



**Constitution of the Education Graduate Students' Society at McGill
University**

**La Constitution de l'Association des étudiantes et étudiants des cycles
supérieurs en éducation à l'Université McGill**

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Article 1 Name

- 1.1. The name of this organization shall be Education Graduate Students' Society (EGSS).
- 1.2. The French version of the name of this organization shall be l'Association des étudiantes et étudiants des cycles supérieurs en éducation (AÉCSE).

Article 2 Guiding principles and objectives

2.1. Guiding principles

2.1.1. The EGSS offers an open and free society that will provide a welcoming and supportive environment for graduate students to come together to share insights, expertise and fellowship.

2.1.2. The EGSS aims to provide a vehicle for the collective voice of the graduate student body to be recognized and respected within the Faculty of Education, University community and community at large.

2.1.3. The EGSS will make available the necessary information, activities, resources and opportunities to support academic and social student life.

2.1.4. The EGSS is committed to work within an anti-oppressive framework by fostering inclusivity, member participation and executive transparency.

2.2. Objectives

In pursuit of these guiding principles, the EGSS shall:

2.2.1. Promote academic development, political involvement and social engagement of members through the provision of services and resources;

- 2.2.2. Promote the principle and practice of graduate student representation at all levels of decision making at McGill University and on all agencies or other bodies which deliberate on the affairs of graduate students;
- 2.2.3. Serve as a political voice and advocate for all EGSS members;
- 2.2.4. Represent the interests of the EGSS membership, hereafter 'the Membership', in a democratic and transparent manner in all matters pertaining to education and the welfare of graduate students;
- 2.2.5. Support the development of relationships and partnerships in and outside of the University community.

Article 3 Membership

3.1. Definition of membership

- 3.1.1. The members of the EGSS include all students in the Faculty of Education recognized as graduate or post-graduate students by McGill University and whose post-graduate student-life fund fee levied by the Post-Graduate Students' Society of McGill University (PGSS) is allocated in its entirety to the EGSS.
- 3.1.2. An exception will be made for all students enrolled in any program in First Nations and Inuit Education (FNIE) of the Faculty of Education. FNIE students are considered full members of the EGSS.

3.2. Rights of membership

- 3.2.1. All EGSS members have the right to participate in the democratic organization and processes of the EGSS.
- 3.2.2. All EGSS members have the right to access services, programs, and funding opportunities offered by the EGSS, provided that EGSS members comply with the eligibility criteria required for the use of these services, programs and funding opportunities.

3.3. Responsibilities of membership

- 3.3.1. To know and abide by the EGSS's constitution.

Article 4 Composition of Council

4.1. EGSS Council, hereafter ‘Council’, shall be composed voting members and non-voting, ex-officio members.

4.2. The voting members of Council are:

- The President;
- The Vice-President Academic;
- The Vice-President Finance;
- The Vice-President Communication;
- The Vice-President Student-Life;
- The Vice-President Diversity and Equity;
- Conference Chair;
- Departmental Representatives from:
 - the Department of Integrated Studies in Education (DISE) (1);
 - Kinesiology and Physical Education (KPE) (1);
 - Educational and Counseling Psychology (ECP) (1);
- Program Representatives from:
 - First Nations and Inuit Education (FNIE) (1);
 - The Master’s of Arts in Teaching and Learning (MATL) (1).
- PGSS Councillors (the number of seats is contingent upon PGSS regulations);
- Departmental delegates (3) from the Association of Graduate Students Employed at McGill (AGSEM);

4.3. The non-voting, ex-officio members of Council are:

- McGill’s Library and Information Studies Student Association (MLISSA) Representative (1);
- Education Undergraduate Society of McGill (EdUS) Representative (1).

4.4. The voting members of the EGSS, as well as the PGSS Councillors and AGSEM delegates shall be elected annually following the rules stipulated in [Article 12](#) or otherwise in [Article 9](#).

- 4.5. The MLISSA Representative and the EdUS Representative shall be recruited and appointed by their respective student associations.
- 4.6. One Council position may be jointly held by two or more EGSS members provided that both members' names appear as a single choice on the ballot of an elected position. Both members will retain only one vote during Council meetings.
- 4.7. Students from any particular program may petition Council for the creation of a new Representative seat on Council for their program. The petition must be signed by at least five percent (5%) of the students of the program seeking representation.

Article 5 Duties of Council

- 5.1. The joint roles and responsibilities of the voting members include:
 - 5.1.1. Ensuring prudent fiscal management of EGSS's funds;
 - 5.1.2. Contributing to the preparation of Council meetings and General Assembly agendas;
 - 5.1.3. Relaying to Council comments, questions, and concerns of relevance to the Membership.
- 5.2. Each voting member of Council shall be responsible for:
 - 5.2.1. Producing and maintaining guidelines detailing procedures of individual roles and responsibilities;
 - 5.2.2. Providing all documents generated by their respective portfolios to Council;
 - 5.2.3. Attending and contributing to EGSS meetings throughout the academic year;
 - 5.2.4. Preparing and submitting a year-end report to Council no later than July 15th.
 - 5.2.5. In the event of resignation, the year-end report is due two weeks after resignation has been tendered.
- 5.3. The duties of Council members shall be as follows:
 - President
 - 5.3.1. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the President shall:

- 5.3.1.1. Ensure that all rules and regulations set out in the constitution are followed;
 - 5.3.1.2. Be the official Representative of the EGSS to all external entities;
 - 5.3.1.3. Be responsible for all official correspondence with all external entities;
 - 5.3.1.4. Be familiar with the content of the [University's Handbook of Student Rights and Responsibilities](#), and in particular the Charter of Students' Rights with respect to defending the rights of EGSS;
 - 5.3.1.5. Be one (1) of the two (2) required signing officers;
 - 5.3.1.6. Maintain and organize an up to date document of the EGSS's Constitution;
 - 5.3.1.7. Chair Council meetings;
 - 5.3.1.8. Chair or designate a chair for all General Assemblies;
 - 5.3.1.9. Compile and maintain a list of organizations to which EGSS is related, and produce documents required as necessary in establishing and maintaining such relationships;
 - 5.3.1.10. Maintain and transmit the records and documentation of EGSS's activities required by the PGSS to the appropriate PGSS Representative within the deadlines stipulated by the PGSS for a Graduate Student Association (GSA);
 - 5.3.1.11. Verify adherence by the EGSS to all required regulations concerning the activities of a GSA as specified by the PGSS;
 - 5.3.1.12. Serve as an ex-officio member of all constituted and affiliated committees of EGSS including the Conference Committee.
- 5.3.2. In the event that the President is unavailable, duties shall be divided among Vice-Presidents as available.
- Vice-President Academic:
 - 5.3.3. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Vice-President Academic shall:
 - 5.3.3.1. Plan and execute academic events;

- 5.3.3.2. Advocate and act as a liaison to students for all academic related matters within the Faculty of Education and McGill community;
 - 5.3.3.3. Advise and support students during academic dispute and disciplinary procedures;
 - 5.3.3.4. Administer any academic awards and/or fellowships offered by EGSS;
 - 5.3.3.5. Produce and maintain a comprehensive list of facilities and procedures for aiding members in obtaining information and solutions to issues relating to academic activities;
 - 5.3.3.6. Serve as a graduate student Representative on the Academic Policy Committee, the Committee on Graduate Studies, and on Faculty Council;
 - 5.3.3.7. Work together with students and faculty members in order to promote an active and supportive learning environment;
 - 5.3.3.8. Serve as an ex-officio member on the Conference Committee.
- Vice-President Finance:
 - 5.3.4. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Vice-President Finance shall:
 - 5.3.4.1. Be one (1) of two (2) required signing officers;
 - 5.3.4.2. Ensure all financial transactions adhere to the approved EGSS's budget;
 - 5.3.4.3. Maintain official financial records;
 - 5.3.4.4. Retain all financial records for seven (7) years after the year of initial transaction;
 - 5.3.4.5. Keep the EGSS's budget and Constitution for reference;
 - 5.3.4.6. Destroy all financial records after the seven (7) year retention period;
 - 5.3.4.7. In cooperation with Council, prepare the EGSS's yearly budget and final annual financial statement;
 - 5.3.4.8. Administer and maintain EGSS's assigned facilities and resources;
 - 5.3.4.9. Prepare a mid-year financial report by January 15th and a year-end financial report by July 15th;
 - 5.3.4.10. Prepare and send a final financial report to PGSS;

- 5.3.4.11. Oversee all fundraising activities;
- 5.3.4.12. Serve as an ex-officio member on the Conference Committee.
- Vice-President Communication:
 - 5.3.5. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Vice-President Communication shall:
 - 5.3.5.1. Act as webmaster with duties including maintaining up to date website content including:
 - EGSS’s Constitution;
 - The names and contact information of:
 - All Council members;
 - Committee members;
 - Archives (Council meeting minutes, Council reports, and any other documents);
 - 5.3.5.2. Maintain the functional and aesthetic qualities of the website;
 - 5.3.5.3. Ensure that EGSS’s website is in compliance with all applicable rules and regulations;
 - 5.3.5.4. Check the EGSS e-mail account at least once a day during school days and ensure that messages are delivered to the appropriate members within 36 hours;
 - 5.3.5.5. Maintain and update the faculty-wide listserv and social media outlets;
 - 5.3.5.6. Prepare and deliver EGSS communications to members via the listserv, website and social media outlets in a timely manner;
 - 5.3.5.7. Prepare and present a brief report at Council meetings of all listserv and e-mail communication;
 - 5.3.5.8. Assist all committees of EGSS who require publicity, including but not limited to membership, publicity or public relations with McGill Education students and faculty;
 - 5.3.5.9. Assist the President in maintaining the official communication between students, faculty departments and the larger McGill and Montreal community;
 - 5.3.5.10. Serve as an ex-officio member on the Conference Committee.

- Vice-President Student-Life
 - 5.3.6. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Vice-President Student-Life shall:
 - 5.3.6.1. Plan and execute all social, cultural, and other activities for members of the EGSS;
 - 5.3.6.2. Promote student involvement in activities that allow for social, academic, and professional networking;
 - 5.3.6.3. Advocate and act as a liaison to students for all non-academic related matters within the Faculty of Education and McGill community;
 - 5.3.6.4. Advise and support students during non-academic dispute and disciplinary procedures;
 - 5.3.6.5. Work in co-ordination with Vice-President Diversity and Equity to ensure an inclusive and supportive environment is maintained in all student-life activities;
 - 5.3.6.6. Work in co-ordination with the PGSS Student-Life Coordinator;
 - 5.3.6.7. Serve as an ex-officio member on the Conference Committee.
- Vice-President Diversity and Equity:
 - 5.3.7. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Vice-President Diversity and Equity shall:
 - 5.3.7.1. Raise awareness of issues of diversity and equity in education, with particular attention to McGill and the Faculty of Education;
 - 5.3.7.2. Actively support EGSS members facing issues of discrimination;
 - 5.3.7.3. Create and promote opportunities for anti-oppressive, critical exchange and cross-cultural competence among the Membership;
 - 5.3.7.4. Represent the EGSS on all Faculty of Education committees that target equity issues.
 - 5.3.7.5. Work in coordination with the Vice-President Student-Life to ensure an inclusive and supportive environment is maintained in all student-life activities;

- Conference Chair:
 - 5.3.8. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), the Conference Chair shall:
 - 5.3.8.1. Form and oversee a Conference Committee;
 - 5.3.8.2. Follow best practices as outlined in previous Conference Chair reports;
 - 5.3.8.3. Report to Council issues concerning EGSS conference;
 - 5.3.8.4. Represent the concerns of the conference when voting at Council meetings;
 - 5.3.8.5. Delegate an alternative Conference Committee member to hold Conference Chair seat at Council when required.
- Departmental and Program Representatives for ECP, DISE, KPE, FNIE, and MATL
 - 5.3.9. Further to the responsibilities stipulated in sections [5.1](#) and [5.2](#), Departmental and Program Representatives shall:
 - 5.3.9.1. Attend Council meetings and provide updates on departmental activities;
 - 5.3.9.2. Mobilize students to participate in the political life of EGSS;
 - 5.3.9.3. Attend departmental meetings;
 - 5.3.9.4. Represent students of their department or program at EGSS and departmental meetings;
 - 5.3.9.5. Work in collaboration with other Council members at other events;
 - 5.3.9.6. Promote EGSS events in their departments.
 - 5.3.10. Further to the responsibilities stipulated in sections [5.1](#), [5.2](#) and [5.3.9](#), the DISE Representative shall occupy the student representative seat on the DISE Graduate Program Committee.
- PGSS Councillors
 - 5.3.11. PGSS Councillors are held to the same standards of duty as voting members and shall:
 - 5.3.11.1. Represent the Membership at PGSS Council;
 - 5.3.11.2. Attend Council meetings and report on important PGSS matters including, but not limited to, past and future motions;

- 5.3.11.3. Solicit feedback and direction from Council;
- 5.3.11.4. Work in collaboration with other Council members at all EGSS events;
- 5.3.11.5. Complete all duties as required by PGSS Council.
- AGSEM delegates
 - 5.3.12. AGSEM delegates shall:
 - 5.3.12.1. Complete all duties as determined by AGSEM;
 - 5.3.12.2. Report to AGSEM;
 - 5.3.12.3. Attend Council meetings to report on important AGSEM matters;
 - 5.3.12.4. Create open lines of communication between Council and AGSEM.
- SIS Representative
 - 5.3.13. The MLISSA Representative shall:
 - 5.3.13.1. Attend Council meetings to report on important MLISSA matters;
 - 5.3.13.2. Create open lines of communication between Council and MLISSA.
- EdUS Representative:
 - 5.3.14. The EdUS Representative shall:
 - 5.3.14.1. Attend Council meetings to report on important EdUS matters;
 - 5.3.14.2. Create open lines of communication between Council and EdUS

Article 6 Council

- 6.1. Council shall hold office from August 1st of each year until the following July 31st.
- 6.2. Council shall:
 - 6.2.1. Be the working body of EGSS;
 - 6.2.2. Coordinate and administer the policies, activities and other day-to-day affairs of the EGSS;
 - 6.2.3. Report regularly on its activities and decisions to the Membership via the listserv or e-mail;
 - 6.2.4. Recruit and/or appoint representatives to any other external committee or governing body for all departments;
 - 6.2.5. Uphold the Constitution and regulations of the EGSS;

6.2.6. Assume ultimate responsibility for any and all official actions taken by the EGSS, for legal matters involving EGSS;

6.2.7. Assume responsibility for the financial solvability of EGSS.

6.3. A member of Council shall cease to remain in office upon acceptance of their letter of resignation, or upon their impeachment, or upon fulfillment of those conditions for automatic removal from office stipulated in [Article 14](#).

6.4. Any member of Council may be asked to fulfill any mandate outside of their official duties.

Article 7 Council meetings

7.1. Council shall meet a minimum of once per month between August 1st and April 30th of the following year. Council shall hold additional meetings as required.

7.2. Council may decide the dates of all Council meetings of the year in advance.

7.3. All members of Council can call a meeting with the support of one third (1/3) of their fellow Councillors.

7.4. The agenda of the meeting shall be distributed to Council members at least four calendar days before Council meeting.

7.5. Council members who are absent from a Council meeting shall be responsible for all the information given out and all tasks assigned to them at the meeting they missed.

7.6. A Council member is officially absent from a meeting if she/he is absent for more than twenty-five percent (25%) of the meeting time.

7.7. Quorum shall be at least fifty percent (50%) of voting members.

7.8. Motions at Council meetings shall be approved by a simple majority (50% + 1), unless a different majority is established prior to the vote.

7.9. Council meetings are open to the Membership.

Article 8 Secretary

8.1. A Council secretary shall be selected from the Membership;

8.2. The recruitment and application period shall begin as soon as new Council take office and end on the date of the first Council meeting;

- 8.3. A call for applications shall be sent out over the EGSS listserv at the earliest convenience of Council.
- 8.4. In the event of multiple applicants, CVs should be requested and Council shall decide in meeting which applicant shall be selected;
- 8.5. If no applicants can be found, Council shall fill the position as soon as a suitable candidate can be found.
- 8.6. Secretary shall be given an honorarium not less than \$300 and not exceeding \$800 per year, depending on the number of meetings held and provided that the Secretary holds the position for the entire year.
- 8.7. Should the Secretary hold the position for only part of the term of Council, the fraction of the honorarium awarded shall be calculated based on the fraction of the term the position was held.
- 8.8. The Secretary shall:
 - 8.8.1. Keep minutes of all EGSS meetings;
 - 8.8.2. Maintain records of EGSS events;
 - 8.8.3. Be responsible for notifying the Membership of meetings by posting notices at least two (2) days in advance;
 - 8.8.4. Be responsible for booking a room for EGSS meetings;
 - 8.8.5. Be responsible for correspondence;
 - 8.8.6. Be responsible for submitting EGSS information to news publications;
 - 8.8.7. Be responsible for filing documents from various committees that Council members attend;
 - 8.8.8. Oversee and maintain the use of the graduate study space.

Article 9 Representation and appointments

- 9.1. Council shall appoint:
 - 9.1.1. EGSS members to serve as representatives to any committees and bodies within the EGSS and/or Faculty of Education on which graduate students and/or post-graduate are entitled to representation.

9.1.2. EGSS members to serve on PGSS Council and to serve as AGSEM delegates shall be elected following the rules stipulated in [Article 12](#).

9.1.3. EGSS members to vacant Council positions until such time as a by-election can be held. In the event that EGSS members do not come forward to serve as AGSEM delegates, AGSEM assumes the responsibility of filling the vacancy until such time as a by-election can be held.

9.2. In the event that a new union representing all or a portion of EGSS members is formed and calls for departmental delegates, new seats on Council will be made available and the same procedure for selection will be followed as used for AGSEM delegates.

Article 10 Finances

10.1. The EGSS shall conduct fundraising and solicit third party funding opportunities for such programs or activities as it sees fit.

10.2. The EGSS may seek funding from the PGSS in accordance with the PGSS funding program guidelines.

10.3. The fiscal year of the EGSS shall be from August 1st to July 31st of the following year.

10.4. There shall be a bank account under the EGSS's name with at least two (2) joint signing officers. The finances shall be audited by the Vice-President Finance of the EGSS, and all cheques must be signed by both the Vice-President Finance and the President.

10.5. The name and contact information of these two (2) signing officers shall be forwarded to the PGSS Vice-President Finance no later than August 15th after the start of the fiscal year.

10.6. The annual budget shall be approved by the EGSS at its Fall General Assembly.

10.7. Every budget shall include a provision for orientation activities or events not exceeding \$300, which will be available to the incoming Council prior to the approval of the annual budget at the Fall General Assembly.

10.8. The final annual financial statement shall be submitted to Council and forwarded to the PGSS Vice-President Finance no later than July 15th.

10.9. The approved budget shall be forwarded to the PGSS Vice-President Finance no later than seven (7) calendar days after the Fall General Assembly.

Article 11 General Assemblies

11.1. Nature of General Assemblies

11.1.1. There shall be two types of General Assemblies at EGSS: regular General Assemblies and special General Assemblies.

11.2. Calling of regular General Assemblies

11.2.1. There shall be two General Assemblies per year, one at the beginning of the Fall term, and another one by the end of the Winter term. The precise date, time and venue will be decided by Council;

11.2.2. At least a two-week notice shall be given to the Membership ahead of a regular General Assembly. The notice shall include the date, time, and venue of the meeting, as well as a call for motions;

11.2.3. The agenda for a General Assembly shall be distributed to the Membership four calendar days prior to the meeting.

11.3. Business in regular General Assemblies

11.3.1. The business of General Assemblies shall be:

- Reports from the President and the Vice-Presidents;
- Other reports;
- Any matters affecting the EGSS.

11.4. Motions in regular General Assemblies

11.4.1. The EGSS members may submit motions to be included in the agenda anytime between the initial notice and five (5) calendar days before the General Assembly;

11.4.2. The EGSS members may also bring motions from the floor at regular General Assemblies, with the exception of strike motions.

11.5. Calling of special General Assemblies

11.5.1. A special General Assembly may be called at any time by the President, by a resolution passed in Council, or by a petition signed by five percent (5%) of the Membership;

11.5.2. In the event that a special General Assembly is called by a petition, the Assembly must take place no later than five (5) days following the presentation of the petition. The notice of the special General Assembly must be given at least three (3) days before the date of the assembly.

11.6. Business in special General Assemblies

11.6.1. A special General Assembly may only deal with the business presented in the call for the Assembly, or as indicated on the petition or resolution that called the Assembly.

11.7. Motions in special General Assemblies

11.7.1. The motion(s) to be voted on a special General Assembly must be specified in the notice for the Assembly itself;

11.7.2. EGSS members may also bring motions from the floor at a special General Assembly, provided that these motions deal with the business for which the Assembly is called.

11.8. Voting in General Assemblies

11.8.1. Each member of the EGSS has a vote at General Assemblies.

11.9. Quorum in General Assemblies

11.9.1. General Assemblies shall only be conducted with a quorum of two percent (2%) of the Membership.

11.10. Conduct of General Assemblies

11.10.1. General Assemblies shall be chaired by the President or by speaker appointed by the President;

11.10.2. The conduct of regular General Assemblies shall be governed by the rules of order currently in place for PGSS's General Assemblies;

11.10.3. No proxies shall be permitted for General Assemblies;

11.10.4. Minutes shall be kept of all General Assemblies.

Article 12 Elections, nominations, and campaigning

12.1. Elections

12.1.1. Elections shall be held once per year prior to April 1st. Elections shall take place either at a General Assembly, or by an online voting system provided by PGSS. In the case of manual ballot counting, at least two non-candidate members shall be present;

12.1.2. The following members of Council shall be elected from the Membership with the exception of Departmental and Program Representatives, who must belong to and be elected by the students of their respective department or program, and with the exception of AGSEM delegates, who must be regular members of AGSEM, and who must belong to and be elected by the students of their respective department or program:

- The President;
- The Vice-President Academic;
- The Vice-President Finance;
- The Vice-President Communication;
- The Vice-President Student-Life;
- The Vice-President Diversity and Equity;
- Conference Chair;
- PGSS Councillors;
- Departmental and Program Representatives;
- AGSEM Delegates.

12.1.3. Each candidate must plan to serve for the full term of office. If graduation is expected before the end of term, then the candidate must disclose such information to the Membership prior to the election.

12.2. Nominations

12.2.1. First notice of open positions shall be given no later than two (2) weeks in advance of the date chosen for elections. First nomination period shall close one (1) week before date of election.

- 12.2.2. A second notice shall be given the day following the close of the first nomination period and be given only for positions where nominations were not received during first nomination period. Second nomination period shall close two (2) days before date of election.
- 12.2.3. All nominations should be given to one of the Chief Returning Officer on or before closing date of the nomination period.
- 12.3. Council must make the nomination forms available to the Membership.
- 12.4. Nomination forms for all positions must be signed by fifteen (15) eligible voters for the position and by the nominee.
- 12.5. Campaigning
- 12.5.1. Campaigning begins on the day following the closing of first nomination period;
- 12.5.2. All campaigning shall be terminated at five (5) pm on the day prior to the first day of the elections;
- 12.5.3. Posters shall not be bigger than twenty-eight (28) centimeters by forty-three (43) centimeters in size, and no more than twenty-five (25) posters per candidate may be posted at one time;
- 12.5.4. No financial assistance of any sort is allowed to a nominee for their campaign;
- 12.5.5. A spending limit per nominee shall be set, at the discretion of Council, before the start of the nominations;
- 12.5.6. All nominees shall be required to read this constitution and familiarize themselves with the duties of the position they wish to obtain.
- 12.6. Chief Returning Officer
- 12.6.1. The Chief Returning Officer shall be a member of Council not running in the next election, and shall be chosen by Council;
- 12.6.2. In the event that all members of Council are running in the next election, the Chief Returning Officer shall be an EGSS member chosen by Council;
- 12.6.3. The responsibilities of the Chief Returning Officer shall be to collect nomination forms and to conduct elections as per the electoral procedures of the EGSS stipulated in [Article 12](#) of this Constitution.

12.7. Vacancies

12.7.1. Vacancies during the course of the year shall be filled by appointment following the rules stipulated in [Article 9](#) or through by-elections conducted at either a special General Assembly, or by an online voting system provided by PGSS. By-elections and voting shall take place following the rules stipulated in [Article 12](#) of this Constitution.

12.8. Communication with PGSS

12.8.1. The list of the elected officers for the coming year shall be forwarded to the PGSS Vice-President Finance and the PGSS Student-Life Coordinator no later than one (1) week following the election or by-election.

Article 13 Referenda

13.1. Referenda may only be used in the case of impeachment of members of Council.

13.2. The Vice-President Academic shall be responsible for conducting the referendum. In the case where there is no Vice-President Academic or the Vice-President is under consideration for impeachment, Council shall designate another member of Council to conduct the referendum.

13.3. Notice of the referendum question and voting must be given no later than five (5) school days before the voting is to take place.

13.4. Referenda shall take place by an online voting system provided by PGSS.

13.5. The quorum for referendum is five percent (5%) of the Membership.

13.6. A two-thirds (2/3) majority of voters shall be deemed sufficient to carry a referendum.

13.7. Result of a referendum is binding and takes precedence over the decisions of Council.

Article 14 Impeachment

14.1. A Council member may be removed from office for impropriety, violation of the provisions of the Constitution, or delinquency of duties.

14.2. Except in cases stipulated in [Article 15](#), to initiate the removal of a member of council requires either:

- 14.2.1. A resolution be passed at Council with the support of at least seventy percent (70%) of voting Council members;
- 14.2.2. A petition be submitted to Council signed by at least ten percent (10%) of the Membership.
- 14.3. Once initiated following the rules stipulated in section [14.2](#), the motion to remove a member of Council must be passed by either:
 - 14.3.1. A special General Assembly on the impeachment following the rules stipulated in section [11.5](#) and with a two-thirds (2/3) majority;
 - 14.3.2. A referendum following the rules stipulated in [Article 13](#).
- 14.4. A Council member may also be removed from office if they have previously been censured by Council twice or more during their term. In such cases, impeachment shall require the signatures of at least five percent (5%) of the Membership or a motion to impeach be passed at Council with the support of at least seventy percent (70%) of voting members.
- 14.5. Should a Council member be impeached for any reason, that member is not eligible for re-election in any position in Council.

Article 15 Automatic removal from office

- 15.1. All voting members and PGSS Councillors are automatically removed from their position if:
 - 15.1.1. They are officially absent from three (3) consecutive Council meetings over the course of the year, barring medical, family, or other valid reasons at the discretion of Council;
 - 15.1.2. They are officially absent from over fifty percent (50%) of all Council meetings in a given semester (not including the summer semester).
 - 15.1.3. In addition to the provisions stipulated in [15.1.1](#) and [15.1.2](#), PGSS Councillors are automatically removed from office should they lose voting rights at the PGSS council.

15.2. Should a Council member be automatically removed, that member is not eligible for re-election in any position in Council.

Article 16 Communications with the Membership

16.1. Each Council member and PGSS Councillor shall maintain a public e-mail address that will be posted on the EGSS website.

16.2. During the Fall and Winter semesters, a member of Council must respond to e-mail communications from the Membership within three (3) business days.

16.3. In the event that an e-mail message is forwarded to another member of Council, the original recipient must inform the student that their message is being re-directed.

16.4. The President and the Vice-President Communication shall be responsible for maintaining the e-mail account and archiving communication.

16.5. The President and Vice-President Communication shall be responsible for sending communications over the listserv.

16.5.1. Members of Council and EGSS members may request the President or Vice-President Communication that an e-mail to be sent out over the listserv.

16.5.2. The President or Vice-President Communication shall acknowledge the receipt of the e-mail and, upon mutual agreement, send it over the listserv within two (2) school days.

16.5.3. In the event that the President or Vice-President Communication refuse a request or do not come to an agreement on sending a message over the listserv, a motion to approve or overturn the refusal or solve said disagreement must be brought to Council.

16.5.4. In the event an entity external to EGSS request that a message be sent out over the listserv, the President and Vice-President Communication shall evaluate the relevance of the message and, upon mutual agreement, send it over the listserv within two (2) school days. If no agreement is reached, the procedure stipulated in Section 16.5.3. shall be followed.

16.6. The official listserv shall be limited to communicate announcements of the following kind:

- Announcements of a General Assembly by the EGSS;
- Announcements of a referendum, election, or by-election;
- General orientation/welcome messages (1 per term);
- Notifications of events run by the EGSS, including the annual conference;
- Notifications of awards administered by the EGSS;
- Surveys of the Membership;
- General EGSS-related announcement.

16.7. The EGSS will compile announcements in e-newsletter format, which will be distributed via listserv twice per month maximum.

Article 17 Use of the EGSS name

17.1. No member shall use the name of EGSS without permission of Council;

17.2. In the event an EGSS member desires to use to EGSS name for any purpose, this member shall bring a motion to a Council meeting following the rules stipulated in sections [7.7](#) and [7.8](#).

17.3. Members of Council are authorized to use the EGSS name in their signatures provided they use their name and position in Council

17.4. Members of Council may not create email accounts associated with the EGSS name unless mandated to do so by Council, and if so, that a minimum of 2 members have access to that account.

Article 18 Language of the EGSS

18.1. English shall be considered the official language at the EGSS meetings.

18.2. This constitution and other regulating documents of the EGSS shall be available in English and French.

Article 19 Superseding clause

19.1. This constitution repeals all previous constitutions of the EGSS.

Article 20 Interpretation

20.1. Disputes over interpretation of this constitution shall be resolved by Council following the rules stipulated in sections [7.7](#) and [7.8](#) or in a General Assembly following the rules stipulated in [Article 11](#).

Article 21 Availability

21.1. This constitution shall be available to the Membership through the EGSS website and upon request.

Article 22 Affiliation

22.1. The EGSS shall be affiliated with the PGSS as outlined in the PGSS Constitution.

22.2. The EGSS may choose to be affiliated with other bodies as its membership sees fit.

Article 23 Adoption and amendments

23.1. This constitution was adopted by a two-thirds (2/3) majority of a General Assembly of the EGSS.

23.2. Amendments to this constitution must be made at a General Assembly.

23.3. Notice of proposed amendments shall be posted at least one (1) week before the General Assembly following the rules stipulated in [Article 11](#).

23.4. Amendments will be voted on by open ballot, and shall pass by a two-thirds (2/3) majority of those present at the General Assembly.

23.5. Any changes to the Constitution and shall be forwarded to the PGSS within one (1) month of their acceptance.