

Cinema Studies Graduate Student Union Constitution

Section 1: Name

1. Cinema Studies Graduate Student Union (or CSGSU)

Section 2: Purpose

1. To represent and advocate for the interests of the graduate students in the Cinema Studies Institute.

Section 3: Membership

1. All graduate students registered in the Cinema Studies Institute shall automatically be members of the CSGSU.

Section 4: Executive Committee

1. The Executive Committee shall consist of a minimum of seven (7) members:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Graduate Student Union Representative
 - Departmental Representative (PhD)
 - Departmental Representative (MA)
2. Members-at-large can be appointed to the Executive Committee as needed and will have full privileges as members of the Executive committee.
3. The positions of President and Vice-President (and only those positions) can be held by multiple individuals simultaneously if so decided by the elections process at a General Meeting.
4. The Graduate Student Union Representative and the Departmental Representative (PhD) shall be PhD students who have completed their course work.

Section 5: Duties of the Executive Committee

1. The Executive Committee shall carry out all business of the Student Union. The Executive Committee may call executive meetings which it considers necessary for the fulfilment of duties. In order to constitute a Quorum, a majority of the Executive Committee must present including the President or Vice-President and Treasurer.
2. The Executive Committee shall: apply for grants required for the operation of CSGSU business.
3. The Executive Committee shall serve as liaison between students and faculty, address student concerns, and promote community through graduate student events through the year.
4. Executive Committee Members shall use the CSGSU email for official correspondence.

Section 6: Duties of Executive Committee Members

1. President: It shall be the responsibility of the President to:
 - a. Preside at general and executive meetings
 - b. Coordinate the functioning of the Executive between meetings
 - c. Represent the Association in its official correspondence and communication
 - d. Assist the treasurer in applying for grant funding
 - e. Be a signing authority for any financial accounts of the CSGSU
 - f. Maintain documents, files, and any other pertinent information to the incoming Executive in the fall of each academic year
2. Vice President: It shall be the responsibility of the Vice-President to:
 - a. Act as a support for the President
 - b. Serve as Acting President if the President is unable to fulfill their responsibilities
 - c. Any other duties as delineated by the CSGSU executive
3. Treasurer: It shall be the responsibility of the Treasurer to:
 - a. Maintain sound financial records
 - b. Maintain an account for the CSGSU at a financial institution
 - c. Prepare a detailed financial report at the end of the academic year
 - d. Make recommendations to the Executive about the use of funds
 - e. Be a signing authority for any financial accounts of the CSGSU
 - f. Apply for the UTGSU head grant and any other applicable grants required for the operation of the CSGSU
 - g. Maintain documents, files, and any other pertinent information to the incoming Executive in the fall of each academic year
4. Secretary: It shall be the responsibility of the Secretary to:
 - a. Prepare agendas for Executive meetings in conjunction with the President
 - b. Maintain records of Executive meetings
 - c. Act as liaison between the Executive and the union general membership
 - d. Assist the President in CSGSU communications as deemed necessary
5. UTGSU Representative: It shall be the responsibility of the UTGSU Representative to:

- a. Attend UTGSU Council meetings
 - b. Report to the Executive information provided by the UTGSU in Council meetings and other communications
6. Departmental Representatives: It shall be the responsibility of the Departmental Representative to:
 - a. Attend CSI council meetings
 - b. Report to the Executive information provided by the CSI Council in Council meetings and other communications

Section 7: Elections

1. The Executive Committee shall be elected at a general meeting in early fall of each new academic year.
2. All graduate students enrolled in the Cinema Studies Institute are eligible to be elected to the Executive.
3. The outgoing President of the CSGSU shall preside over elections and open nominations for the various positions.
4. Should there be only one nomination for a position that candidate shall be acclaimed so long as no objections are raised during the meeting.
5. Should there be more than one nomination for a position the meeting can proceed either by the acclamation of both candidates to the position as co-holders (if both candidates agree) or an election for the position can be held.
6. All elections between multiple candidates shall be held by secret ballot and presided over by the outgoing President who shall distribute, collect, and tally the votes, announce a winner, and destroy the ballots at the conclusion of the meeting.

Section 8: General Meetings

1. At least one general meeting shall be called in either the fall or winter term. There does not need to be a meeting called during the summer term.
2. General meetings will be called by the Executive Committee or by request of 10 members of the CSGSU delivered to the Executive.
3. Every meeting will be announced publicly with at least one week's notice.
4. The business of the general meeting should include executive elections and the presentation of financial statements.

Section 9: Financial Statement

1. The treasurer will submit a financial statement at the general meeting of each new academic year. The financial statement of the Student Union shall be made available for viewing or auditing to any member student upon request.
2. The Executive may not contract debts on behalf of the Union.

3. All cheques must be signed by both signing authorities for the Union (President and Treasurer). In extraordinary circumstances, the Treasurer and President can use e-transfers.

Section 10: Recalls

1. Members of the Executive Committee may be recalled at a general meeting with a two-thirds vote and if there is a member student willing and able to fill the position.
2. Executive Committee members will be recalled if they commit a criminal act against the Student Union (and hence members of the students) such as theft of CSGSU funds.

Section 11: Amendments

1. This constitution may be amended at any general meeting, by a two-thirds vote of the students present.

Last Amended - April 2021.