

Constitution of the Classics Students' Union (CLASSU)

Preamble

The Classics Students' Union is established to promote and enrich the academic and co-curricular lives of its members by offering academic services, organizing co-curricular events, advocating for students' rights, and liaising with the Arts and Science Students' Union and the Department of Classics on their behalf.

Article I: Terms and Definitions

- 1.1 "University" shall refer to the University of Toronto, St. George Campus.
- 1.2 "Faculty" shall refer to the Faculty of Arts and Science in the University.
- 1.3 "Department" shall refer to the Department of Classics in the Faculty.
- 1.4 "ASSU" shall refer to the Arts and Science Students' Union.
- 1.5 "CLASSU" shall refer to the Classics Students' Union.
- 1.6 "Executive Members shall be defined as those students elected to a position on CLASSU as outlined below in Articles IV and VII.
- 1.7 "Senate" shall refer to body of Executive Members of CLASSU.
- 1.8 "Portfolio Positions" shall be defined as the positions of the President, Vice-President, Treasurer, and Secretary on the Senate.
- 1.9 "Senator" shall refer to any Executive Member who does not hold a Portfolio Position.

Article II: Constitutional Disputes

- 2.1 Should any contradiction arise between this constitution and ASSU's constitution and by-laws, the latter shall always prevail. All provisions of the ASSU constitution concerned with Course Unions not duplicated here shall, notwithstanding, be understood as applying to CLASSU.
- 2.2 Internal constitutional disputes shall be reconciled by agreement between the President and Vice-President. If the President and Vice-President cannot agree, then the matter is referred to the Senate. The Senate will then resolve the dispute using a two-thirds (67% or greater) majority. Likewise, if a two-thirds majority of the Senate disagrees with the ruling made by the President and Vice-President, the Senate shall resolve the dispute itself.

Article III: General Members

3.1 Membership Qualifications

3.1.1 These are the qualifications required to be in ASSU, and therefore CLASSU:

- a) All full-time undergraduate students of the Faculty
- b) Any other undergraduate student in the Faculty who pays the ASSU fee

3.1.2 These are the additional qualifications that automatically give general membership in CLASSU:

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- a) Enrollment in at least 0.5 FCEs of a Fall-Winter term Faculty CLA, GRK, or LAT course; or
- b) Enrollment in at least one Classics, Classical Languages, Greek, Latin, or Classical Civilization Programme of Study in the Department

Article IV: Executive Members

4.1 General Responsibilities

4.1.1 Each Executive Member shall be expected to attend regular meetings in addition to any other meetings called in accordance with Article VI.

4.1.2 Each Executive Member shall check the agreed upon channels of communications with appropriate regularity.

4.1.3 Each Executive Member shall assist the Senate in carrying out decisions and duties in addition to any more duties outlined below.

4.1.4 Each Executive Member must be familiar with the CLASSU Constitution.

4.1.5 Each Executive Member shall, upon spending CLASSU funds, return all receipts to the Treasurer's designated receipt location.

4.1.6 Each Executive Member is responsible for helping to keep the Lounge and Office in good order and available for use.

4.2 "Inherent Responsibilities" and "Fluid Responsibilities"

4.2.1 "Inherent Responsibilities" are essential to any given portfolio, and cannot be reassigned through the procedures outlined in Article VI.

4.2.2 "Fluid Responsibilities" are automatically assigned to and carried out by a specific portfolio, but may be redistributed at the Senate's discretion through the process outlined in Article VI.

4.2.3 Any Executive Member may take on Fluid Responsibilities.

4.3 Portfolio Positions

4.3.1 One (1) President shall serve on the Senate, with the below Responsibilities:

a) Inherent Responsibilities of the President shall be:

- i) Act as the first signing officer
- ii) Oversee the governance of CLASSU as a whole
- iii) Act as the primary liaison between CLASSU members, the Department, and ASSU
- iv) Carry ultimate responsibility for all CLASSU affairs
- v) Have thorough knowledge of the Constitutions of ASSU, CLASSU, and the Department.
- vi) Serve on the Department's Public Relations Committee as found in its constitution.

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b) Fluid Responsibilities of the President shall be:

i) Act as one (1) of the two (2) delegates to ASSU Council meetings

ii) Act as one (1) of the two (2) delegates to Department general meetings

iii) Coordinate CLASSU social media, newsletters, and print advertising

4.3.2 One (1) Vice-President shall serve on the Senate, with the below Responsibilities:

a) Inherent Responsibilities of the Vice-President shall be:

i) Act as the second signing officer

ii) Act as the secondary liaison between CLASSU members, the Department, and ASSU

iii) Assist the President in all administrative matters

iv) Have thorough knowledge of the Constitutions of ASSU, CLASSU, and the Department.

b) Fluid Responsibilities of the Vice-President shall be:

i) Act as one (1) of the two (2) delegates to ASSU Council meetings

ii) Act as one (1) of the two (2) delegates to Department general meetings

iii) Coordinate CLASSU social media, newsletters, and print advertising

4.3.3 One (1) Treasurer shall serve on the Senate, with the below Responsibilities:

a) Inherent Responsibilities of the Treasurer shall be:

i) Act as the third signing officer

ii) Keep and organize CLASSU's financial accounts

iii) Prepare budget in conjunction with the Senate

iv) Co-ordinate the retention and filing of receipts and posters to present to ASSU

b) Fluid Responsibilities of the Treasurer:

i) In individual cases the Inherent Responsibilities of the Treasurer may be transferred to the other signing officers

4.3.4 One (1) Secretary shall serve on the Senate, with the below Responsibilities:

a) Inherent Responsibilities of the Secretary shall be:

i) Facilitate communications between all Executive Members

ii) Responsible for thorough knowledge of the Constitutions of ASSU, CLASSU, and the Department

b) Fluid Responsibilities of the Secretary shall be:

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- i) Chair meetings of the Senate according to the procedures in 6.1
- ii) Assemble the agenda for Senate meetings in accordance with Article VI
- iii) Take the minutes of all CLASSU meetings
- iv) Oversee Constitutional amendments and changes

4.5 Term Length

4.5.1 The terms of the Executive Members elected in the Spring General Election shall begin after the March/April electoral period, as defined in Article 7.2.1, upon the investment of the President and Vice-President with signing authority, and end when the next President and Vice-President are invested with signing authority or two weeks after the Election.

4.5.2 The terms of the Executive Members elected in the Fall General Election shall begin immediately after the September electoral period as defined in Article 7.2.2, and end in March/April after the new President and Vice-President are invested with signing authority or two weeks after the Election.

4.5.3 The outgoing Senate shall carry out its plans even after they have transferred authority to the incoming Senate, unless both Senates agree to a transfer. Plans cannot extend beyond April. Contrary to the Department's Constitution, the new President and Vice-President (or their proxies) shall attend the Spring Department Meeting. This constitution shall overrule that of the Department.

4.5.4 Term Length shall be for no longer than one (1) year.

Article V: Finance

5.1 Signing Officers

5.1.1 There shall be three signing officers as listed below during the Fall-Winter Term:

- a) President
- b) Vice-President
- c) Treasurer

5.1.2 During the summer months, there may be up to two interim signing officers who will be in Toronto, as the position of Treasurer shall be vacant.

5.2 Allocation and Authorization of Funds

5.2.1 Each cheque issued by CLASSU shall require the signatures of two (2) signing officers in accordance with University policy.

5.2.2 All unused funds issued by ASSU shall be returned to ASSU at the end of the term.

5.2.3 All cheques issued shall be recorded in the Transaction Register.

Article VI: Meetings and Procedure

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6.1 Attendance Procedure

6.1.1 Regular Senate Meetings shall be held at least every three weeks. Notice shall be given at least three days in advance.

6.1.2 Quorum shall be defined as two-thirds (2/3) of the currently-elected Senate, namely seven (7) out of eleven (11) during the academic year, and three (3) out of five (5) members over the summer.

6.1.3 If someone is going to be missing a meeting that they are expected to be at, then that person shall notify the Chair before the meeting. This includes non-Senate meetings.

6.2 Voting Rules

6.2.1 Each Executive Member shall have one (1) vote, if they are in attendance. A member is considered to be "in attendance" if they are able to meaningfully participate in the meeting, even if not physically present on account of extenuating circumstances.

6.2.2 When the full Senate of eleven (11) is voting, seven (7) votes constitute the two-thirds majority. For the Summer Senate, three (3) votes constitute the two-thirds majority. In other cases, two-thirds shall be considered the nearest whole number to 67% by rounding up.

6.3 Motions and votes are required on the following items:

- a) By-law changes
- b) Approval of the budget
- c) Undertaking significant proposed changes to the constitution
- d) Beginning Impeachment Proceedings
- e) Any other item upon which the Senate cannot come to an agreement

6.4 Proposing Motions

6.4.1 Any Executive Member may put a motion up for debate by putting it on the agenda, or raising it either during the appropriate section of the meeting or in other business.

6.4.2 There shall be a discussion period during which the motion shall be amended and formulated for a vote.

6.4.3 The discussion period comes to an end when any Executive Member calls the question. A vote shall be held on whether to pass this motion and shall require unanimity. Should this requirement not be met, the procedure in 6.5 shall be followed.

6.5 Non-unanimous votes

6.5.1 A first round of ordered discussion shall take place before the question may be attempted to be called again.

6.5.2 Any member may attempt to call the question at the end of their own speaking turn without violation of 6.5.

6.5.3 Once a member has asked that the question be called, the Chair shall determine whether there is any dissent in calling the question. If there is no dissent, a vote takes place on the motion. If two (2) or more Executive Members dissent, a two-thirds (2/3) majority vote takes place over whether the

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question should be called. If this vote fails, and the question is not called, the procedure in 6.5 repeats for up to three times for the same motion (i.e. without any changes to the motion). A new motion may also be proposed following further discussion.

6.5.4 When the question is successfully called for the second time, the motion shall pass with 100% minus one (1) member's approval.

6.5.5 Should the motion fail the second time, follow the procedures in Article 6.5.1-6.5.3.

6.5.6 When the question is successfully called for the third time, the motion shall pass with 66% majority.

6.6 Minutes and Agendas

6.6.1 An agenda shall be made available one (1) hour in advance of the meeting.

6.6.2 Every meeting shall follow this model of Order of Business: Attendance, Approval of the Agenda, Presidential Report, General Business, Question Period, Other Business, and Adjournment.

6.6.3 Minutes shall be made available to Executive Members within twenty-four (24) hours. Any CLASSU Member may request a copy through an Executive Member.

Article VII: Election Procedures

7.1 Eligibility for Voting and Office

7.1.1 All CLASSU members, as defined in Article 3.1, shall be considered eligible voters, with one (1) ballot per voter.

7.1.2 Candidate Eligibility is based on Article 3.1. All candidates must qualify as members of CLASSU both in the year of their election and the year of the term of office.

7.1.3 No person shall hold more than one office.

7.1.4 The candidate must physically be in Toronto for the majority of the Fall-Winter Term, except in the case of global emergency.

7.2 Electoral Periods

7.2.1 There shall be an annual Spring General Election within the last three (3) weeks of the Fall-Winter Term (March/April). The President and Vice-President and three (3) Senators shall be elected at this time. These positions comprise the Summer Senate. Senators elected in this period are equally eligible to run in the Fall Portfolio Elections as those who are elected in the Fall General Election.

7.2.2 There shall be an annual Fall General Election within the first two (2) weeks of Fall classes (September), wherein the remaining six (6) Executive Members shall be elected.

7.2.3 Immediately after the Fall General Election, there shall be the Fall Portfolio Elections, to elect the remaining Portfolio Positions (Treasurer, Secretary, and Second-Year Representative). These shall be elected from the pool of the nine (9) eligible Executive Members by the CLASSU members already

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gathered. The five (5) Executive Members who do not win Portfolio Positions take the title of Senator (see 4.4).

7.2.4 Notice of elections shall be given no later than two (2) weeks in advance. ASSU must also be notified.

7.3 Nominations Process for the Spring and Fall General Elections

7.3.1 Nominations shall open two (2) weeks in advance of the election, and close twenty-four (24) hours prior to the voting period.

7.3.2 Nomination forms shall be made available by the Chief Returning Officer at the beginning of the nomination period. They shall be returnable in a way announced by the CRO at the beginning of the nomination period.

7.3.3 Valid nominations for the President and Vice-President require twenty (20) signatures of CLASSU members as defined in 3.1; other Executive Members require five (5). In the case of global emergency, signatures will not be collected.

7.3.4 Candidates must supply their University Student Number on the nomination form.

7.3.5 All candidates must present a valid schedule with a CLA, LAT, or GRK course or proof of enrollment in a Classics department POST during the nominations period.

7.4 Portfolio Positions

7.4.1 In order to gain a Portfolio Position aside from those of the President and Vice-President, a candidate must first win a position on the Senate as an Executive Member.

7.4.2 An Executive Member must declare their candidacy for a Portfolio Position in between the Fall General Election and the Fall Portfolio Election.

7.4.3 An Executive Member may not run for more than one portfolio position.

7.4.4 Executive Members may choose not to run for a Portfolio Position, in which case they automatically fill one of the six (6) Senator positions.

7.5 Chief Returning Officer (CRO)

7.5.1 The CRO shall be selected by the Senate.

7.5.2 The CRO must be independent from CLASSU.

7.5.3 The CRO shall be responsible for overseeing all election procedures in Article VII.

7.5.4 The CRO shall be responsible for chairing and running the elections.

7.5.5 Should there be a conflict of interest between the CRO and any candidate, all candidates shall be notified by the CRO within twenty-four (24) hours of the close of the nomination period. If candidates are not comfortable with this conflict, a new CRO will be sought out by the Senate.

7.6 Voting Format

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7.6.1 The entire voting period must take place during the same business day.

7.6.2 The CRO will designate a voting area, which must be reserved exclusively for election matters during the voting period.

7.6.3 Voting shall be by secret ballot, except for the Fall Portfolio Elections per 7.7.4.

7.6.4 For all elections, voters will need to sign-in providing their names, University student number, and a signature or the electronic equivalent verifying that they are an eligible voter. The criteria to be a voter must be spelled out on the sign-in form. The sign-in forms must be kept in a secure area for a minimum of four (4) weeks.

7.7 Voting Procedures

7.7.1 Each voter receives as many votes as there are positions available in the election. The candidates who receive the most votes win the offices. A voter may not vote for the same candidate more than once per ballot.

7.7.2 In the Spring General Election (see 7.2.1), there shall be three elections. The first shall be for the position of President. Each voter gets one (1) vote for that position. The second shall be for the position of Vice-President. Each voter gets one (1) vote for that position. The third shall be for the three (3) positions of Executive Member. Each voter gets three (3) votes for these positions. A candidate may run successively in the elections for President, Vice-President, and then Executive Member, as long as they have followed the proper nominations procedure in 7.3.3 and do not violate 7.1.3.

7.7.3 In the Fall General Election (see 7.2.2), each voter gets six (6) votes for Executive Members. The six (6) candidates who receive the highest number of votes are elected, unless the top six (6) does not include a first year student, in which case the top five (5) are elected and the first year with the highest number of votes is also elected.

7.7.4 In the case that the amount of candidates equals the amount of positions available for any Executive level position (President, Vice-President, or Senator), ballots will allow a "No" vote for every individual candidate. Voters will no longer have the amount of votes listed in 7.7.2 and 7.7.3. Instead, they will have be able to vote either for the candidate or "No" for the position of President, Vice-President, three (3) Senators in the Spring, and six (6) senators in the Fall.

7.7.5 In the Fall Portfolio Elections a secret standing vote shall take place, conducted by the CRO.

7.7.6 No campaigning, in any form, may take place once the balloting for the election has started.

7.7.7 In the case of global of emergencies preventing and prohibiting the gathering of individuals, the Fall General Election (see 7.2.2), the Fall Portfolio Election (see 7.2.3), and the Spring General Election (see 7.2.1) are to be held virtually using the University's online voting platform. Should this occur, signatures (see 7.3.3) will not be collected.

7.8 Ballots and Tabulation

7.8.1 Ballots shall contain the name of candidates, ordered alphabetically by last name.

7.8.2 Ballots shall be retained in a secure environment for four (4) weeks after the election.

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7.8.3 The CRO shall notify the outgoing President and Vice-President of the results immediately following their tabulation, who in turn will make them public within twenty-four (24) hours of the election.

7.8.4 Each candidate may select a scrutineer whom they will send to watch the CRO count the ballots.

7.8.5 In the event of a tie between two (2) or more candidates, the tie shall be announced immediately and a run-off held after each candidate gets a chance to speak again. If there is another tie, then a by-election will be held in accordance with 7.10.

7.8.6 Any candidate may demand one (1) recount if there is ten percent (10%) margin of victory, within one (1) week of the announcement of the results. The CRO shall personally perform each recount.

7.8.7 If the tabulation changes after the recount, there must automatically be another tabulation.

7.8.8 In cases where positions are not filled, there shall be a by-election in accordance with 7.10.

7.8.9 Outcomes of any election may be appealed to ASSU within two (2) weeks, provided that the Senate has been informed of the appeal.

7.8.10 ASSU shall have final ruling on all appeals.

7.9 Transfer of Authority

7.9.1 No later than two (2) weeks after the Spring Election, the outgoing and incoming Executive Members shall meet to arrange the transfer of the bank account and keys.

7.9.2 If the transfer of the bank account and keys is not made within this period, the incoming Executive Members are then considered the new Senate and must make the best effort to obtain control over CLASSU resources.

7.10 By-Elections

7.10.1 By-elections shall follow the procedures outlined in 7.1-7.8.

7.10.2 Upon the announcement of the results of a by-election, the winning candidate(s) is/are immediately instated with power, and shall serve out the remainder of the term for that office.

7.10.3 If there is a single candidate running in a by-election, and the majority vote no, there shall be another by-election held.

7.11 Miscellaneous Policies on Electoral Proceedings

7.11.1 The positions of President and Vice-President must be filled every year.

7.11.2 There must be a first year student on CLASSU. If no first year candidate runs, then a by-election will take place two (2) weeks later. Until that time, the eleventh (11th) spot on the Senate will remain vacant.

7.11.3 A candidate may run *in absentia*.

7.11.4 Voting by proxy is not allowed.

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7.11.5 Results from the Spring General Elections, Fall General and Portfolio Elections, and By-elections shall be submitted to ASSU within two (2) weeks voting.

Article VIII: Replacement and Impeachment

8.1 Resignation

8.1.1 An Executive Member may resign their position at any time by notifying the Senate in writing. The resignation is effective immediately upon receipt.

8.1.2 If the resigned individual changes their mind, they do not automatically get their position back, but may run for the open position at the subsequent by-election, with the usual procedures of 7.10 taking place.

8.2 Causes for Impeachment

8.2.1 Just causes for impeachment are:

- a) If any Executive Member fails to fulfill the Inherent Responsibilities of their position to their best ability; or,
- b) If any Executive Member consistently fails to carry out their Fluid Responsibilities; or,
- c) If any Executive Member abuses their position for personal reasons; or,
- d) If any Executive Member fails to act in good faith; or,
- e) If any Executive Member commits abuse, harassment, or assault, in any official or unofficial capacity; or
- f) If any Executive Member misses three (3) meetings in a row without explanation.

8.2.2 If any Executive Member does any of the above, they shall be recommended to the Senate for impeachment by a member of CLASSU. Should one (1) other Executive Member agree with this, then a motion to begin Impeachment Proceedings. Causes of impeachment shall be kept as confidential within the senate unless otherwise compelled to be revealed in an official capacity.

8.3 Impeachment Proceedings

8.3.1 The President and/or Vice-President shall notify the individual that they are being considered for impeachment, and explain the reasoning.

8.3.2 A meeting shall be set between the individual and the Senate at a reasonable time during which the individual will be questioned. Should the individual fail to attend the meeting or refuse to compromise on a meeting schedule, the Senate may vote summarily.

8.3.3 After the Senate's questioning is complete, the individual being considered for impeachment will have a chance to make a final statement. After this, a discussion and vote will be taken in private. The individual being examined for impeachment shall not be able to take part in the discussion or vote on their impeachment.

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8.3.4 Should two-thirds of the Senate in attendance agree to impeachment, then the individual is considered impeached and dismissed from their position immediately.

8.3.5 The impeached individual may not run in any subsequent by-elections for that academic year.

8.3.6 When an Executive Member is impeached, by-election proceedings as outlined in 7.10 shall commence.

Article IX: Constitutional Amendments

9.1 Referenda

9.1.1 All referenda put to a general assembly must first have been approved by the Senate.

9.1.2 Notice of a Referendum shall be given no later than two (2) weeks in advance.

9.1.3 A member of the Senate shall be appointed to carry out the Referendum, where a standing vote will take place.

9.1.4 Quorum for a Referendum shall be a minimum of fifteen (15) CLASSU members.

9.1.5 A two-thirds majority will decide the issue.

9.1.6 A copy of the Constitution must be filed with the ASSU Office. It is the responsibility of the Secretary to provide ASSU with the results and updates from any referenda within fourteen (14) days of the change.

Article X: Miscellaneous

10.1 The Official Language of Communication shall be English, although notices may be additionally given in the noble tongues of Latin and/or Ancient Greek. *Lingua nuntiorum erit Anglica, quamquam quoque scita nuntiari liceat Latine Graeceque. ὁ ὄσιος λόγος τῶ ἀποδήλει Ἀγγλικὸς ἔσται κὰν καὶ ἐκπέλει διδόναι ἀναγγέλματα Ρωμαικῶς καὶ Ἑλληνικῶς.*

10.2 All non-sensitive records and documents shall be made available upon request. The Constitution, General Meeting Minutes, Budgets, and Spending Reports shall all be made available online.

10.3 *Plebeian* is the journal of CLASSU and as such, the Senate has ultimate oversight of and responsibility for it, even in cases where the Editor(s)-in-Chief have been appointed from outside of the Senate.

10.4 *Sermo Vulgaris* is the podcast of CLASSU and as such, the Senate has ultimate oversight of and responsibility for it even in cases where the Presenters and Researchers have been appointed from outside of the Senate. Furthermore, if no members of the Senate are on the Sermo team, at least one member of the Senate shall be present at Sermo meetings.