

**CONSTITUTION OF DALHOUSIE COLLECTIVE  
OF GRADUATE STUDENTS OF FRENCH**

**Article 1: Name**

- 1.1 The name of the society shall be Dalhousie Collective of Graduate Students of French (hereafter referred to as “DCGSF” or “the organization”).

**Article 2: Objectives**

- 2.1.1 DCGSF shall promote the academic and social interests of the graduate students of Dalhousie’s Department of French. The activities of the executive of DCGSF will include, but will not be limited to, organizing departmental parties for faculty and graduate students and increasing social and academic interactions with the other graduate student societies on campus.

**Article 3: Membership**

- 3.1 All graduate students currently enrolled in Dalhousie’s Department of French, including both full and part-time students and including thesis-only students, are automatically members of the society.

**Article 4: Officers**

- 4.1.1 The executive of the association shall consist of a President, a Vice-President, and a treasurer. No officers shall receive honoraria in connection with their work for the organization. The officers are responsible for promoting the welfare of the organization and its membership.

**Article 5: Meetings and Decision-Making**

- 5.01 Meetings open to all members shall be held at least once annually. At least one meeting per year shall include the elections for open positions in the association and such meeting will ordinarily be held in September. The President shall call the meeting. Notice of such meetings will be posted by the Secretary of the Department of French at least one week in advance. In addition to the annual meeting, a general meeting shall be held whenever at least half of the all members have signed a petition for such a meeting. The petition shall outline the nature of the business to be conducted at the meeting.
- 5.2 Voting on motions must go before the general membership.
- 5.3 Meetings of the executive officers shall be held on a regular basis. All major decisions concerning the welfare of the organization shall be decided among the executive as a whole. The executive of DCGSF shall strive in all cases to reach agreement by consensus. Should no clear consensus be reached, the decision will be determined by a vote of all executive officers. In the event of a tied vote, the President shall cast the deciding vote. Individual projects may be delegated to a particular officer or sub-committee by the discretion of the President or by a quorum decision of the executive officers. Officers have the delegated authority to act on behalf of DCGSF with respect to the specific duties of their office but must communicate all decisions to the other officers in a timely manner. All decisions involving significant commitments of financial or human resources of the organization must have prior agreement by the officers.

**Article 6: President**

6.01 The President shall preside over general meetings of the membership and of meetings of the executive and officers. The President shall represent the organization in communications with individuals and organizations external to DCGSF, except where such authority is specifically delegates. Such communications include, but are not limited to, those to the Chair and Graduate Chair of the Department of French, the Dalhousie Association of Graduate Students (DAGS), the Dalhousie Student Union (DSU), and the Dalhousie University administration and campus personnel

**Article 7: Vice-President**

7.01 The Vice-President shall assume the duties of the President where such authority has been delegated and in the President's absence.

**Article 8: Treasurer**

8.01 The Treasurer shall be the financial officer for the organization. The Treasurer shall have signing authority for DCGSF's bank account(s). Such signing authority will be shared by two other officers of the organization, usually the President and the Vice-President, and either one of these two officers is authorized to draw money from the account. The Treasurer shall keep a ledger and shall be responsible for retaining the organization's receipts. The Treasurer, with the advice of the President, shall prepare the budget and shall be responsible for submitting a budget to the Dalhousie Association of Graduate Students, or where appropriate to the Dalhousie Student Union. The Treasurer shall request financing from DAGS, or where appropriate the DSU, in accordance with those societies' funding rules, as for example the requirement of either term or budget funding. The Treasurer is encouraged to design fund-raising projects as supplementary income for the organization.

**Article 9: Additional Positions**

9.1 As required, the officers of DCGSF may agree to appoint other members on a voluntary basis to fill limited portfolio positions. Any individual so appointed shall act in accordance with the authority that is delegated and shall report to a designated DCGSF officer.

**Article 10: Terms of Office**

10.01 All executive offices are held for one year.

10.2 All officers maintain the prerogative to resign in special circumstances during the academic year. Should a position in the executive or other offices become vacant during a term due to resignation, illness or extended absence, DCGSF shall hold a special election to fill the vacancy for the remainder of the academic year. An extended absence by an officer without notice or the incapacity of an officer due to illness or otherwise may be deemed a resignation and a special election may be called to fill that position.

**Article 11: Nominations and election**

11.01 Elections shall be held at the annual meeting of DCGSF. The election meeting will normally be held in September and shall be held not later than October 31st of each year.

11.02 The elections shall be overseen by the out-going president. In the case the out-going president wishes to run, the Treasurer or Vice-President shall replace him/her. In the case all current officers wish to run, a member will be elected by the general membership to oversee the elections.

### **11.02 Positions/ Eligibility**

- a. Candidates for executive positions must be members of the Student Union paying the Union fee applicable to full-time students at the time of their election and during their term of office.
- b. A candidate running in the election shall not be permitted to run for more than one office.
- c. Any office shall become vacant automatically if the successful candidate for the office does not fulfill the academic requirements to continue his/her Graduate Studies in the Department of French as documented in the Dalhousie academic calendar.

### **11.03 Election Timetable**

- a. Nominations for the fall elections shall open when a copy of Article 6, Article 7, and Article 8 have been posted approximately two (2) weeks before fall elections, and close the day of fall elections.
- b. Successful candidates shall be announced at the Annual General Meeting to be held immediately following the election.

### **11.04 Nominations**

- a. Nominations shall be presented to any Executive Member up to the day of the election.
- b. It is the responsibility of the nominee to ensure that their nomination is submitted on time.
- c. Should only one candidate be nominated, the candidate must receive a majority of support on a yes/no vote before being declared elected.

### **11.05 Administration of the Election**

- a. Elections shall be administered by the out-going President.

### **11.06 Election Process**

- a. Only those who are Members may vote to elect Council Members.
- b. All voting shall be done by secret ballot.
- c. The successful candidate shall obtain a plurality of the votes cast.

### **11.07 By-Elections**

- a. The call for nominations to a vacant position should be made immediately after the

office is declared vacant.

- b. Nominations for by-elections will close the day of the election.
- c. In a by-election, election of a new Council Member will be held 7 school days after the office is declared open.

### **11.08 Appeals of Election results**

- a. If, within seventy-two hours of the announcement of election results, 50 % of Members present to the Past President a written request for a recount of the ballots, for any or all of the offices, the Past President shall immediately make arrangements for such a recount.
- b. Although the official tallies of the election are not posted, any Member may request to see these records.

### **11.09 Impeachment**

- a. Grounds for impeachment are 1) failure to make reasonable attempts to carry out the duties of office; 2) failure to obey, without reasonable excuse, the policies of DAGSE as outlined in the constitution; and 3) excessive absence, disrupting the business of the society.
- b. An officer of DCGSF can be impeached at a general meeting. The Member up for impeachment will be given the opportunity to speak at the meeting before the vote on motion to impeach. Members vote on motion to impeach through a secret ballot. Impeachment shall be automatic upon one third of the total membership of DCGSF voting for such impeachment at the meeting.

## **ARTICLE 12 : THE CONSTITUTION**

### **12.01 Review and Amendment**

- a. A temporary constitutional review committee may be appointed jointly by the President and Vice President from time to time as needed, to review the Constitution and propose amendments.
- b. Any Member may propose an amendment, and any proposed amendment shall take the same form as a motion.
- c. The Articles of the Constitution may only be amended at a General Meeting, or by a referendum, provided that the referendum was initiated by a motion at a Council Meeting or General Meeting.
- d. The Appendices to the Constitution may be amended at a Council Meeting or a General Meeting.
- e. All proposed amendments to the Articles and/or the Appendices of the Constitution shall be posted for one (1) week before a vote is made.
- f. Any amendment to the Articles and/or the Appendices of the Constitution which alters any Member's duties to the Society shall not take effect until Changeover has occurred for the respective Member's position.

- g. When a motion is made to amend, every effort must be made to clarify when the proposed amendment is intended to take effect.
- h. All proposed amendments must be in writing.
- i. The constitution must be updated each time an amendment is passed, under the direction of the Vice President.
- j. A minimum of 50 percent of the votes is required to pass an amendment.
- h. Members vote on motion to amend through secret ballot.
- h. It is suggested that the Constitution be reviewed every two years.

## **ARTICLE 13: MEETINGS**

### **13.01 Quorum at Council Meetings**

- a. A quorum at a Council Meeting shall be 50% plus one of all Council Members.
- b. The President, when acting as Chair, shall not be included in quorum.

### **13.02 Motions at Council Meetings**

- a. Any Member may introduce a motion before Council, providing a Council Member seconds it.
- b. A motion requires acceptance by a majority of the Council Members who vote in order to be passed.
- c. In the event of a tie, a motion is defeated.
- d. All motions must be recorded in writing and read aloud before debate and voting occurs.

### **13.03 Voting at Council Meetings**

- a. Each Council Member shall have one vote.
- b. The President shall not exercise his/her vote when acting as Chair.

### **13.04 Initiation of Council Meetings**

- a. Council Meetings shall be held as often as determined by the President or by a majority of Council.
- b. Council Meetings must be called by the President.
- c. Council Meetings require forty-eight hours notice, and it is the duty of the Vice President to inform all members of such meetings.
- d. Council shall meet approximately every other month.

### **13.05 Quorum at General Meetings**

- a. A quorum at a General Meeting shall be 15% of all Members or 50 Members whichever is less.

### **13.06 Motions at General Meetings**

- a. Any Member may introduce a motion at a General Meeting, providing an outgoing Council Member seconds it.
- b. A motion requires acceptance by a majority of the Members who vote in order to be passed.
- c. In the event of a tie, the motion is defeated.
- d. All motions must be recorded in writing and read aloud before debate and voting occur.

### **13.07 Voting at General Meetings**

- a. Each Member shall have one vote.

### **13.08 Initiation of General Meetings**

- a. A minimum of one General Meeting is required in a Council term.
- b. Members must be given at least five days notice for all General Meetings.

## **14. FINANCES**

- 14.1 The President, Vice-President and Treasurer will have signing authority.
- 14.2 At least 2 signing officers must sign each cheque.
- 14.3 An executive cannot sign on a cheque made out to him/herself.
- 14.4 Society budget shall be discussed and voted through secret ballot during the annual meeting. A minimum of 50 percent of the votes is required to pass the budget.