

## CONSTITUTION OF THE MACDONALD CAMPUS STUDENTS' SOCIETY

Amendment ratified March, 1978  
Amendment ratified April, 1985  
Amendment ratified April, 1988  
Amendment ratified October, 1991  
Amendment ratified November, 1994  
Amendment ratified, March 1995  
Amendment ratified, March 1997  
Amendment ratified, November 1997  
Amendment ratified, March 1998  
Amendment ratified, January 2000  
Amendment ratified March 2000  
Amendment ratified October 2000  
Amendment ratified January 2003  
Amendment ratified March 2005  
Amendments ratified March 2008  
Amendments ratified March 2014

### 1. NAME

The organization shall be known as the Macdonald Campus Students' Society (MCSS).

### 2. PURPOSE

- 2.1 An association of students, formed to exercise control of student activities, subject to the University Statutes and to the jurisdiction of the Senate of McGill University.
- 2.2 To unite and represent all students of Macdonald Campus, promote and defend their welfare and interests.
- 2.3 To provide activities to enhance the educational, cultural, environmental, and social conditions of its members.

### 3. ORGANIZATION

#### 3.1 Members

All students registered under a diploma, certificate or undergraduate level program at Macdonald Campus of McGill University are members of the Macdonald Campus Students' Society. Members of MCSS must pay student society fees to MCSS. Payment of Society fees is levied by the Student Accounts Office of McGill University. The fees (per semester based on full-time enrolment) are as follows in Appendix A.

### 3.2 Students' Council

The legislative and administrative authority of the Society is vested in the Students' Council.

### 3.3 Meetings of the Society

#### 3.3.1 Regular Meetings

1) The first regular meeting shall be held within a period of ten (10) working days following the first day of classes of the Fall Term, at which time the existing membership of the Students' Council is introduced to the students and the President outlines the program for the coming year. Nominations for Council positions to be filled by regular elections or by-elections, if any, will be received at this time.

2) The second regular meeting shall be held before the Spring elections, at which time nominations for the Council positions shall be accepted and outgoing council members will present their annual reports.

3) The Society, at any Students' Society meeting, has recourse to revise any decision made by Students' Council, and conversely, the Students' Council is bound by any decision taken at the Society meeting.

4) All meetings of the Students' Society and its deliberative assemblies are open to members of the Students' Society.

#### 3.3.2 Extraordinary Meetings

1) A special meeting of the Students' Society may be called by the President of the Students' Society as the need arises, providing three (3) working days notice is given of such a meeting.

2) A meeting of the Students' Society may be called by a petition signed by not less than forty (40) members of the Students' Society. This petition shall be delivered to the Vice-President, Internal or Secretary/ Administrator of the Students' Society, and the meeting must be called within four (4) working days after receipt of the petition.

### 3.4 Quorum

A quorum at a meeting of the Students' Society shall consist of ten percent (10%) of the total members of the Society.

### 3.5 Voting

If a quorum is not present at any of the above meetings when a vote is required, a vote by ballot will be taken within one (1) week after the meeting. The Vice-President, Internal shall be in charge of the balloting. A vote on amendments to the Constitution shall be held by ballot within one week following the Students' Society meeting at which these were discussed.

### 3.6 Assets

All monies and investments in the name of the Macdonald Campus Students' Society (Inc) shall remain the sole possession of the members of the Macdonald Campus Students` Society, regardless of any future decision.

### 3.7 Language

#### 3.7.1 Language of Constitution and By-Laws

1) The Constitution and By-Laws of the MCSS and all subsequent amendments thereto, shall be in English and shall also be in French.

2) Where the meanings of the English and French texts conflict, the English text shall be authoritative.

#### 3.7.2 Language of Publicity and Communications

1) Except for the agendas of, reports to, and minutes of meetings, all communications from the MCSS, Students' Council, the Business Operations Committee and bars, and any other standing committee of the MCSS, as well as from any club or organization subsidiary to the MCSS, shall be in English and French.

2) Notwithstanding Paragraph 3.7.2 - 1), no linguistic restriction shall be applied to regular, campus-wide publications such as the student journals, of any kind, and the Mac Mouthpiece; nor to the MCSS Handbook; nor to election posters; nor to publicity and communications obtained from sources outside of the MCSS, such as, but not limited to informational brochures, and promotional posters.

3) For the purpose of interpreting Paragraph 3.7.2 - 1), all referendum questions and election ballots shall be considered to be "communications".

### 3.8 Non-Discrimination

3.8.1 The MCSS, Students' Council, any Standing committees, the Business Operations of MCSS, or agent of the MCSS, as well as any club or organization subsidiary to the MCSS, shall uphold the Equity Policy and work to promote a safer space for all its members and visitors.

3.8.2 The MCSS, Students' Council, any Standing committees, the Business Operations of MCSS, or agent of the MCSS, as well as any club or organization subsidiary to the MCSS, shall not discriminate against anyone on the basis of irrelevant personal characteristics that include but are not limited to race, national or ethnic origin, colour, religion, sex, gender identification and expression, age mental or physical (dis)ability, sexual orientation, civil status, religion, language, or social class.

3.8.3 A distinction, exclusion, or preference based on relevant physical or other qualifications required in good faith is deemed non-discriminatory.

3.8.3.1 The reasoning for such distinctions, exclusions, or preferences shall be provided when decisions are made.

3.8.3.2 Members of the MCSS can challenge the distinction, exclusion, or preference by bringing their concern to the Equity Commissioner and filing a Complaint.

### 3.9 Conflict of Interest

3.9.1 No employee of the MCSS or of any of its operations or organizations shall have the right to vote on a motion that concerns their hiring or the conditions of their employment.

3.9.2 Paragraph 3.9.1 also applies to motions about jobs for which the member has declared their candidacy.

3.9.3 Paragraph 3.9.1 shall not be construed as being exclusive with regard to possible situations of conflict of interest; Robert's Rules of Order continue to apply where appropriate.

3.9.4 For the purpose of interpreting Paragraph 3.9.1, an "employee" is, but is not necessarily limited to anyone who is a member of the MCSS bar staff, anyone who works as a janitor, secretary, or office helper, when that person is directly employed by or is sub-contracted to the MCSS or one of its Standing Committees.

## 4. THE COUNCIL OF THE MACDONALD CAMPUS STUDENTS' SOCIETY

### 4.1 Name

The organization shall be known as the Council of the Macdonald Campus Students' Society, hereinafter described as the Students' Council.

### 4.2 Purpose

The Students' Council shall be the executive body of the Students' Society. Under the direction of the Students' Council all other student organizations shall be centralized. It shall deal officially with all matters affecting the entire Students' Society and shall act as the voice of that body. The Students' Council shall not needlessly interfere with student activity committees but shall be the final authority in matters of student policy to which all activities must adhere.

### 4.3 Members

1. Speaker (non-voting, appointed by Students' Council)
2. President
3. Vice-President, Internal
4. Vice-President, Academic
5. Vice-President, Communication and Student Life
6. Vice-President, Finance
7. Vice-President, Business Operations
8. Vice-President, Inter-Campus Affairs and Senate Representative
9. External Affairs and Board of Governors' Representative
10. Student Representative from Agricultural and Environmental Sciences Undergraduate Society (AESUS)
11. Student Representative from Dietetics and Human Nutrition Undergraduate Society (DHNUS)
12. Student Representative from Macdonald Campus Graduate Students' Society (MCGSS) (non-voting)
  13. Student Representative from Farm Management and Technology Program (FMT)
  14. Student Representative from Laird Hall House Committee (LHHC)
  15. Equity Commissioner
  16. Member-at-Large
  17. Member-at-Large
  18. Faculty advisor
  19. Environmental advisor
  20. Secretary/Administrator (non-voting)

#### 4.4 Election of Members

- 4.4.1 The election of members shall be by secret ballot and shall be done according to the election rules, presided over by a Chief Returning officer and two (2) co-returning officers.
- 4.4.2 In the case of a tie in which a deciding vote is needed, the Chief Returning officer will cast that vote.
- 4.4.3 If there is only one nomination for an executive position, the position would be acclaimed.
- 4.4.4 In cases of vacancies, by-elections shall be called at the discretion of the sitting Students' Council.
- 4.4.5 If a vacancy occurs within three months of the expiration of a term of office, except for councillors, the Students' Council may appoint a person to fill the vacancy.
- 4.4.6 All nominations shall be in writing requiring the following number of eligible voter signatures:

1. President	Forty(40)
2. All other nominations	Twenty(20)

No person shall sign more than one nomination for each office.  
No more than 50% of eligible voter signatures shall be from the same program.

- 4.4.7 The Students' Council Executive (President; Vice-President, Internal; Vice-President, Academic; Vice-President, Communication and Student Life; Vice-President, Finance; Vice-President, Business Operations, Vice-President, Inter-Campus Affairs and Senate Representative;) External Affairs and Board of Governors' Representative; the Environmental Advisor; Equity Commissioner; and two Members-at-Large shall be elected by all members of the Students' Society and must be members of the Students' Society.
- 4.4.8 The AESUS, DHNUS, LHHC and FMT Program Student representatives must be enrolled in their respective Body, be a member of MCSS and shall be determined according to their respective body's regulations.
- 4.4.9 The MCGSS representative must be enrolled in their respective Body and shall be determined according to their respective body's regulations.
- 4.4.10 The Faculty advisor from the Faculty of Agriculture and Environmental Sciences and School of Dietetics and Human Nutrition may be any faculty member and shall be elected by the Faculty Council. Nominations for this position shall be presented to the Faculty by the newly elected Students' Council before May 1.
- 4.4.11 The two Members-at-Large shall be elected in a Fall election following the first regular Open Students' Society meeting. At least one of the two Members-at-large must be a first year/freshman student if they are nominated. If only one first year/freshman student is nominated then the nominee shall attain the position by acclamation.

#### 4.5 Term of Office

The term of office for all members shall be one year from the spring turnover dates specified in the MCSS By-Laws, with exception to the following cases: the term of office for the two Members-at-Large and those persons elected in by-elections shall be from the time of their election until the spring turnover date. The term of Senator and Board of Governors' Representative shall be in compliance with the McGill University regulations. The term of office for the Council shall be for 12 months from the spring turnover date, the last month of which overlaps with the term of the succeeding Executive.

#### 4.6 Meetings

- 4.6.1 All meetings of the Students' Council are open to members of the Students' Society.
- 4.6.2 Meetings of the Students' Council may be called on one day's notice by:
  - 1. The President
  - 2. By petition of one-third of its members.

- 4.6.3 Meetings shall be conducted by Roberts' Rules of Order.
- 4.6.4 When the speaker is the Chair of Council, a tie vote leads to the motion in question being defeated. In the absence of the Speaker, a voting member of Council may act as Chair but has to hold their vote. In the aforementioned case of a tie vote, the voting council member acting as Chair will cast the deciding vote.
- 4.6.5 The first regular meeting of the new term of office shall be attended by both outgoing and incoming Students' Councils.

#### 4.7 Extraordinary Meetings

In the absence of a Council quorum, the Students' Council Executive and available Students' Council members will have the authority to implement decisions on emergencies or extraordinary circumstances when they arise. Such decisions shall be reported and ratified at the next Students' Council meeting.

#### 4.8 Quorum

A quorum of the Students' Council shall consist of sixty percent (60%) of the voting membership.

#### 4.9 Impeachment and Removal from office

- 4.9.1 Any member of Students' Council or of any of its Standing Committees may be removed from office for impropriety, wilful violation of the provisions of this constitution, its by-laws, or the Equity Policy, delinquency of duties or misappropriation of the society's funds.
- 4.9.2 A motion to remove a member from office must be presented in writing signed by at least seven voting members of the Student's Council, or forty members of the MCSS, and distributed to all members of Student's Council at a regularly scheduled meeting of the council. The motion shall then be inscribed on the agenda of the next regularly scheduled meeting of Student's Council.
- 4.9.3. Quorum for a motion to remove someone from office shall be two-thirds (2/3) of the members of Student's Council.
- 4.9.4 Passage of a motion to remove someone from office shall require a two-thirds (2/3) vote of council.
- 4.9.5 Anyone removed from office shall have the right to appeal to the Open Students' Society Meeting unless the member is removed via the Equity Policy.
- 4.9.5.1 a member removed from office via the Equity Policy must instead go through the appeal process outlined in the Equity Policy instead of the Open Students' Society Meeting, due to the necessity of confidentiality in the handling of Complaints.

4.9.6 Any member of Student's Council or of one of its standing committees may be removed from office by their constituency.

## 5. ORGANIZATIONS AND COMMITTEES

### 5.1 General

- 5.1.1 1) The President of each class in the Faculty of Agriculture and Environmental Sciences, School of Dietetics and Human Nutrition and the President or Representative of each Society's organization recognized by the Students' Council shall have the right to file with the Secretary/Administrator of the Students' Council, any request or recommendation relative to the said class or organization of the Students' Society.
  - 2) Such a request or recommendation shall be in writing.
  - 3) In special cases, the President or Representative of the class or organization herein noted may address the Students' Council but must retire before a vote is taken.

### 5.2 Campus Organizations

The Secretary/Administrator of the Students' Council shall have a list of all student organizations on campus whose constitutions are recognized by the Students' Council. The Chairman of these organizations shall act as the Liaison Officer.

### 5.3 Committees

Committees and their mandates shall be appointed by the Students' Council when the occasion arises. Membership and term for these committees shall be decided by the Students' Council.

## 6. AMENDMENTS TO THE CONSTITUTION

- 6.1 Notice of any proposed amendment to the Students' Society Constitution shall be given at a meeting of the Students' Council and must be passed by a two-thirds(2/3) majority in the Council.
- 6.2 It will then be presented at a Students' Society meeting by the President of the Students' Society within ten (10) working days following presentation at a Council meeting, for discussion and clarification. No vote on the proposed amendment shall take place at this meeting.
- 6.3 A vote shall be held by ballot within five (5) working days of the meeting. Amendments to the Constitution shall be passed by a two-thirds (2/3) majority of the valid votes cast. Any amendment(s) passed shall become effective immediately on receiving the approval of Senate.





## APPENDIX

Current fees (full-time student, per semester)

Fees	B.Sc (Agr) B.Sc (Agr. Eng.) FMT (Diploma) students	B.Sc (Nutr.Sc) B.Sc (Fd. Sc.)
MCSS General Activities fee	\$40.00	\$40.00
MCSS Class Fee	\$1.00	\$1.00
MCSS Business-Operations fee	\$12.50	\$12.50
Agricultural & Environmental Sciences Undergraduate Society (AESUS)	\$4.00	
Dietetics & Human Nutrition Undergraduate Society (DHNUS)		\$5.00
Total	\$57.50	\$58.50
Health Insurance Plan	\$46.03*	\$46.03*
Dental Insurance Plan	\$57.31*	\$57.31*

\* As of 2013-2014. Price subject to change.