



Constitution of the Education Graduate Students' Society McGill University

Last updated July 2008

ARTICLE I – NAME

The name of this organization shall be McGill University Education Graduate Students' Society (EGSS), hereinafter referred to as EGSS McGill.

ARTICLE II – OBJECTS

The object(s) of the EGSS McGill are:

- i. The EGSS provides a resource for all graduate education students. It seeks to bring graduates together and offer students a voice in their faculty.
- ii. The EGSS also works to help unite the efforts of graduate students and staff members.
- iii. The EGSS works towards a healthy supportive environment for graduate students as well as keeping students informed about current issues that are relevant to their educations.
- iv. The EGSS works at promoting academic involvement through the organization of an annual conference and seminars.

ARTICLE III – MEMBERSHIP

- 3a) All graduate students currently registered in the Faculty of Education are regular members of this EGSS McGill. Aside from this stipulation, the EGSS McGill shall not discriminate in any way deemed unlawful or inappropriate within the PGSS Constitution, McGill University ethics guidelines, or municipal, provincial and federal law.
- 3b) Membership of EGSS McGill shall be limited to graduate students in Education of McGill University.
- 3c) All graduate students in the Faculty of Education are automatically considered members of EGSS.

ARTICLE IV – OFFICERS

4a) The officers of the EGSS McGill shall be as follows:

- The President;
- The Vice-President Academic;
- The Vice-President Finance;
- The Vice-President Information and Technology;
- The Vice-President Student-Life;
- The Vice-President Diversity & Equity;
- Departmental representatives;
- The Secretary;
- Four (4) Conference Coordinators.

4b) All candidates for positions in the Executive Committee must be regular members of EGSS McGill, and must remain regular members for the whole duration of their mandate.

4c) No member of the Executive Committee shall receive financial remuneration for acting as such.

4d) The duties of the officers shall be as follows:

The President shall:

- i. Coordinate and supervise the activities and finance of EGSS;
- ii. Call and chair all Executive meetings and General Assemblies of EGSS McGill;
- iii. Appoint members of the Executive Council or EGSS members, as appropriate, to sit on Faculty or EGSS committees;
- iv. Serve as an ex-officio member of all constituted and affiliated committees of EGSS McGill;
- v. As the Chief Executive Officer of EGSS, be the designated spokesperson for EGSS on all official occasions;
- vi. As the Chief Executive Officer of EGSS, represent EGSS on legal matters involving the society;

vii. Serve as an ex-officio member on the Conference Committee.

The Vice-President Academic shall:

- i. Voice graduate students' concerns in Academic Policy Committee meetings;
- ii. Work together with students and faculty members in the faculty in order to promote an active and supportive learning environment;
- iii. Serve as an ex-officio member on the Conference Committee;
- iv. Shall be responsible for compiling the EGSS student handbook.

The Vice-President Finance shall:

- i. In cooperation with the Executive Committee, prepare the annual budget of EGSS McGill;
- ii. In cooperation with the Executive Committee, manage the funds of EGSS McGill;
- iii. Keep accounts and reports for revenues, expenditures, receipts and disbursements;
- iv. Keep proper financial accounts and records;
- v. Prepare a mid-year financial report by January 15;
- vi. Prepare a year-end financial report by April 15;
- vii. Prepare and send a final financial report to PGSS;
- viii. Oversee all fund-raising activities;
- ix. Serve as an ex-officio member on the Conference Committee.

The Vice-President Information and Technology shall:

- i. Update and maintain the EGSS website;
- ii. Check the EGSS mail account and ensure that messages are delivered to the appropriate members;
- iii. Maintain and update the faculty-wide listserv;
- iv. Deliver messages to EGSS members via the listserv in a timely manner;
- v. Attend and contribute to EGSS meetings throughout the academic year;
- vi. Serve as an ex-officio member on the Conference Committee.

The Vice-President Student-Life shall:

- i. Be responsible for the organization of social, cultural, and other activities for members of the EGSS;
- ii. Propose, organize and implement activities and events that give students a chance to socialize in a non-academic environment;
- iii. Promote student involvement in activities that allow for social, academic, and professional networking;
- iv. Oversee all committees of EGSS McGill concerned with publicity, including but not limited to membership, publicity or public relations with McGill Education students and faculty;
- v. In conjunction with the President, represent EGSS McGill to McGill Education bodies and individuals;
- vi. Serve as an ex-officio member on the Conference Committee.

The Vice-President Diversity & Equity shall:

- i. Arrange various events that lead to enhancement and creation of a cordial atmosphere where different and diverse groups of students can have fun, work and learn together;
- ii. Bring issues faced by international students to the notice of EGSS and try to solve the problems identified by international and out of town students;
- iii. Raise critical consciousness amongst graduate students through different activities so that students can question inequalities that exist around us;
- iv. Represent the EGSS on all Faculty of Education committees that target equity issues.

The Departmental Representatives for ECP, DISE, SIS, and KPE shall

- i. Attend EGSS Council meetings and provide updates on departmental activities;
- ii. Attend departmental meetings;
- iii. Voice students' concerns at EGSS and departmental meetings;

- iv. Work in collaboration with other Council members at other events;
- v. Promote EGSS events in their departments.

The Secretary shall:

- i. Keep minutes of all EGSS McGill meetings;
- ii. Maintain records of EGSS McGill events;
- iii. Be responsible for notifying EGSS McGill members of meetings by posting notices at least 48 hours in advance;
- iv. Be responsible for booking a room for EGSS McGill meetings;
- v. Be responsible for correspondence;
- vi. Be responsible for submitting EGSS McGill information to news publications;
- vii. Be responsible for filing documents from various committees that Executive members attend.

Conference Coordinators – suggested breakdown of tasks:

Conference Presentations Coordinator shall:

- i. Organize panels and speakers;
- ii. Collect proposals and communicate with presenters;
- iii. Coordinate review and selection process;
- iv. Coordinate a/v equipment and room booking.

Conference Budget Coordinator shall:

- i. Keep track of expenditures and sources of revenue;
- ii. Solicit grants and donations;
- iii. Plan and coordinate food;
- iv. Collect and distribute money as needed (coordinate with EGSS VP Finance).

Conference Publicity Coordinator shall:

- i. Send out emails announcing the conference;
- ii. Solicit volunteers; design and send cfp;
- iii. Coordinate logo and poster design;
- iv. Arrange for posting of posters and fliers;
- v. Coordinate ads in local papers;
- vi. Communicate with deans.

Conference Secretary Coordinator shall:

- i. Record and post minutes;
- ii. Keep all important documents and make binder with conference records;
- iii. Coordinate scheduling and program design;
- iv. Coordinate website design and maintenance;
- v. Solicit and organize volunteers for the day(s) of the conference.

ARTICLE V – EXECUTIVE

5a) The Executive shall be the officers of the EGSS McGill, and shall be elected annually as per the election guidelines set out in this constitution.

5b) The Executive shall hold office from June 1st of each year until the following May 31st.

5c) The Executive Committee shall:

- i. Coordinate and administer the policies, activities and other day-to-day affairs of the EGSS;
- ii. Report regularly on its activities and decisions to the members of EGSS McGill via the listserv or e-mails;
- iii. Uphold the constitution, bylaws, and regulations of EGSS McGill;
- iv. Meet at least once every month during the period while classes are in session;
- v. Be ultimately responsible for any and all official actions taken by EGSS McGill.

- 5d) Each member of the Executive Committee shall prepare and submit to his/her successor a year-end report no later than May 15th.
- 5e) A member 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 outlined in article 15.
- 5f) Any member of the Executive Committee may be asked to fulfill any mandate outside of their official duties.
- 5g) Recruit and/or appoint representatives to PGSS Council and AGSEM for all departments.
- 5h) The Executive Committee as a whole shall be responsible for legal matters involving EGSS McGill.
- 5i) The Executive Committee as a whole shall be responsible for the financial solvability of EGSS.

ARTICLE VI – COUNCIL

- 6a) The EGSS Council shall be the working body of the EGSS McGill between General Meetings.
- 6b) The Council shall be comprised of the Executive and non-voting members (PGSS Councilors and members of special committees).
- 6c) The President shall call meetings of Council no less than twice per academic semester (ie, at least 4 times per year), but ideally once a month.
- 6d) Quorum shall be 70% members of Council.
- 6e) Council meetings are open to all members of EGSS McGill.

PGSS Councillors shall:

- i. Bring forth issues from the Faculty of Education to PGSS meetings;
- ii. Address student concerns at PGSS level;
- iii. Report to EGSS on important PGSS matters;
- iv. Promote EGSS events in their departments;
- v. Work in collaboration with other Council members at other events.

ARTICLE VII – REPRESENTATION

The EGSS Council shall elect/nominate representatives to the PGSS Council and/or committees and to any committees and bodies within the EGSS McGill and / or Faculty of Education on which graduate students and/or postdoctoral fellows are entitled to representation.

ARTICLE VIII – FINANCES & MEMBERSHIP FEES

- 8a) The EGSS McGill shall conduct fundraising for such programs or activities as it sees fit.
- 8b) The EGSS McGill may seek funding from the PGSS in accordance with the PGSS funding program guidelines.
- 8c) The EGSS McGill may request a fee levy from the PGSS in accordance with the PGSS Constitution, Bylaws, and Regulations.
- 8d) The financial year of the EGSS McGill shall be from June 1 to May 31 of the following year.
- 8e) There shall be a bank account under the EGSS McGill's name with at least two (2) joint signing officers. The finances shall be audited by the Vice-President Finance of EGSS McGill, and all cheques must be signed by both the Vice-President Finance and the President of EGSS McGill. The name and contact information of these two (2) signing officers shall be forwarded to the PGSS VP (Finance) no later than September 1 after the start of the fiscal year.
- 8f) Both the budget and the final annual financial statement shall be approved annually by the EGSS McGill at its General Meeting. The approved budget and final annual financial statement of the previous year shall be forwarded to the PGSS VP (Finance) no later than September 1 after the start of the fiscal year.
- 8g) Membership fees shall be approved by the regular members of the EGSS McGill at its General Meeting. The approval of this fee shall be renewed at least once every three (3) years even if an increase is not sought. On March 1, at the latest, preceding the start of the financial year in which the fee will be levied, results of the approval vote shall be forwarded to the PGSS VP (Finance).

ARTICLE IX – GENERAL MEETINGS

- 9a) There shall be one General Meeting of per semester.
- 9b) The General Meeting shall be called by decision of the EGSS Council.
- 9c) Notice of a General Meeting shall be given by posting announcements on departmental notice boards and by e-mail (when possible) at least one (1) week before the meeting.
- 9d) Quorum for the General Meeting shall be 2% of the total membership of the EGSS McGill.
- 9e) All motions shall be passed upon a simple majority vote (50% + 1).

ARTICLE X – ELECTIONS AND CAMPAIGNING

- 10a) Elections shall be held once per year prior to March 1 preceding the start of the financial year at a General Meeting.
- 10b) Notice of open positions shall be given at least one (1) week in advance of the General Meeting by means laid out in Article IX of the EGSS McGill constitution.
- 10c) Any regular member of EGSS may seek election for open positions, providing they acquire the nomination of fifteen (15) regular members.
- 10d) The following members of the Executive Committee shall be elected from regular members of EGSS McGill:
 - The President;
 - The Vice-President Academic;
 - The Vice-President Finance;
 - The Vice-President Information and Technology;
 - The Vice-President Student-Life;
 - The Vice-President Diversity & Equity;
 - Departmental representatives;
 - The Secretary;
 - Four (4) Conference Coordinators.
- 10e) Nominations for President must be signed by fifteen (15) eligible voters as defined in Article 15.3, all of whom must be members of EGSS McGill, and by the nominee.
- 10f) Nominations for the Vice-Presidents, the Treasurer, and the Secretary of EGSS, must be signed by fifteen (15) eligible voters, all of whom must be regular members of EGSS McGill, and by the nominee.
- 10g) Nominations must be opened no later than fifteen (15) school days before the date of the elections.
- 10h) Nominations must be presented to one of the Chief Returning Officers(s) no later than five (5) school days before the date of the election. However, should only one person be nominated for a position at the date set for closing of nominations, the date of the closing of nominations for that position shall be extended by two (2) school days and notice given thereof.
- 10i) Campaigning begins on the day following the closing of nominations.
- 10j) There must be at least three (3) school days allowed for campaigning.
- 10k) All campaigning shall be terminated at 5 PM on the day prior to the first day of the elections.
- 10l) Posters shall not be bigger than eleven (11) inches by seventeen (17) inches in size, and no more than twenty-five (25) posters per candidate may be posted at one time.
- 10m) No financial assistance of any sort is allowed to a nominee for his/her campaign.
- 10n) A spending limit per nominee shall be set, at the discretion of the Executive Committee of EGSS McGill, before the start of the nominations.
- 10o) All nominees shall be required to read this constitution and familiarize themselves with the duties of the position they wish to obtain.
- 10p) Ballots shall be secret, and shall be counted in the presence of at least two non-candidate members.
- 10q) The officers of the EGSS shall be elected at the latest by March 1 preceding the start of the financial year.
- 10r) The list of the elected officers for the coming year shall be forwarded to the PGSS VP (Finance) no later than March 1.

- 10s) Vacancies during the course of the year shall be filled through by-elections, to take place at a special General Meeting. Notice of position, nomination, and voting shall take place as stipulated in Article 10 of the EGSS McGill constitution.
- 10t) The Chief Returning Officer shall be a member of the Executive Committee not running in the next election, and shall be chosen by the Executive Committee.
- 10u) If all members of the EGSS McGill Executive Committee are running in the next election, the Chief Returning Officer shall be a member of EGSS McGill chosen by the EGSS McGill Executive Committee.
- 10v) The responsibilities of the Chief Returning Officer shall be:
 - i. To collect and distribute nomination forms and all other documents pertaining to elections;
 - ii. To conduct elections as per the Electoral Procedures of EGSS McGill as outlined in Article 10 of this Constitution;
- 10w) The eligible voters shall be any and all regular members of EGSS McGill.
- 10x) The Chief Returning Officer may not be candidate in any election of EGSS McGill.

ARTICLE XI – REFERENDA

- 11a) A referendum may be initiated by:
 - i. A resolution of the EGSS McGill Executive Committee;
 - ii. A petition signed by at least five percent (5%) of the members of EGSS McGill.
- 11b) The Vice-President Academic shall be responsible for conducting the referendum.
- 11c) Notice of the referendum question, voting location, and voting hours must be posted no less than six (6) school days before the voting take place.
- 11d) The results of a question put to referendum shall be considered invalid if less than five percent (5%) of regular members (as defined in Article 10w) vote.
- 11e) A simple majority (50+1%) of voters shall be deemed sufficient to carry the referendum, unless a higher majority is called for in the motion calling the referendum.
- 11f) A referendum shall be held every three (3) years to review the mandate for fee collection.
- 11g) The result of a referendum is binding and takes precedence over the decisions of the Executive Committee.

ARTICLE XII – IMPEACHMENT

- 12a) A member of the Executive Committee may be removed from office for impropriety, violation of the provisions of the Constitution, or delinquency of duties.
- 12b) A motion to remove a member of the Executive Committee may only be initiated by a resolution of the Executive Committee, with the support of at least 70% of the members of the Executive Committee, except in the cases outlined in Article 15.
- 12c) A motion to remove a member of the Executive Committee must be signed by at least twenty five percent (25%) of the regular members of EGSS McGill, except in the cases outlined in Article 15.
- 12d) An open meeting on the impeachment, consisting of at least thirty percent (30%) of the regular members of EGSS McGill, must be held no earlier than one week and no later than two weeks after the signatures described in Article 12c have been collected.
- 12e) A two-thirds (2/3) majority of the open meeting described in Article 19.4 is required to remove a member of the Executive Committee, except in the cases outlined in Article 15.

ARTICLE XIII – MEETINGS

- 13a) There will be a minimum of three (3) EGSS McGill meetings per semester for the fall and winter semesters.
- 13b) All meeting times during the fall and winter semesters must be agreed upon by all members of the Executive Committee.
- 13c) Executives who are absent from a meeting are responsible for all information given out and all tasks assigned to them at the meeting they missed.
- 13d) A member of the Executive Committee is officially absent from a meeting if he/she is absent for more than twenty-five percent (25%) of the meeting time (more than 15 minutes in every hour).

ARTICLE XIV – COMMUNICATION WITH EXECUTIVE OFFICERS

- 14a) Each Executive Committee member and PGSS Councillor shall maintain a public e-mail address that will be posted on the EGSS website.
- 14b) During the fall and winter semesters, a member of the Executive Committee must respond to e-mail communications from members of the constituency within three (3) business days.
- 14c) In the event that an e-mail message is forwarded to another member of the Executive Committee, the original recipient must inform the student that their message is being re-directed.

ARTICLE XV – AUTOMATIC REMOVAL FROM OFFICE

A member of the Executive Committee is automatically removed from his/her position if:

- i. He/She is officially absent from three (3) consecutive Executive Committee meetings held during the fall and/or winter semesters, barring medical or family reasons at the discretion of the Executive Committee and/or;
- ii. He/She is officially absent from over fifty percent (50%) of all Executive Committee meetings in a given semester (not including the summer semester and/or);
- iii. He/She is officially absent from his/her scheduled office hours on three (3) consecutive occasions and/or;
- iv. He/She is officially absent from over twenty percent (four office hours in every twenty) of his/her total scheduled office hours in a given semester.

ARTICLE XVI – LANGUAGE OF THE EGSS MCGILL

- 16a) English shall be considered the official language at EGSS McGill meetings.
- 16b) This Constitution shall be available in English and French if required.

ARTICLE XVII – EGSS MCGILL STUDENT BRANCH CHAPTERS

ARTICLE XVIII – SUPERCEDING CLAUSE

This Constitution repeals all previous Constitutions of EGSS McGill.

ARTICLE XIX – INTERPRETATION

Formal resolutions of the Executive Committee shall require 70% quorum, with a 60% or greater majority of all those present, unless otherwise specified in this Constitution.

ARTICLE XX – BYLAWS

EGSS McGill is empowered to adopt Bylaws, which are consistent with this Constitution.

ARTICLE XXI – AVAILABILITY

This Constitution shall be available to any member of EGSS McGill.

ARTICLE XXII – AFFILIATION

- 22a) The EGSS McGill shall be affiliated with the Post Graduate Students' Society of McGill University (PGSS) as outlined in the PGSS Constitution.
- 22b) The EGSS McGill may choose to be affiliated with other bodies as its membership sees fit.

ARTICLE XXIII – ADOPTION AND AMENDMENTS

- 23a) This constitution was adopted by a two-thirds (2/3) majority of a General Meeting of the EGSS.
- 23b) Amendments to this constitution shall be made at a General Meeting.
- 23c) Notice of proposed amendments shall be posted at least one (1) week before the General Meeting, in the manner stipulated in Article 9 of the EGSS constitution.
- 23d) Amendments will be voted on by open ballot, and shall pass by a two-thirds (2/3) majority of those present at the General Meeting.
- 23e) Any changes of the organization's Constitution and Bylaws shall be forward to the PGSS within one (1) month of their implementation.

BY-LAW #1

- 1a) Students belonging to a departmentally-based student society that wishes to be recognized by the PGSS as an independent student society may elect not to pay EGSS fees, by means of a referendum according to both their constitution and the EGSS constitution.
- 1b) Such a decision must be made in time for the EGSS to request the change from the PGSS before March 1 of the year before the change will take effect. If EGSS is unable to respond to this request, the departmentally based student society can directly appeal to PGSS.
- 1c) As of May 2006, the departments encompassed by the EGSS include: DISE, ECP, OFNIE, KPE, and SIS. This list should be updated with changes if any changes are made, for record-keeping and historical purposes.