



CONSTITUTION OF THE MACDONALD CAMPUS STUDENTS' SOCIETY

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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
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Amendment ratified October 2000
Amendment ratified January 2003
Amendment ratified March 2005
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1 PREFACE

ii Preamble

1.1.1. We, the students of Macdonald Campus, have resolved to form a Students' Society through which we pledge to promote Student Welfare, to advocate for our environment, to foster a safe and inclusive campus, and to protect and promote the diversity at the core of our campus. To that end, we hereby enact and adopt this Constitution.

ii Name

12.1. The organization shall be known as the Macdonald Campus Students' Society, hereinafter referred to as the MCSS or "the Society".

iii Non-discrimination notice

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

13.1.1. The MCSS, Students' Council, any Standing committees, the Business Operations of MCSS, employees of the MCSS or any other agent, 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, religion, sex, gender identification and expression, age, mental or physical (dis)ability, sexual orientation, civil status, language, or social class.

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

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

13.1.2.2. Members of the Society can challenge the distinction, exclusion, or preference by bringing their concerns to the Vice-President of Equity Affairs and filing a formal Complaint as outlined in the MCSS Equity Policy.

iv Language

1.4.1.1. Language of Constitution and By-Laws



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

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

1.4.1.2. Language of Publicity and Communications

14.1.2.1. Except for the agendas of, reports to, and minutes of meetings, all communications from the MCSS, Students' Council, 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.

14.1.2.2. Notwithstanding Paragraph 1.3.2.2.1., no linguistic restriction shall be applied to regular, campus-wide publications such as the student journals, or any other kind of platform of communication of the MCSS; 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.

15 Assets

15.1. All financial assets and investments in the name of the Macdonald Campus Students' Society (Inc.) shall remain within the sole possession of the members of the Macdonald Campus Students' Society.

16 Procedure

16.1. The following rules of procedure are based on Robert's Rules of Order.

2 DEFINITIONS

21 "AESUS" is the acronym for the Agricultural and Environmental Sciences Undergraduate Society subsidiary to the MCSS.

22 "Agent" refers to any individual representing or speaking on behalf of the MCSS.

23 "Active Club Member" or Active Member shall describe an individual who has attended a sufficient number of club meetings/activities to understand the club's mandate and purpose, as well as committed enough time to the club to sustain its activities and/or improve them.

24 "BESS" is the acronym for the Bioresource Engineering Students' Society subsidiary to the MCSS.



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- 25 “By-Laws” or the By-Laws of MCSS, shall refer to the document detailing the regulations made by the Macdonald Campus Student Society that governs the authority and actions of its members and Council.
- 26 “Campus Organization” will act as an umbrella term for Clubs and Campus Businesses alike.
- 27 “Club” or “MCSS Club” will refer to a non-profit organization of at least 4 students of the University, whose constitution is approved during a Full Council Meeting. A Club must organize at least one event per year and/or two meetings per semester to be considered active.
- 28 “Committee” shall refer to a group led by one or more members of the Executive Council, the Vice-President of Equity Affairs, or the Vice-President of Sustainability which functions to accomplish a specific task which may include, but is not limited to organising events, deliberating ideas, and drafting strategy.
- 29 “Constitution“ shall refer to this document in its most recently amended version.
- 20 “DHNUS” is the acronym for the Dietetics and Human Nutrition Undergraduate Society subsidiary to the MCSS.
- 21 “Election” shall refer to the democratic, fair and unbiased voting selection process by which successors of a position are chosen.
- 22 “Employee of MCSS“ refers to any permanently or temporarily hired individual working for the MCSS or the MCSS Business Operations. It is, but not necessarily limited to anyone employed by or sub-contracted to the MCSS or one of its Standing Committees.
- 23 “FMT” is the acronym for the Farm Management and Technology college-level diploma led by a Class President, and whose collective of students is subsidiary to the MCSS.
- 24 “FSA” is the acronym for the Food Science Association subsidiary to the MCSS.
- 25 “Member”, or “Member of the MCSS” shall refer to students enrolled in a diploma (Farm Management and Technology) or an undergraduate degree at Macdonald Campus.
- 26 “President” shall refer to the MCSS Executive of the same title described in the By-Laws.
- 27 A “Petition” shall refer to a formal request made to the MCSS that shall be adopted by the Society if signed by no less than 50 members of the Society.
- 28 “Referendum” shall refer to a public polling device whose favourable result is adopted by the MCSS as its mandate and/or official stance. The vote is open to all members of MCSS by way of online or physical ballots.
- 29 “Standing Committee“ (as in 3.8.1) shall refer to an ad hoc committee that is formed at the discretion of the current council and is not listed in the Constitution or the By-Laws.
- 20 “Strike” shall describe the situation in which members of the Student Society have voted with a majority in-favour via referendum to refrain from a specific activity for a specific duration, both detailed in said referendum question.
- 21 “University” hereinafter will refer to McGill University.



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3 PURPOSE

- 31 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.
- 32 To unite and represent all students of Macdonald Campus, promote and defend their welfare and interests.
- 33 To provide activities to enhance the educational, cultural, environmental, and social conditions of its members.

4 MEMBERSHIP AND ELECTED POSITIONS

41 Membership to MCSS

- 41.1. 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.

42 Elected Representation

- 42.1. The Executive Body of the Council shall consist of the elected members, whose roles are as described in the By-Laws.
- 42.2. The AESUS, DHNUS, FSA, BESS, FMT and MESS Program Student representatives, and Laird Hall House Committee (LHHC) representative must be enrolled in their respective Body, be a member of the MCSS and shall be determined according to their respective body's regulations.
- 42.3. The Members-at-Large **and** Business Operations Committee shall be elected by all members of the Students' Society and must be members of the Students' Society.

43 Term of Office

- 43.1. The term of office for all members shall be one year from the turnover date specified in the MCSS By-Laws,
 - 43.1.1. 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 turnover date.
 - 43.1.2. 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.

44 Impeachment and Removal from office



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- 441. Any member of Full 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.
- 442. A motion to remove a member from office must be presented in writing signed by at least seven voting members of the Full Council or fifty members of the MCSS, and distributed to all members of the Full Student's Council at a regularly scheduled meeting of the council. The motion shall then be included inscribed on the agenda of the next regularly scheduled meeting of the Full Council.
 - 442.1. Quorum for a motion to remove someone from office shall be two-thirds (2/3) of the members of Student's Council.
 - 442.2. Passage of a motion to remove someone from office shall require a two-thirds (2/3) vote of council.
- 443. Anyone removed from office shall have the right to appeal to an Open Students' Society Meeting unless the member is removed via the Equity Policy.
- 444. 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.
- 445. Any member of Student's Council or of one of its standing committees may be removed from office by their constituency.

5 ELECTION PROCEDURE

- 51 The election of members shall be by secret ballot and will be fair and conducted in accordance to the election rules, presided over by a Chief Returning Officer and two (2) Co-Returning officers, as delineated in the By-Laws.
- 52 In the case of a tie in which a deciding vote is needed, a revote will occur for the tied position(s).
- 53 During elections, all MCSS Executive Council positions, as well as any elected MCSS positions, will include a "none of the above" and "abstain" ballot option, even if there is only one nomination for that position.
- 54 In cases of vacancies, or prevailing none of the above votes, at the discretion of the sitting Students' Council, responsibilities of the position may be absorbed by the other elected executives as per the By-Laws, or by-elections may be called.
- 55 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.
- 56 All nominations shall be in writing requiring the following number of eligible voter signatures:



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| 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.

6 CONFLICT OF INTEREST

- 6.1 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.
- 6.2 A member will be in a conflict of interest if an item is directly related to a club, organization or society to which they are involved. In such a case, said member would not have the right to vote.
- 6.3 Notwithstanding Paragraph 6.2., all members who possess a vote must vote on the Club Budget Request and the MCSS Budget.
- 6.4 Paragraph 6.1 also applies to motions about jobs for which the member has declared their candidacy.
- 6.5 6.1 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.

7 MEETINGS OF THE SOCIETY

7.1 Open Student Society Meetings (OSSM)

7.1.1 Quorum

7.1.1.1 A quorum at a meeting of the Students' Society will be met if ten percent (10%) of the total members of the Society vote on the presented item(s). Members of the Student Society will be advised by email and social media about the meeting prior to the meeting date.

7.1.1.2 If quorum is not met an online vote shall occur. The Vice-President, Internal shall be in charge of the balloting.

7.1.2 Voting

7.1.2.1 The Society, at any Students' Society meeting, has recourse to revise any decision made by Students' Council if quorum is present, and conversely, the Students' Council is bound by any decision voted for at the Society meeting.

7.1.3 Membership



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7.13.1. As described in 4.1.1.

7.14. Calling an OSSM

7.14.1. Biannual election meetings

7.14.1.1. The first regular meeting shall be held within a period of twenty-one (21) working days following the first day of classes of the Fall Term, at which time the existing membership of the Full Council is introduced to the Society 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 closed at this time.

7.14.1.2. The second regular meeting shall be held before the Spring Elections, at which time nominations for the Council positions will be closed and outgoing council members will present their midterm reports.

7.14.2. Petition

7.14.2.1. An OSSM may be called by a petition signed by not less than fifty (50) 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 five (5) working days after receipt of the petition.

7.14.3. Referendum

7.14.3.1. An OSSM may be called to present a votable item that changes the mandate and/or Constitution of the Society at large.

7.14.3.2. Paragraph 7.1.4.3.1. includes amendments to this Constitution, as described in Section 9.

72 Full Council Meetings

The assembly of the Full Council as listed under paragraph 4.2.3. will be known as a Full Council Meeting and will be open for any other members of the Student Society to attend. Should the agenda item covered be confidential, the meeting will enter into a closed session, and the audience will be asked to step out for the duration needed by said item.

72.1. Membership

72.1.1. Voting members:



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- 721.1.1. The Executive Council
- 721.1.2. The Food Science Association (FSA) Representative
- 721.1.3. The Farm Management and Technology (FMT) Representative
- 721.1.4. The Dietetics and Human Nutrition Undergraduate Society (DHNUS) Representative
- 721.1.5. The Agricultural and Environmental Sciences Undergraduate Society (AESUS) Representative
- 721.1.6. The Bioresource Engineering Students' Society (BESS) Representative
- 721.1.7. Members-at-Large
- 721.1.8. Faculty Representative
- 721.2. Observing members
 - 721.2.1. The Laird Hall House Committee (LHHC) Representative
 - 721.2.2. The McGill Environment Students' Society (MESS) Representative
 - 721.2.3. The Macdonald Campus Graduate Students' Society (MCGSS) Representative
 - 721.2.4. The Students' Society of McGill University (SSMU) Representative
- 721.3. Speaker
- 721.4. Secretary
- 722. Quorum
 - 722.1. Quorum of the Full Council is required to vote on agenda items. Quorum is 50% + 1 of the Full Council. Without quorum, agenda items may only be discussed and voting shall be deferred for the next Full Council meeting where quorum is present.
 - 722.2. A member who is unable to vote due to a conflict of interest will still count toward quorum.
- 723. Voting
 - 723.1. Majority vote on an item results in its adoption by the entirety of the Society.
 - 723.2. All members who possess a vote must vote on an item unless they are in a conflict of interest.
 - 723.3. A member who possesses a vote and chooses to abstain will have their vote recorded as neither yes nor no. An abstention does not affect the voting result.



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7234. If the majority of recorded votes are abstentions, the item will be automatically deferred to the next Full Council Meeting.

7235. Agenda items may have to be re-addressed and re-voted on in a Full Council meeting if deadlines are not met in a timely manner for items such as fee referenda, in accordance to McGill's Office of Student Life and Learning, or if the proper action items are not met, such as holding an OSSM within the specified time period.

73 Executive Council Meetings

The Executive Council reports to the Full Council. The purpose of the Executive Council is to establish the priorities of the Society and oversee the financial proceedings of the Society to then be ratified and adopted by the Full Council. The adoption of the items voted on in the Executive Council is subject to a majority vote by the Full Council.

731. Membership

731.1. Listed in the By-Laws under section 2.1.2

732. Quorum and Voting

732.1. Quorum for voting consists of 60% of the Executive Council voting membership, as outlined in 2.1.3. of the By-Laws.

732.2. Majority vote of an item taken by the Executive Council is not adopted until it has been voted on and ratified by the Full Council, as outlined in 2.1.3.d. in the By-Laws. Exceptions are stated in 2.1.3.b. in the By-Laws.

74 Extraordinary Meetings

74.1. Emergency Full/Executive Council Meetings

74.1.1. How to call

74.1.1.1. President

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

74.1.1.2. Petition

An OSSM may be called by a petition signed by not less than fifty (50) 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 five (5) working days after the receipt of the petition.



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8 CAMPUS ORGANIZATIONS

- 81 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 Chairperson of these organizations shall act as the Liaison Officer.
- 82 The president or representative of every societies' 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 organization of the Students' Society. Such a request or recommendation shall be in writing or byemail.
- 83 In special cases, the president or representative of the organization herein noted may address the Students' Council (as described in Paragraph 8.1), but must vacate the room before a vote is taken.

9 AMENDMENTS OF THE CONSTITUTION

- a) Notice of any proposed amendments to the Students' Society Constitution shall be given at a meeting of the Full Council and must be passed by a two-thirds (2/3) majority in the Council.
- b) 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 Full Council meeting for discussion and clarification. No vote on the proposed amendment shall take place at this meeting.
- c) 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.