 50% vote of the Council with at least 2/3 of the members of the Council in attendance, or by a petition signed by at least one third of the total number of members of the Association.

16.2

Referenda passed will remain in effect for at least the rest of the academic year unless the decision is overturned in a subsequent student-initiated referendum.

16.3

In the case of a student-initiated referendum, all signatures must be submitted to the Referenda Officer at least 7 days prior to the opening of the polling period. The referendum question must be clearly indicated at the top of each page of the petition.

16.4

All referendum questions must be approved by the Referenda Officer, to ensure the question is stated fairly and without bias, according to the interpretation of the Referenda Officer.

16.5

The polling period should be no less than seven (7) days.

## ***V) General Council***

### **Article 17: General Council**

17.1

Members of the Association may refer to the General Council of the Science Undergraduate Society, which shall be the final authority on:

- a) the interpretation of the Constitution and By-laws of the Association,
- b) the interpretation and legality of any motion passed by the Council, and
- c) the interpretation and legality of referenda.

17.2

Upon hearing an appeal, the General Council shall have the power to declare invalid any act of the Association which derogate from the Constitution and By-laws of the Association.

17.3

All decisions of the General Council shall be binding upon all involved parties, and no appeals will be permitted.

17.4

All members of the Association shall have the right to petition the General Council on matters falling within its authority set out herein.

## ***VI) Removal from Office and Vacancy Procedures***

### **Article 18: Procedures**

18.1

Any member of the Executive Committee may be removed from office for impropriety, violation of the provisions of this Constitution and By-laws, delinquency of duties, or misappropriation of funds.

18.2

A motion to remove a member of the Executive Committee must be presented in writing to the President, or the Vice-President, Academic, if the President is the person subject to removal, and signed by at least one-third of the members of Council, or one-third of the members of the Association and distributed to all members of Council at a regular meeting of the Council. The motion to impeach will then be included on the agenda of the next regular meeting of the General Council.

18.3

All the members from the Executive, with the exception of the member subjected by the removal, shall be present at Council for a motion to remove someone from office. If a member of the Executive is not present, the vote must be postponed to the next meeting.

18.4

Passage of a motion to impeach shall require a two-thirds majority vote of those present.

18.5

Anyone removed from office shall have the right to appeal to the General Council.

18.6

In the event of a vacancy in the Executive Committee:

- a) The Executive Committee will assign the responsibilities associated with the vacant position amongst the other Executive members.
- b) At a Council meeting, formal nominations can be made and voting in Council will take place.

### ***VII) Miscellaneous Provisions***

#### **Article 19: Language of the Society**

19.1

English and French are the Official Languages of the Association.

19.2

Members of the Association may use either official language at all meetings and in all documentation of the Association.

#### **Article 20: Freedom of Information**

20.1

All documentation of the Association shall be public.

20.2

Requests to see the minutes and documents of the Association and all its committees shall be addressed in writing to the President.

### **VIII) The Constitution**

#### **Article 21: Superseding Clause**

21.1

This constitution repeals and supersedes all previous constitutions of the Association.

#### **Article 22: Language of the Constitution**

22.1

The Constitution shall respect the principle of gender neutrality at all times.

#### **Article 23: By-Laws to the Constitution**

23.1

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

principles embodied in this Constitution.

23.2

All the Executive members shall cast a vote for a motion to enact, amend or rescind a By-Law of the Association.

23.3

Passage to enact, amend or rescind a By-Law shall require a two-thirds majority.

#### **Article 24: Amendments to the Constitution**

24.1

Amendments to the Constitution shall be made by means of referendum.

#### **Article 25: Coming Into Effect**

25.1

This Constitution shall come into effect November 17<sup>th</sup>, 2015.

#### **Article 26: Interpretation**

26.1

Definitions:

- a) The **Academic Year** shall begin the first day of classes of the Fall Semester and end the last day of classes in the fall semester. It will resume on the first day of classes of the winter semester and end on the last day of classes as defined by the McGill Calendar.
- b) The **Association** shall be the McGill Undergraduate Meteorology Students' Association
- c) A **By-Law** shall be any of a set of rules adopted by the Association or the Council for governing its own meetings or affairs.
- d) The **Executive** is the Executive Committee of the Society.
- e) The **Council** is the Council of the Society.
- f) The **McGill Community** shall be defined as the staff, students and faculty of the University.
- g) The **Members** are all the regular members as stipulated by Article 3.
- h) A **Motion** shall be defined as a proposal formally made in a meeting of the Association Society.

- i) A **Policy** is an independent motion passed by the Council which is intended to provide a guideline for the conduct of the Association or Executive Committee.
- j) **Quorum** shall be defined as the required attendance and conditions for a meeting of Association to be opened and for all subsequent transactions to be ratified.
- k) A **Ratification** is defined as the approval of a motion.
- l) A **Resolution** shall be defined as a formal statement of opinion or determination of the Association adopted by the Council.
- m) A **Simple Majority** is defined as fifty percent of votes cast plus one. An abstention shall not count as a vote cast.
- n) **SSMU** is the Students' Society of McGill University.
- o) **SUS** shall be the Science Undergraduate Society of McGill University.
- p) **Two-Thirds (2/3)** Majority is defined as two-thirds of those present. When referring to votes, it implies two-thirds of all votes cast excluding abstentions and spoiled ballots.
- q) The **University** shall be McGill University of Montreal, Quebec, Canada.