



Literature and Critical Theory Students' Union Constitution

ARTICLE I: Name

The organization shall be known as the "Literature and Critical Theory Students' Union" or "LCTSU," hereinafter referred to as "the Union."

ARTICLE II: Objective, Duties, and Functions

The objective of the Union shall be to improve the academic life of all undergraduate students in the Department, and to foster a sense of community among them. Thus, the Union shall: a)

Represent its members on departmental committees;

- b) Represent its members on the Council of the Arts and Science Students' Union (ASSU);
- c) Organize at least one academic, career, or undergraduate seminar per semester, at least one undergraduate conference per school year;
- d) Organize at least one social event per semester;
- e) Promote interaction between the staff, faculty, and student body of the Department;
- f) Supervise the execution of course evaluations in the Department;
- g) Oversee the work of the Union's academic journal;
- h) Provide and assist all other services as may contribute to the object of the Union.

ARTICLE III: Membership

The following persons shall be members of the Union and eligible for Executive positions: a) All students enrolled in a program (minor, major, specialist) offered by the Department; and any student currently registered in at least one LCT course during the school year; b) All students must be registered full-time or ASSU fee-paying members;

c) All students must be undergraduate students.

ARTICLE IV: Procedure

- (1) Regular meetings of the Union shall be held at least once per semester at the call of the Executive.

- (2) Notice of regular meetings of the Union shall be given no less than one week prior to such a meeting.
- (3) Notice of meetings of the Union shall be provided for members through email, the Union website, and any other medium deemed appropriate by the Executive.
- (4) Each member of the Union shall have one vote.
- (5) At all meetings of the Union every issue shall be decided by a majority of the members present and voting.
- (6) Any motion, except a motion to amend these By-Laws, may be made without notice having been given.
- (7) The Union may strike as many committees as it may deem necessary for the performance of its duties.
- (8) Any executive member who does not fulfill their executive roles and duties in a timely fashion, and consistently fails to meet deadlines imposed by the Co-Presidents, and/or fails to respond to email, social media, or other forms of correspondence and communication between them and the Co-Presidents, may face grounds for impeachment after one written warnings from the Co-Presidents, followed by an Executive vote on impeachment. The Executive may decide on how they wish to fill in the vacant position and their chosen procedure for it.
- (9) If an executive member is ineligible to continue their work for reasons outlined by the Arts and Science Students' Union, they will be informed in writing of their ineligibility to continue with Union work. Their status as a union executive will be revoked upon confirmation that they have received written communication.

ARTICLE V: Executive

- (1) The Executive of the Union shall consist of up to eight members, specified as follows: two Co-Presidents, two Events Coordinators, one Treasurer, one Journal Editor, one Communications Coordinator, one Lower-Year Representative, and up to three general members.
- (2) All members of the Executive shall be elected annually, for the term of twelve months, at a general meeting to be held before the last day of classes.
- (3) In the case of a vacancy occurring in the Executive, a by-election shall be held at the next regular meeting, no later than October 1st of the following Fall semester. In the intervening time, or if the position is not filled by means of the by-elections, the Co-Presidents may appoint an existing executive member or general Union member to the position. The Co-Presidents may also decide to appoint the new executive member to fill in the vacancy through an application process or delegate roles to other Executives.
- (4) Election and by-election meetings must be advertised at least two weeks in advance. (5) Each member of the Executive shall have one vote and decisions of the Executive shall be made on the affirmative vote of the majority of members present and voting.
- (6) The Executive shall report on its activities and the activities of the Union at each meeting of the Union upon the request of any Union member.
- (7) The duties of the various members of the Executive shall be as follows:

(a) CO-PRESIDENT (2 positions)

- (i) Sets agenda for meetings;
- (ii) Acts as liaison between LCTSU and the Department;
- (iii) Serves as the ASSU signing officer;
- (iv) Appoints members to fill seats at ASSU Council meetings or attends meetings;
- (v) Administers all additional affairs of the Union not outlined in the Constitution; (vi) Works with the Treasurer to create and adequately distribute the budget; (vii) Sets the agenda for the year in consultation with the rest of the executive members; (viii) Is available for consultation with other members of the Executive;
- (ix) Attends most LCTSU events
- (x) Responds to all LCTSU correspondence from outside organizations and the Department.

(b) TREASURER (1 position)

- (i) Prepares budget proposals in collaboration with the Co-Presidents;
- (ii) Collects receipts and submits them to ASSU with expenditure breakdown; (iii) Maintains a written record of all financial accounts;
- (iv) Advises the Union on the state of its finances;
- (v) Applies for additional funding in collaboration with the Co-Presidents as needed;
- (vi) May serve as an ASSU signing officer.

(c) EVENTS COORDINATOR(S) (2 positions)

- (i) Plans and presides over Union social events in collaboration with the Co-Presidents;
- (ii) Chooses and books appropriate event venues according to ASSU guidelines (iii) Organizes equitable provision of food and drinks;
- (iv) Creates event descriptions for each social
- (v) Completes all the above at least one week prior to each event.

(d) COMMUNICATIONS COORDINATOR(S) (1-2 position)

- (i) Promotes Union engagement with its members;
- (ii) Maintains the Union website;
- (iii) Maintains the Union Facebook page;
- (iv) Maintains active presence and visibility of the Union on Social Media (i.e. shares promotional materials in University-wide Facebook groups)
- (v) Creates promotional material for Union events in collaboration with the Co-Presidents.

(e) EDITOR-IN-CHIEF (1 position)

- (i) Oversees the LCTSU Journal Committee;
- (ii) Organizes and oversees the Call for Papers;
- (iii) Recruits academic and creative editors;
- (iv) Oversees the selection and editorial process;

- (v) Manages communication between the authors and the Journal Committee; (vi) Coordinates the publication and distribution of the journal;
- (vii) Collaborates with Events Coordinators on the journal launch

(f) LOWER-YEAR REPRESENTATIVE (1 position)

- (i) Promotes and maintains the engagement of the Union with its lower-year members; (ii) Publicizes the Union to students in introductory LCT courses;
- (iii) Assists all members of the Executive as needed;
- (iv) Takes meeting minutes during Union meetings;
- (v) In collaboration with the Co-Presidents, assures student participation in Union elections and the continuity of the Union.

ARTICLE VI: Amendments

- (1) Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds of the members of the Union present and voting.
- (2) Any and all proposed changes to this Constitution shall be provided online at least two weeks prior to the vote on the proposed changes. The general meeting at which the changes will be voted on shall be announced two weeks prior to its taking place.
- (3) Any amendments to this Constitution shall come into effect immediately following the general meeting at which they were adopted.

ARTICLE VII: ASSU Constitution

- (1) Where this Constitution shall be in conflict with any provision of the ASSU Constitution, the latter shall take precedence.