

GLENDON UNDERGRADUATE ENGLISH STUDENTS' SOCIETY CONSTITUTION

ARTICLE I. NAME & OBJECTIVES

The Glendon Undergraduate English Students' Society (GUESS) is established to benefit English majors and other students of Glendon College with extracurricular-academic programmes, intracurricular-academic advice, encounters with faculty and professionals in disciplines connected with the English Department, events for associating with other students of English, and representation (of English majors) in the Department of English and in the faculty of Glendon College.

ARTICLE II. INTERPRETATION

Should any contradiction arise within or between provisions of this constitution, the President shall determine which provision takes precedence pursuant to the interests of the Society and its members.

ARTICLE III. MEMBERSHIP

Members of the Society shall belong to one of two classes: general members and executive members.

3.1. General Members

Any student shall be a member of GUESS if she has, in the current academic year, taken at least one half-course equivalent (3.0 credits) in the Department, or been enrolled in a programme in the Department. Although any member of the University shall be entitled to participate in any of the Society's events, only members shall enjoy certain privileges concerning the governance of GUESS.

3.2. Executive Members

3.2.a Any student is eligible for an executive member position of GUESS if she is an officially declared English major in the Department at Glendon College.

3.2.b To become an executive member, the prospective student must submit a formal application which could include, but is not limited to, a resume, cover letter and questionnaire. The applicant may also be asked for an in-person interview at Glendon.

ARTICLE IV. MEETING PROCEDURES

4.1. Executive Meetings

The President(s) shall convene an executive meeting no less than twice per term. Executive meetings shall be devoted to administering the Society and transacting whatever business is not put to the general membership.

4.2. General Meetings

4.2.a The President shall convene a general meeting no less than once each Spring and Fall Session.

4.2.b Notice, including a preliminary agenda, shall be published at least two (2) weeks in advance of a general meeting, unless some urgent circumstance dictates otherwise.

4.2.c At each general meeting, the President and any other officers who so choose shall present reports on the Society's activity in the period since the last general meeting, and any constitutional amendments shall be ratified.

4.2.d Any member of the University shall be entitled to attend general meetings, but only members of GUESS shall enjoy the right to vote, speak, or introduce a motion.

4.2.e Any member may, at any time, introduce a motion to go in camera: a majority voting in favour, all non-members shall be excluded from the meeting.

4.2.f One general meeting per year shall be held at the end of the Spring session to elect the executives of the Society for the following year according to the procedure described below.

ARTICLE V. QUORUM

1.1. All executive members of GUESS shall be entitled and expected to attend executive meetings, at which each shall exercise one (1) vote, and for which quorum is one half (1/2) of executive members, including either the President or her delegate.

1.2. Quorum for a general meeting shall be ten (10) members of the Society, of which a minimum of five (5) shall be executive members. Amendments to the agenda of a general meeting occurring at that meeting shall be made only upon a majority vote of the members present.

ARTICLE VI. OFFICERS, QUALIFICATIONS, AND DUTIES

Section A. The officers of the organization shall be the following: President, Vice-President, Treasurer, First-Year Representative, Event Coordinator, Communications Officer and others designed as necessary. One individual is unable to occupy multiple positions on the Executive. All Executive Member positions are volunteer-based. There is no financial remuneration given to those who hold these positions. Although Executive Members are providing their time without any financial reward, they are still expected to complete the duties as assigned to their position.

Section B. The duties of the officers shall be as follows:

President (1) shall:

- Be the chief officer of GUESS, vested with final responsibility for all its affairs. Any decision of the President shall be revocable only by a unanimous vote of the other Executive Members.
- Be a signing authority for any bank account owned by the Society; all expenditures shall be subject to the President's approval.

- Appoint individuals to fill any office vacated between general meetings, subject to change or ratification at the next general membership meeting and appoint additional executive members at their discretion.
- Chair the executive and general meetings of the Society.
- Be responsible for the finances of the Society, subject to the supervision of other Executive Members.
- In conjunction with other Executive Members, prepare the semi-annual budgets of the Society, and ensure the Society's compliance with those budgets, and with all pertinent University regulations.

Vice-President (1) shall:

- Act as deputies to the President.
- Under any circumstances where the President is unable, for any reason, to discharge their responsibilities, assume those duties for the duration of the President's incapacity.
- Take meeting minutes at both executive meetings and general meetings.
- Assume any other responsibilities as delegated by the President.

Events Coordinator (1) shall:

- Be responsible for organising and supervising certain academic and non-academic events authorised by GUESS. In so doing, they will collaborate with other executive members of the Union where they are concerned.
- Assume any other responsibilities as delegated by the President.

Communications Officer (1) shall:

- Assist the President with coordination and communication both among and between the officers and the general membership.
- Assist with the design and printing of promotional materials.
- Assist with online media outlets for the promotion of GUESS events.
- Be responsible for advertising the events of the Society.
- Assume any other responsibilities as delegated by the President.

ARTICLE VII. SELECTION OF OFFICERS

Students interested in applying for an officer position shall pass by an application process which can include, but not be limited to submission of a resume, cover letter, questionnaire and presence at an interview with a selected hiring committee. The hiring committee will at a minimum consist of the Society's founder and the English Department Chair.

ARTICLE VIII. CONFLICT OF INTEREST

A conflict of interest can be defined, as per the OED, as: "a situation in which the concerns or aims of two different parties are incompatible" and/or "a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity."

In order to avoid these situations, any potential conflict of interest ought to be handled and consulted not only by a Board of Governors consisting of outside members of Glendon College appointed by the English Department Chair and the Society's President, but will be brought to the Executive and General Members of the Society. In the event of a conflict of interest, the Board of Governors will be in charge of the best course of action. This would occur on a case-by-case basis. In general, conflicts of interest involve the sharing of any confidential internal information to other organizations within or outside of Glendon prior to the official release and finalization of said information. Examples of potential conflicts of interest are: the release of the GUESS budget to Glendon College Students' Union prior to its finalization; release of GUESS event details to other campus clubs prior to the event's organization; the sharing of the GUESS communications strategy and its materials prior to the work's release.

ARTICLE IX. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION

An officer of the Society may be impeached at an executive meeting, or at a general meeting.

9.1. In the former case, if the officers present vote unanimously for impeachment, the officer in question shall be impeached and the office considered vacant, subject to ratification by a general meeting.

9.1.a In the interim, the officer in question shall be suspended, and at the discretion of the President(s), a provisional replacement shall be appointed (if deemed necessary).

9.2 In the latter case, if a petition of impeachment bearing the signatures of 4% of the Society's general members is presented to the President (or, in case the President is subject to impeachment, the Vice-President), she shall convene a general meeting at the shortest possible interval.

9.2.a All the signatories of the petition appearing at the meeting, and two-thirds (2/3) of the meeting voting for impeachment, the officer in question shall be impeached, and office considered vacant.

9.2.b A President may be impeached only by this method.

ARTICLE X. FINANCIAL RESPONSIBILITY

10. 1 The financial responsibilities of the organization mainly fall onto the Treasurer. However, the President(s) oversees the financial duties of the Treasurer.

10.2 Both the President(s) and the Treasurer are the sole signing authorities.

10.3 The Treasurer is responsible for creating and presenting a yearly budget at the end of the academic term (Y) to both the Executive Members and the General Members.

10.4 The Treasurer is responsible for creating and presenting financial reports to update Executive Members and General Members at the end of the Fall and Winter academic terms.

10.5The Treasurer is entrusted to be transparent and reliable with the Society's finances.

ARTICLE XI. DUES

Currently, there are no dues to be paid by any Society members.

ARTICLE XII. EMPLOYMENT STANDARDS

All Executive Member positions are volunteer-based. There is no financial remuneration given to those who hold these positions. Although Executive Members are providing their time without any financial reward, they are still expected to complete the duties as assigned to their position.

For specific job descriptions of the roles and responsibilities of each Officer position, please see ARTICLE VI. of this Constitution.

For information on the hiring process, please see ARTICLE VII. of this Constitution.

GUESS abides by the Employment Standards Act.

ARTICLE XIII. COMMITTEES

The Hiring Committee is the only committee of GUESS. As mentioned in ARTICLE VII., the Hiring Committee consists of, at a minimum, the English Department Chair and the previous year's President of GUESS. To select the Society's Executive Members, applicants may be asked to submit a copy of their resume, cover letter and questionnaire. Potential applicants may also be asked to interview for their desired position. Successful applicants must be official English majors in the Department at Glendon College.

ARTICLE XIV. ADVISORY BOARD

The Board of Governors is an outside advisory board who manages any conflict of interests.

For more information on how the Board of Governors would proceed in the event of a conflict of interest, please see ARTICLE VIII.

ARTICLE XV. EXTERNAL AFFILIATIONS

15.1 The English Department within this faculty of York University is its largest affiliation.

15.1.a The English department's faculty ought to be informed about the Society's happenings to provide advice and consultation on various matters.

15.1.b Potential "matters" requiring advising may include, but are not limited to future events, communications and possible conflicts within the Society.

ARTICLE XVI. BY-LAWS AND AMENDMENTS

16.1 The officers, or any general member of GUESS may propose an amendment to the constitution.

16.1.a In the former case, with a majority of the officers voting to propose an amendment, it shall be presented at the next general meeting for ratification by vote of a simple majority (50%+1).

16.1.b In the latter case, the text of the amendment and a petition bearing the names and signatures of ten (10) members of the Society being communicated to the President, it shall be presented at the next general meeting for consideration.

16.2 The text of the amendment shall be published no less than one (1) week in advance of the meeting, unless circumstance dictates otherwise.

12.2.a No modification to the text of the amendment shall be permitted after it has been so published, either before or during the meeting.

12.3 With all the signatories of the petition appearing at the meeting, and two-thirds (2/3) of the meeting voting for the amendment, it shall be ratified and implemented.

ARTICLE XVII. RATIFICATION

For any ratifications to the GUESS Constitution, please see ARTICLE XVI. regarding the formal amendment process.

17.1 In addition to following the amendment process to create a formal ratification, the item for ratification must be approved by the English Department Chair, the Glendon Office of Student Affairs, and the Glendon College Students' Union.