

The Book & Media Studies Student Association (BMSSA) Constitution

St Michael's College, University of Toronto

Effective as of May 2023

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Article I: Name

1.1 The organization shall be known as the “Book & Media Studies Student Association”, or “BMSSA”, hereinafter referred to as the “Association”.

Article II: Definitions

2.1 “College” refers to the University of St. Michael’s College in the University of Toronto.

2.2 “Program” refers to the Book and Media Studies Program at the College.

2.3 “Executive” refers to the nine (9) members of the Executive Board as outlined in Article VI.

2.4 “ASSU” refers to the Arts and Science Student Union at the University of Toronto.

2.5 “University” refers to the University of Toronto’s St. George Campus.

Article III: Mission

3.1 The objective of the Association shall be to serve, represent, and support the academic and professional needs of undergraduate students in the Program.

3.2 Towards this objective, the Association shall promote Executive representation on Program or College committees, host academic and professional development events, oversee the publication of *The Foolscape*, as well as provide and assist all other services as may contribute to the object of the Association.

Article IV: Sponsorship

4.1 The Association holds “program course union” status under the Constitution of the ASSU. The Association will uphold the Constitution and bylaws of the ASSU, and in doing so will receive the full rights and privileges of a program course union as provided by the ASSU Constitution.

Article V: The Association

5.1 The Association shall be comprised of the following:

- A. General Members
- B. The Executive
- C. Year Representatives
- D. *The Foolscape* Editorial Board

Article VI: General Membership

6.1 All members of the Association must:

- A. Be part-time or full-time undergraduate students of the University; and
- B. Be currently enrolled in or have completed at least one (1) course offered by the Program; or
- C. Be a major or minor of the Program; and
- D. Be members of the ASSU and have paid the ASSU membership fee.

Article VII: The Executive

7.1 Any General Member is eligible to run for an Executive position. The Executive are also general members of the Association.

7.2 The Association shall be governed by an Executive board of nine (9) members. No member may hold more than one Executive position at a time.

7.3 The Executive shall be elected annually for a term of one (1) year through an online balloted election in March. The term of office shall be May 1st to April 30th. Members of the Association are to self-nominate for Executive positions.

7.4 If a position is left unfilled after March Elections, the position will be left vacant until September elections, at which point it will be open for nominations.

7.5 The Executive shall be comprised of the following positions:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Events Coordinator
- F. Media Director
- G. Graphic Designer
- H. Editor-in-Chief of *The Foolscape*
- I. International Student Representative

7.6 Each member of the Executive shall have one (1) vote, and decisions of the Executive shall be made on the affirmative vote of the majority of members present.

7.7 The Executive shall meet at least eight (8) times per year as outlined under the responsibility of the President below. All Executive members must attend every meeting of the Association. All Executive members must attend at least three-fourths ($\frac{3}{4}$) of Executive meetings.

7.8 Any Executive member who is absent for more than three-fourths ($\frac{3}{4}$) of Executive meetings or one (1) Association meeting shall be in danger of losing their seat. Executive

members must inform the Executive of the reason(s) meetings are missed by the meeting immediately following the initial absence. The remaining Executive members must, by a majority vote, accept the reason(s) for the Executive member to keep their position. If the majority does not accept the reason(s), the member shall lose their seat.

7.9 Executive members may be removed by the affirmative vote of at least two-thirds ($\frac{2}{3}$) of the members of the Association present and voting, provided that two (2) weeks notice of motion is given to all members of the Association, and that the number of those voting in favour is equivalent to quorum plus one (1).

7.10 Should any Executive seat become vacant during the regular Executive term, the remaining members of the Executive may—at their option—appoint an eligible member to fill the vacancy until a by-election may be held. The President must call a meeting of the Association in which to hold a by-election within three (3) weeks of the vacancy occurring. This by-election shall be run, as far as possible, in a similar manner to the regular Executive elections in March.

7.11 If the Executive determines that a by-election may not be held by way of a two-thirds ($\frac{2}{3}$) majority vote, the position may be filled by a call for applications for the reappointment of the position. The selection process to reappoint an Executive position must pass a simple majority vote by the Executive.

7.12 The Executive shall maintain accurate agendas and minutes for all meetings. Agendas of Executive meetings should be uploaded to the Association's Google Drive prior to the next meeting. Minutes of prior Executive meetings should be uploaded to the Association's Google Drive before the next meeting.

7.13 The responsibilities of each Executive position shall be as follows:

- A. *President*: Shall be responsible for managing the administrative affairs of the Association and chairing all meetings. The President shall oversee and direct the activities of every Executive member ensuring that all responsibilities are completed. The President is also responsible for directing the activities of the *Year Representatives* alongside the *Vice President* including, but not limited to, event planning, outreach strategies, and communication. The President shall be one (1) of the Association's two (2) signing officers and shall be responsible for managing the Association's finances along with the *Treasurer*. The President is expected to attend all ASSU Council meetings and fulfill all requirements as mandated by ASSU. The President must call at least one (1) meeting of the executive per month from September – April for a total of eight (8) meetings annually, as well as on the request of any two (2) executive members. The President is the official representative of the Association to the Program, College, ASSU, and University.
- B. *Vice President*: Shall be responsible for the internal logistics of the Association as well as supporting the *President* with the duties and responsibilities of their office. They are responsible for partnerships with other student groups and helping to foster the engagement of members of the Association. The Vice President is also responsible for directing the activities of the *Year Representatives* alongside the *President* including, but not limited to, event planning, outreach strategies, and

communication. The Vice President is required to attend ASSU Council meetings with the *President* when necessary. In the absence of the *President*, the Vice President shall fulfill the duties of the President and perform such other duties as directed by the Association.

- C. *Treasurer*: Shall be responsible for implementing and monitoring the Association's budget. The Treasurer is responsible for maintaining all financial records, expenses and sources of income for auditing purposes. The Treasurer shall be one (1) of the Association's two (2) Signing Officers. The Treasurer is expected to fulfill all requirements by ASSU. The Treasurer is accountable to the ASSU Finance Commissioner.
- D. *Secretary*: Shall be responsible for taking minutes at all General and Executive meetings. The Secretary is responsible for submitting the Association's constitution, bylaws, budgets, election results, appeals and changes to any of the above to the ASSU in a timely manner. The Secretary is also responsible for organizing an annual Transition Package by March Elections.
- E. *Events Coordinator*: Shall be responsible for planning, organizing, and running social and academic events on topics and themes of book and media studies for the Association. At least one (1) event per term must be an Academic event. Academic events may include, but are not limited to, lectures, seminars, workshops or conferences. The Events Coordinator shall work closely with the *Media Director* to ensure that all events are fully communicated and accessible to Association members as well as relevant members of the academic community.
- F. *Media Director*: Shall be responsible for the outreach of the Executive's events and the engagement of members of the Association. The Media Director is also responsible for maintaining the Association's website and social media platforms. All events, elections, and activities held by the Association must be advertised on the website and on social media at least two (2) weeks prior to the date of the event. The Media Director shall also upload content to each of the Association's social media platforms at least once weekly. The Media Director shall work closely with the *Graphic Designer* to develop marketing materials for all events, elections, and activities.
- G. *Graphic Designer*: Shall be responsible for the multimedia development and creative design of Association events and activities for marketing and promotional purposes. The Graphic Designer is also responsible for the photography and videography of the Association's events and works in collaboration with the *Media Director*.
- H. *Editor-in-Chief of The Foolscape*: Shall be responsible for developing and editing the undergraduate academic journal in time for its annual publishing. The Editor-in-Chief is also responsible for selecting *The Foolscape* Editorial Board that will help develop the journal.

- I. *International Student Representative*: Shall be responsible for representing and advocating for International Students who are members at the University, and are expected to contribute to communication and administrative duties and event organization.

Article VIII: Year Representatives

8.1 General members in their first year are eligible to run for the First Year Representative position. General members in their second year are eligible to run for the Second Year Representative position. General members in their third year are eligible to run for the Third Year Representative position. General members in their fourth year or higher are eligible to run for the Fourth Year Representative position. Year Representatives are also general members of the Association.

8.2 No member may hold an Executive position and Year Representative position at one time.

8.3 Year Representatives shall be elected annually for a term of one (1) year through an online balloted election in September. The term of office shall be October 1st to April 30th. Members of the Association are to self-nominate for Year Representative positions.

8.5 If a position is left unfilled after September elections, the members of the Executive may, at their option, appoint an eligible member to fill the vacancy or leave the position vacant for the remainder of the year. To leave a position vacant, the President must call an Executive meeting and the matter must receive an affirmative two-thirds (%) majority vote.

8.6 If the Executive determines to fill the position, the Association must make a call for applications for the reappointment of the position. The selection process to reappoint an Executive position must pass a simple majority vote by the Executive.

8.7 Year Representatives shall be comprised of the following positions:

- A. First Year Representative
- B. Second Year Representative
- C. Third Year Representative
- D. Fourth Year Representative

8.8 Year Representatives must attend every meeting of the Association.

8.9 Any Year Representative who is absent for one (1) Association meeting shall be in danger of losing their seat. Year Representatives must inform the Executive of the reason(s) meetings are missed by the meeting immediately following the initial absence. The Executive members must, by a majority vote, accept the reason(s) for Year Representative to keep their position. If the majority does not accept the reason(s), the member shall lose their seat.

8.10 Should any Year Representative seat become vacant during the regular Year Representative term, the Executive may, at their option, appoint an eligible member to fill the vacancy or choose to leave the position vacant.

8.11 The responsibilities of each Year Representative shall be as follows:

- A. *First Year Representative*: Shall be responsible for representing and advocating for members in their first year at the University, and are expected to contribute to communication and administrative duties and event organization.
- B. *Second Year Representative*: Shall be responsible for representing and advocating for members in their second year at the University, and are expected to contribute to communication and administrative duties and event organization.
- C. *Third Year Representative*: Shall be responsible for representing and advocating for members in their third year at the University, and are expected to contribute to communication and administrative duties and event organization.
- D. *Fourth Year Representative*: Shall be responsible for representing and advocating for members in their fourth year or higher at the University, and are expected to contribute to communication and administrative duties and event organization.

Article IX: Association Culture

Executive members will ensure that their actions and participation uphold the following values. By virtue of their participation, all members will be advocating for the following values:

9.1 Sustainability; maintaining the values of stewardship to the environment. The Association is committed to protecting our planet and recognizes our social and environmental responsibility to minimize community and environmental impact. The Association will reduce our waste, energy, and carbon footprint.

9.2 Equity; supporting a community of fairness and justice, with freedom from bias or favouritism. The Association celebrates diversity and will advocate and strive to create a comfortable and safe environment for all students.

9.3 Inclusivity; providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those belonging to minority groups. The Association is open to all members of the Association regardless of abilities, culture, gender identity, race, religion, language, and sexual orientation.

9.4 Abiding by the University of Toronto's Student Code of Conduct.

Article X: Association Meetings

10.1 The Association shall have a minimum of one (1) general meeting during the Fall (September - December) academic term, and one (1) general meeting during the Spring (January - April) academic term.

10.2 The Executive shall give a minimum of two (2) weeks notice prior to a meeting. All meetings must be advertised on the website and through social media by the Media Director.

10.3 A special meeting of the Association may, on the request of ten (10) members of the Association, be called by the Executive to consider only such business as may be specified in the notice of the meeting. The Secretary shall maintain accurate minutes of these meetings.

10.4 General meetings must take place in a well-advertised and accessible location. General meetings shall be open to all members of the Association. Each member of the Association present at a meeting shall have one (1) vote. At all meetings of the Association, every question shall be decided by a majority of the members present, and when the votes are equal the decision shall be deemed in the negative.

Article X: Finances

11.1 The Association shall maintain a bank account under the name of “The Book and Media Studies Student Association” at the Bank of Montreal.

11.2 The account shall be used to store all funds acquired from ASSU, the College, fundraising, and donations. The Association shall have two signing officers, the President and Treasurer. Upon completion of a term of office, the President and Treasurer must transfer signing authority to the incoming President and Treasurer. This transfer must be completed by April 30th.

11.3 If there is a vacancy in the position of President or Treasurer, the transfer must be completed by September 30th following September elections.

11.4 The Association’s fiscal year end shall be April 30th. The Treasurer must prepare a draft budget for the full fiscal year for the Transitional Package organized by the Secretary.

11.5 The Executive must vote to adopt a budget by the end of September in order that the Association’s budget shall be available for review or audit by the ASSU.

Article XI: Rules of Procedure

Association Meetings

12.1 Voting at Association meetings shall be by show of hands, unless otherwise decided.

12.2 The quorum at all meetings of the Association shall be fifteen (15) members.

12.3 Notice of motion shall be given on the BMSSA website and on social media at least two (2) weeks prior to a general meeting of the Association.

12.4 A motion may be made without notice if there is unanimous consent of all the members present and voting.

12.5 Any motion that suspends the BMSSA Constitution shall require full consent of all members present and voting.

12. 6 For every meeting of the Association, the Secretary shall prepare an agenda from all the notices of motion submitted and shall include this agenda with the notice of meeting.

Referendum By-Laws

12.7 The Executive may, by a majority vote, initiate a referendum of the Association members, with respect to any subject or policy within its jurisdiction.

12.8 The Executive shall determine the exact question, set a voting date and give public notice of the question at least two (2) weeks prior to the voting date.

12.9 The voting date must fall within sixty (60) days of the decision by the Executive to hold the referendum. Only members of the Association, as defined in the Constitution, shall be eligible to vote.

Voting Procedure and Conduct of Polls

12.10 Voting shall be completed in an online ballot.

12.11 All ballots shall be retained by the Association for at least two (2) weeks after the final voting date.

12.12 The ballots shall be open to scrutiny by any member of the Association.

Article XII: Amendments

13.1 Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds ($\frac{2}{3}$) of the members of the Executive.

13.2 Any and all proposed amendments to this Constitution must be given in writing to all members of the Executive no less than two (2) weeks prior to the date of meeting of the Executive.

13.3 Any amendments to this Constitution shall come into effect immediately following the meeting of the Executive at which it was adopted.