



Constitution of the Architecture Students Association

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Article 1: Society Name

- A. The society will be known as the “Architecture Students Association” of Dalhousie University (Known as the ASA, hereafter referred to as the “Society”). For the purposes of public relations and communications the society may also be referred to as “Dalhousie Architecture Students Association,” or DASA.

Article 2: Mandate

- A. The purpose of the Society is to:
 - 1. Direct, coordinate and promote the affairs of the students of the School of Architecture for academic and social benefit of the student body within the limits prescribed by this constitution;
 - 2. Manage the designated student society fees and any funds raised for the benefit of the student body as a whole;
 - 3. Act as a liaison between the student body and faculty of the School of Architecture and be the official voice of the students;
 - 4. Represent the student body in relations with other parties such as, but not limited to, university governing bodies, other student societies and professional organizations.
- B. The Society’s activities must adhere to External Laws, Regulations and Policies:
 - 1. The Society’s activities must not infringe upon federal, provincial, municipal laws or University regulations.
 - 2. The Society’s activities must not infringe upon the Bylaws and Policies of the Union.

Article 3: Membership

- A. Membership shall consist of currently enrolled students and alumni of the Dalhousie Faculty of Architecture;
- B. Only currently enrolled members shall hold executive positions;
- C. Only currently enrolled members shall be eligible to vote;
- D. The society does not place any limits on members based on age, gender, race, religion, language, or disability.

Article 4: Organization

- A. The council shall consist of the following voting members:
 - i. President (or Co-Presidents)
 - ii. Vice-President
 - iii. Vice-President Financial
 - iv. Vice-President Communications
 - v. 1st year BEDS Representative (B1, B2)
 - vi. 2nd year BEDS Representative (B3, B5)
 - vii. 1st year MArch Representative (M1, M2)

- viii. 2nd year MArch Representative (M5, M6)
- B. The executive shall be made up of 4 officers:
 - i. President
 - ii. Vice-President
 - iii. Vice-President Financial
 - iv. Vice-President Communications
- C. The duties of the council are:
 - 1. Manage the affairs of the society;
 - 2. The council has the power to:
 - ii. Enact by-laws where necessary for efficient handling of the society's activities and business;
 - iii. Authorize, where made necessary by the provision of the constitution, the disbursement of funds as per a prepared budget;
 - iv. Otherwise manage the affairs of the society;
- D. All reports, books and papers are the property of the society:
 - 1. All non-confidential information received by council at other meetings shall be made available freely to members the society;
 - 2. All confidential information received by council shall be kept confidential until such time the source of the information authorizes its release.
- E. The duties of each executive officer are as follows:
 - i. The President (or Co-Presidents) shall be elected or appointed by currently enrolled members and shall perform the following duties:
 - a) Be responsible for ensuring the smooth operation of the society and sitting as member ex-officio of all committees;
 - b) Set the agenda for all meetings;
 - c) Sit as chair of all meetings;
 - d) Present a copy of the constitution to all members to familiarize them with the society and parliamentary procedure;
 - e) See that all meetings are conducted according to parliamentary procedure;
 - f) See that all duties of all members, whether specifically defined in this constitution or prescribed by the society, are properly carried out;
 - g) Prepare an electronic newsletter to be emailed to all currently enrolled members on all activities of the society during the academic term;
 - h) Represent the society on councils of other organizations as necessary;
 - i) Be responsible for establishing an annual vision for the Society;
 - j) Be responsible for ensuring his or her successor is properly transitioned into the role of President;
 - k) Be responsible for reapplying every year for Ratification with the Dalhousie Student Union;
 - l) Act as a signing officer of the Society.

- ii. The Vice-President shall be elected or appointed by currently enrolled members and shall perform the following duties:
 - a) Exercise all duties and powers of the President (or Co-Presidents) in the President's (or Co-Presidents') absence;
 - b) Assist in the President's (or Co-Presidents') duties;
 - c) Perform other duties the Executive may require;
 - d) Manage property of the society such as appliances and furniture, and ensure they are kept in good condition and that all persons responsible for their maintenance perform their duties;
 - e) To act as co-ordinator of social events endorsed by the society;
 - f) Act as a signing office of the Society.
- iii. The Vice-President Financial shall be elected or appointed by currently enrolled members and shall perform the following duties:
 - a) Prepare a semester by semester budget that is approved by council;
 - b) Keep accurate and careful account of all monies received and disbursed by the Society under guidance of the council;
 - c) Make regular written financial statements monthly to council of all receipts and disbursements;
 - d) Submit a budget to the DSU Vice-President Finance and Operations;
 - e) Submit books to be audited by the DSU Vice-President Finance and Operations twice a year;
 - f) Any revenue should be deposited in the chartered bank account. All accounts payable shall be paid by cheque bearing the signature of any two of the following: President (or Co-Presidents), Vice-President and Vice-President Financial;
 - g) The books shall be subject to audit by the executive at all times. At the expiration of his/her term in office, the Vice-President Financial shall surrender all books, papers, monies and any other property of the Society to the Society;
 - h) Be accountable for all funds;
 - i) Be responsible for ensuring his or her successor is properly transitioned into the role of Vice-President Financial;
 - j) Act as a signing officer for the Society.
- iv. The Vice-President Communications shall be elected or appointed by currently enrolled members and shall perform the following duties:
 - a) Keep accurate minutes of all regular and special meetings of the council and executive, recording attendance, and distributing these minutes to the membership by email;
 - b) Prepare and keep an updated roll of membership of the society, council and executive including contact information;
 - c) Keep accurate files of all reports received and produced by the council;
 - d) Post all other notices as provided in other Articles of this constitution
 - e) Manage and/or supervise email and website responsibilities of the Society;

- f) At the expiration of his/her term in office, the Vice-President Communications shall surrender all books, papers, monies and any other property of the Society to the Society;
- v. The Class Representatives shall be elected or appointed by currently enrolled members from each of the following classes: BEDS year 1, BEDS year 2, MArch year 1, MArch year 2. They shall perform the following duties:
 - a) Attend regularly scheduled meetings and report any issues to the Executive;
 - b) Act as a liaison between classes and Faculty and Staff;
- vi. The Faculty, School and Teaching Group Representatives shall be elected or appointed by currently enrolled members from each of the following classes: BEDS year 1, BEDS year 2, MArch year 1, MArch year 2. They shall perform the following duties:
 - a) Dalhousie Student Union Representative: attend bi-weekly DSU meetings. Time and place to be determined at the beginning of September. Also attend Sexton Advisory Committee meetings.
 - b) DAGS Representative: attend meetings of the Dalhousie Association of Graduate Students.
 - c) Studio East Representatives: updates the Society on current affairs of Studio East.
 - d) Lecture Series Representatives: updates the Society on current affairs of the Lecture Series.
 - e) Appeals Review Committee Representatives (appointed by Faculty and Society Executive): participates on student appeals committee on an as needed basis with faculty.
 - f) Admissions Committee Representative (appointed by Faculty and Society Executive): participates in the admission reviews process with faculty.
 - g) CASA Representative: updates the Society on current affairs of the Canadian Architecture Students Association.
 - h) Film Series Representatives: updates the Society on current affairs of the Film Series.

Article 5: Meetings

- A. There will be four types of meetings: general meetings, executive meetings, annual general meetings (AGM's), and emergency meetings.
- B. The regulations regarding each type of meeting are as follows:
 - i. General meetings:
 - a) There shall be a regularly scheduled general meeting once every two weeks unless otherwise specified;
 - b) Quorum for general meetings shall be 2/3 of the executive and the lesser of 50% of the currently enrolled membership or 5 (non-executive) members;
 - c) Voting on motions put forth at general meetings must go before the currently enrolled membership;

- d) Voting will be conducted via a show of hands, though any currently enrolled member may request that the motion be voted on by secret ballot. If any one currently enrolled member requests this for any motion, voting must be done by secret ballot;
 - e) A majority vote is needed to pass a motion (a majority signifying 50%+1 of all currently enrolled members in attendance);
 - f) The Vice-President Communications will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 (forty-eight) hours before the meeting, and this notice must be given to all currently enrolled members of the society.
 - g) Any member of the executive who misses three consecutive general meetings without adequate reasons shall, at the discretion of the council, cease to hold office. A replacement shall be appointed as per Article 7.
- ii. Executive meetings:
- a) Quorum for executive meetings shall be 2/3 of the executive;
 - b) Executive meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society;
 - c) All members of the Society are permitted to join in Executive meetings, though notice of the meeting need not be given;
 - d) Any motions must be voted on by the currently enrolled membership, and as such motions cannot be passed during Executive meetings.
- iii. Annual general meetings (AGM's):
- a) Quorum for an AGM shall be all Executive members, Council members, Class representatives, and Faculty, School and Teaching group representatives;
 - b) An AGM must be called at least once per academic semester by the President (or Co-Presidents);
 - c) There will be one AGM at the start of every semester, during which elections will take place as per Article 7;
 - d) There will be one AGM at the start of every Fall semester, during which the general membership are given the opportunity to approve the budget of the society and a list of goals or objectives for the coming year;
 - e) Any additional AGM's may be called at the request of all Executive, or at the request of a member of the currently enrolled membership with a petition for an AGM signed by 75% of the currently enrolled members;
 - f) Constitutional amendments can only be made at an AGM as per Article 9;
 - g) Voting on motions must go before the currently enrolled membership;
 - h) Voting will be conducted via a show of hands, though any currently enrolled member may request that the motion be voted on by secret ballot. If any one currently enrolled member requests this for any motion, voting must be done by secret ballot;
 - i) A majority vote is needed to pass a motion;

- j) Notice of an AGM must be given to all members not less than one week before the AGM, and the Vice-President Communications is responsible for delivering this notice.
- iv. Emergency meetings:
 - a) Quorum for emergency meetings shall be 2/3 of the executive;
 - b) Emergency meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society, whereby immediate action is required;
 - c) All members of the Society are permitted to join in Emergency meetings, though notice of the meeting need not be given;
 - d) Any motions for immediate provisional changes before the next scheduled General meeting must be voted on by the currently enrolled membership in attendance;
 - e) These changes must be brought forward at the next scheduled General meeting, whereby the currently enrolled membership can move to reverse these changes.

Article 6: Rules of Procedure

- A. The business of each General Meeting shall be conducted in the following order:
 - 1. Approval of Minutes of previous meeting;
 - 2. Unfinished Business arising from the minutes;
 - 3. Reading and disposing of reports:
 - i. Executive reports (President, Vice-President, Vice-President Financial, Vice-President Communications)
 - ii. Faculty of Architecture Report
 - iii. School of Architecture Committee Report
 - iv. Teaching Group Report
 - v. Studio East Report
 - vi. Lecture Series Report
 - vii. Dalhousie Student Union Report
 - viii. CASA Report
 - 4. New Business and Correspondence
 - 5. Adjournment
- B. Every motion amendment shall be seconded by any currently enrolled member;
- C. No motion shall be open for discussion until it has been duly moved, seconded, and read by the chair;
- D. Every currently enrolled member when speaking shall confine discussion to the motion under debate;
- E. When a question is put forth, every voting position shall vote unless wishing to abstain;
- F. An ex-officio member of council may not vote on any measure, and may only introduce motions directly concerning the activity of the organization that the member represents;
- G. All reports of standing or other committees shall be presented in writing;

- H. The Vice-President Communications shall read each motion at least twice, once stating the motion and again before putting it to vote. The chairperson shall have the deciding vote in the case of a tie. One recount will be granted upon request;

Article 7: Elections

- A. Elections shall be held at an AGM of each academic semester;
- B. Notice of elections and the nomination process are to be provided to members at least two weeks in advance.
- C. The election must be overseen by any currently enrolled member who is not running for any of the positions being elected.
- D. Any member is able to submit their name for nomination.
- E. Nominations for elections can be given to the Vice-President before the AGM at which elections shall take place, and notice of nominees will be given at the same time notice of the AGM is given to the rest of the currently enrolled membership. Alternatively, nominations will be taken from the floor during the AGM at which the elections are taking place.
- F. All currently enrolled members of the society shall be given a vote.
- G. Voting will be conducted via a show of hands, though any currently enrolled member may request that the motion be voted on by secret ballot. If any one currently enrolled member requests this for any motion, voting must be conducted by secret ballot.
- H. A majority vote is required to elect each position.
- I. Each currently enrolled member can hold at most one executive position at a time.

Article 8: Impeachment

- A. No member of the executive may be recalled without just cause, or in any manner not specified in this constitution;
- B. Just cause is defined by this constitution as:
 - i. Failing to attend 3 consecutive executive or general meetings;
 - ii. Failing to fulfill the majority their mandates as dictated by this constitution, within reasonable limits, and without reasonable excuse;
 - iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute;
 - iv. Other gross misconduct.
- C. Any currently enrolled member may put forth a motion to impeach provided they have a petition signed by 75% of currently enrolled members, and this petition can also serve to request an AGM as directed by Article 6;
- D. A vote to impeach an executive member can only be brought forth at an AGM.
- E. Advance notice of a motion to impeach must be given to the member up for impeachment one week in advance.
- F. The member up for impeachment must be given the opportunity to speak at the meeting before the motion is voted on.

- G. A vote of 75% +1 of the currently enrolled membership is required to impeach an Executive member. Voting will be conducted by secret ballot.

Article 9: Constitutional Amendments

- A. In the event that the Society cannot be ratified as a result of the content of this constitution, the current Executive have the ability to make such provisional changes as are deemed necessary by the Vice President (Internal) of the Dalhousie Student Union. These changes become official upon ratification:
 - i. If any member of the Society wishes to contest the changes, they may do so at the next AGM, or petition the President to call one as per Article 5;
- B. With the exception of circumstances in Article 9(A), amendments to this constitution are subject to the following regulations:
 - i. Amendments to the constitution can only be made at an AGM.
 - ii. Motions to amend the Constitution must be presented to the Vice-President of the Society no less than one-week before the AGM at which the constitution will be amended.
 - iii. All currently enrolled members are entitled to vote on amendments to the constitution.
 - iv. Voting will be conducted via a show of hands, though any currently enrolled member may request that the motion be voted on by secret ballot. If any one currently enrolled member requests this for any motion, voting must be done by secret ballot.
 - v. A 2/3 vote is required to pass a motion to amend the constitution.

Article 10: Finances

- A. As stated in Article 4, the President, Vice-President, and Vice-President Financial will be the signing officers of the Society.
- B. At least two signing officers must sign every cheque from the bank account of the Society.
- C. An executive officer cannot sign a cheque made out to his/her self.
- D. The budget will be created each year by the Vice-President Financial, and will be passed by the executive at an Executive meeting.
- E. Use of any debit cards is restricted for deposits only and requires documentation for all transactions.
- F. The Societies financial books must be submitted for audit at the start of the Fall semester and at the start of the Summer semester.