

**ARCHITECTURE STUDENTS' ASSOCIATION OF MCGILL UNIVERSITY INC.
ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN ARCHITECTURE
DE L'UNIVERSITÉ MCGILL INC.**

As Amended March 23, 2012

CONSTITUTION

1.0 Name

1.1 The name of the company shall be, in English, "Architecture Students' Association of McGill University Inc.", and, in French, "Association des étudiants et étudiantes en architecture de l'Université McGill".

1.2 The names in section 1.1 may be abbreviated as "A.S.A." and "A.É.É.A.", and the use of such abbreviations shall not compromise the official nature of any document entered into by the A.S.A.

1.3 Both of the names in section 1.1 and 1.2 are equally official, and documents executed or acts performed under either name are equally binding upon the A.S.A.

2.0 Objectives

2.1 The A.S.A. is recognized by its Members, who are described at section 3.0, and who wish that the A.S.A. be recognized by the Students' Society of McGill University, the Post-Graduate Students' Society, McGill University and all of its governing bodies, the federal, provincial, and municipal governments, as well as any non-governmental or international bodies which may be from time to time asked to recognize a group representing the members of the A.S.A. as defined in section 3.0.

2.2 The A.S.A. Council, as defined by section 5.0, is mandated to ensure the quality of student life for all its members by:

2.2.1 promoting and protecting the needs and interests of the students through representation on University administrative bodies.

2.2.2 providing social, cultural and academic activities that support learning inside and outside the classroom and ensure that all students have equal opportunities for both learning and relaxation.

2.2.3 acting as an advocate for its members within the structure of the University, as well as

2.2.4 representing their interests outside the University

2.3 The responsibility of the A.S.A. Council shall be:

2.3.1 to promote and maintain democratic student government

2.3.2 to be active within the community both inside the School and out

2.3.3 to be informed of going-ons within the School of Architecture, University and the architectural community on the whole

3.0 Membership

3.1 All students registered in an undergraduate program in the School of Architecture at McGill University shall be Members of the A.S.A.

4.0 Financial Regulations

4.1 The financial year-end of the A.S.A. shall be on the date fixed in Bylaw 1.

4.2 The annual financial statements shall be presented at a Regular Council Meeting.

4.3 The A.S.A. shall not run at a deficit.

4.4 The A.S.A. shall be charged with the full responsibility of any fees collected for Architecture as a departmental society.

4.5 All allocations of funds referenced in section 4.4 shall be the responsibility of the council as a whole and shall necessitate a vote.

4.6 The fees referenced in section 4.4 and 4.5 will have been agreed upon through discourse with the Director of the School of Architecture and a referendum of the student body. These fees, should they be subject to change, would also need to be revised in the same manner.

4.7 The A.S.A. Council agrees to make the allocation of these funds public domain.

4.8 The A.S.A. Council remains open to suggested allocations of funds by the student body, and will voted on as per section 4.5

5.0 A.S.A. Council

5.1 The governing body of the A.S.A. shall be known in English as "Architecture Students' Association of McGill University Council" and in French as "Conseil de l'association des Étudiants et Étudiantes en architecture de l'Université McGill". These names may be abbreviated to "A.S.A. Council" and "Conseil de l'A.É.É.A. .".

5.2 The A.S.A. Council shall act through Regular Council Meetings as described at section 9.1.

5.3 The A.S.A. Council shall be composed of the Executive Officers, the A.S.A. Secretary, Auxiliary Officers as defined by section 5.3.2 and Class Representatives as determined according to section 8.0 below. The A.S.A. Council may appoint or remove from time to time other non-voting members as it sees fit.

5.3.1 The Executive Officers shall be described as:

5.3.1.1 The President

5.3.1.2. The VP Finance

5.3.1.3. The VP Communications

5.3.1.4. The two (2) VP Internal Affairs

5.3.1.5 The VP Academic

5.3.1.6 The VP External Affairs

5.3.3 The Auxiliary Officers shall be described as but not limited to:

5.3.3.1 Two (2) Representatives of the Supply Store

5.3.3.2 One (1) Representative responsible for Brown-Bag Lectures

5.3.3.3 One (1) Representative responsible for the coordination of the Student Colloquium (in years where McGill hosts the Quebec Architecture Students' Colloquium)

5.3.3.4 The Cellar Manager

5.4 No Member of the A.S.A. may hold more than one voting position on the A.S.A. Council.

5.5 The A.S.A. Council debates and votes upon the Schedule of Dates as prepared by the Executive.

5.6 The A.S.A. Council Meetings are open to any member of the A.S.A.

6.0 Executive

6.1 The Executive Officers of the A.S.A. hold offices as described in Bylaw 2.

6.2 The Executive shall govern the A.S.A. between Meetings of the A.S.A. Council, in a manner not inconsistent with policies set out from time to time by the A.S.A. Council.

6.3 The Executive is responsible for carrying out the policies of the A.S.A. Council. Notwithstanding this general responsibility, the A.S.A. Council may stipulate that a particular policy is within the scope of responsibility held by a particular Executive Officer.

6.4 The Executive shall submit to each Regular Council Meeting a report of all matters with which it has dealt since the previous Regular Council Meeting. This report may be oral.

6.5 All actions taken by an Executive Officer or pursuant to a decision of the Executive Committee are subject to ratification at the next regular meeting of the A.S.A. Council.

6.6 In the event of the resignation or removal from office of the President, the Executive Officers shall select among themselves as to who should hold the office of the President pro tempore until such time as a new President can be elected according to the procedures set out in 11.0.

6.7 In the event of the resignation or removal of an Executive Officer other than the President, the A.S.A. Council shall select among themselves as to who should hold the office of the Executive Officer pro tempore until such time as a new Executive Officer can be elected according to the procedures set out in 11.0.

6.8 The Executive Officers of the A.S.A., as a group, are the Board of Directors of the A.S.A., and each individual Executive Officer is a Director of the A.S.A.

7.0 Members of the Council and their duties

7.1 The members of Council hold offices as described in Bylaws II, III and VI.

8.0 Election of Executive Officers, Directors and Auxiliary Officers

8.1 Subject to the provisions of this section, only Members shall be eligible to stand for election to any Executive Officer or Auxiliary Officer position.

8.2 All Executive Officers and Auxiliary Officers shall be elected from amongst the Members in a school-wide election held between the 1st and 30th of March for that purpose.

8.3 Candidates shall present themselves for no more than one (1) position.

8.4 Campaign periods and regulations shall be under the competence of an Executive Officer specifically given responsibility over elections, unless the same are inscribed in the Bylaws, in which case the Bylaws will take precedence.

8.5 Voting shall be done by physical secret ballot OR by an approved electronic submission, voted upon by the A.S.A.. The physical ballot boxes shall be open for at least six (6) hours within the duration of one (1) day or over two (2) consecutive days. The electronic ballot will remain open for at least 3 days.

8.6 If an Executive Officer or Auxiliary Officer position is not filled, the incoming A.S.A. Council shall fill that office from among its members.

8.7 In the event of a tie for any Executive Officer or Auxiliary Officer position, a second ballot shall be held within one (1) week of the first ballot. If this second ballot is tied, the incoming A.S.A. Council shall vote among itself between the two candidates at an Emergency Meeting.

8.8 The position of President must be filled by a member of the A.S.A. that has served a previous year on the A.S.A. Council.

9.0 Election of Class Representatives

9.1 "Class" as below is defined as specified in Bylaw 3.

9.2 Before the end of the second week of the Fall academic session, each class shall have elected:

9.2.1 Two (2) Class Representatives; with the exception of the U0 class which will retain One (1) Class Representative

9.3 No person may stand for election as a class representative unless that person is a member of the class in question.

9.4 The Class Representatives are elected by simple majority vote, with each member of the Class in question having one (1) vote per position.

10.0 Meetings

10.1 A Regular Council Meeting is a meeting of the A.S.A. Council fixed in accordance with the Schedule of Dates. There must be at least two (2) Regular Council Meetings every calendar month throughout the Winter or Fall academic sessions of any particular year as stipulated in the official McGill University Calendar of Dates, excluding months containing a final exam period.

10.2 Quorum for an A.S.A. Council meeting shall be as outlined in Bylaw 2.

10.3 An Emergency Meeting is a meeting of the A.S.A. Council fixed outside of the Schedule of Dates. The occurrence of an Emergency Meeting does not interrupt the Schedule of Dates.

10.4 A General Assembly is a meeting of more than thirty percent (30%) of the Members. A General Assembly may amend, establish or rescind any policy of the A.S.A. except membership fees or the finances of the A.S.A. A General Assembly may not amend this Constitution or the Bylaws.

11.0 Removal from Office

11.1 Any Executive Officer, Auxiliary Officer and any Class Representative may be removed from office for impropriety, violation of this Constitution or the Bylaws, delinquency of duties, or misappropriation of A.S.A. funds.

11.2 A Motion to Remove an Executive Officer or Auxiliary Officer must be signed by at least (6) members of the A.S.A. Council, or by at least thirty (30) Members of the A.S.A., not more than half of which may be from the same Class, and none of whom may be members of the A.S.A. Council.

11.3 A valid motion to Remove an Executive Officer or Auxiliary Officer will be inscribed upon the Agenda of the next Regular Council Meeting, so long as the Motion or notice thereof is received by the A.S.A. Secretary more than three (3) days before that Regular Council Meeting. For purposes of this section, Saturday and Sunday do not count as days.

11.4 The A.S.A. Secretary must personally inform the Executive Officer or Auxiliary Officer whose removal is in question and publicly post the Agenda containing the motion for removal at least three (3) days in advance of the Regular Council Meeting.

11.5 Quorum for a Motion to Remove an Executive Officer or Auxiliary Officer shall be all Executives except the one whose removal is under discussion, and at least fifty percent (50%) of the Class Representatives on Council.

11.6 A Motion to Remove an Executive Officer shall only be considered to have passed if at least 2/3 of the members of the A.S.A. Council present vote in favour of removal.

11.7 A Motion to Remove an Executive Officer or Auxiliary Officer shall only be deemed to have carried if the Executive/Auxiliary Officer in question was given a chance to speak. If the Executive/Auxiliary Officer in question is not present at the meeting when the Motion to Remove was inscribed on the Agenda, they will be deemed to have waived this right.

11.8 A Class Representative may be removed from office if a petition as recognized in Bylaw 1 and containing names, student numbers and signatures of at least fifty percent (50%) of the Class in question is received by the A.S.A. Secretary.

12.0 Judicial Board

12.1 The Judicial Board of the Students' Society of McGill University shall be the final authority over:

12.1.1 The interpretation of the Constitution and Bylaws of the A.S.A.

12.1.2 The interpretation and legality of any motion passed by the A.S.A. Council..

12.2 All decisions of the Judicial Board shall be binding on the parties involved, and there shall be no appeal from a decision of the Judicial Board.

12.3 Every Member has the right to petition the Judicial Board on matters falling within its competence.

13.0 Amendment to Constitution and Bylaws

13.1 Any amendment to this Constitution or Bylaws must be presented as a motion in writing, signed by at least two (2) Members, who may or may not be members of the A.S.A. Council or Executive Officers, and inscribed on the Agenda of a Regular Council Meeting.

13.2 Quorum for an amendment to this Constitution shall be four (4) Executive Officers and at least fifty percent (50%) of the Class Representatives on the A.S.A. Council.

13.3 Passage of a motion to amend this Constitution or Bylaws requires a 2/3 majority of those present at the Regular Council Meeting in which the amendment is discussed.

13.4 Constitutional amendments must be ratified by a simple majority of the Members voting on a ballot specifically dedicated to that purpose during the next election period.

14.0 Amendment to Fees

14.1 Amendment to the A.S.A. Fees may only be undertaken by a ballot specifically dedicated to that purpose during the next regular election or referendum period as defined by Section 9.0 of this Constitution.

15.0 Administrative Details

15.1 English and French are the official languages of the A.S.A. Any Member may address the A.S.A. Council in either language, and this Constitution and Bylaws shall be written in English and French.