

# The Constitution of the Graduate Students' Association for Neuroscience (GSAN)

Integrated Program in Neuroscience  
Faculty of Medicine, McGill University

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# **Contents**

Preamble

Article I: Name

Article II: Purpose

Article III: The Membership

Article IV: The Executive

- President

- Vice President Academic

- Vice President Social

- Vice President Communications and Outreach

- Vice President Finance and Operations

Article V: Officers of the Committee

Article VI: Institute Representation

Article VII: The Committee

Article VIII: Membership Representation

Article IX: Finances and Membership Fees

Article X: Nominations, Elections and Impeachment

- Regular Executive Elections

- Regular PGSS Councillor/Representative, Officer and IR Elections

Article XI: General Assemblies

Article XII: Constitution

## **Preamble**

This constitution stipulates the structure, rules, regulations, and procedures directing the operations of the organization of the Graduate Student Association of Neuroscience at McGill University. The goal of this constitution is to preserve:

- i. the means for democratic control of this organization by its membership;
- ii. transparency for its financing and operations; and
- iii. the accountability of the organization's representatives to its Members.

## **Article I – Name**

1. The name of the organization shall be “The Graduate Student Association of Neuroscience” hereinafter referred to as “GSAN”.
2. For the purpose of this document, internally, GSAN shall be interchangeably referred to as the “Association”.
3. For the purpose of external qualification and recognition, the name of the organization shall be spelled out in full, in each document where it first appears, at least once, and thereafter it may be abbreviated as “GSAN”.
4. For the purpose of this document, “the IPN” refers to the Integrated Program in Neuroscience, the “University” refers to McGill University, the “Department” refers to the Department of Neurology and Neurosurgery at McGill University, and the “PGSS” refers to the Post Graduate Students’ Society.

## **Article II – Purpose**

1. The purpose of the Association shall be:
  - i. To serve as the official organization representing the Membership; graduate students enrolled in the IPN.
  - ii. To develop graduate student participation in the Department and to promote the interests and welfare of its members.
  - iii. To provide a platform for social and educational interactions between students across all research institutes encompassed by the IPN.
  - iv. To improve involvement between GSAN and the larger graduate community represented by the PGSS with regard to social and educational activities.

## **Article III – The Membership**

2. The Membership of the Association shall be composed of all graduate students and postdoctoral scholars registered in the IPN.
3. Aside from the stipulation above, the Association shall not discriminate against any individual, in any way that is deemed either unlawful, or inappropriate:
  - iii. according to the PGSS Constitution; or,
  - iv. according to the McGill University ethics guidelines; or,
  - v. according to the municipal, provincial, or federal law.

## **Article IV – The Executive**

1. There shall be six executive officers of the Association, hereafter referred to as the “Executive”, they are:
  - i. President
  - ii. Vice President Academic
  - iii. Vice President Social
  - iv. Vice President Communications and Outreach
  - v. Vice President Finance and Operations
  - vi. Vice President Wellness
2. The Executive shall be elected annually as per the election guidelines set out in this Constitution.
3. The Executive shall hold office from June 1st of each year until the following May 31st, inclusive.
4. The Executive shall be jointly charged with the responsibility of:
  - i. ensuring prudent fiscal management of the Association’s funds;
  - ii. producing Committee Meeting and General Assembly agendas;
  - iii. producing and maintaining guides detailing procedures of individual executive functions; and
  - iv. providing all documents generated by their respective offices to the president;

These responsibilities shall hereafter be referred to as the “joint responsibilities of the Executive”.

### ***President***

5. Further to the joint responsibilities of the Executive, the President shall:
  - i. be the official representative of the Association;
  - ii. 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 the Association;
  - iii. be one of the two required signing officers or assign a delegate where appropriate;
  - iv. receive and compile meeting agendas including:
    - a. reports from all other executives and committees; and
    - b. previous meeting records and agenda items as approved by the Executive;
  - v. conduct all of the Association’s elections according to the procedures and regulations specified in this Constitution;
  - vi. re-register CCR yearly for GSAN (via MyInvolvement);
  - vii. oversees all branches of GSAN government;
  - viii. chair Committee Meetings; and
  - ix. maintain and organize up to date electronic (where appropriate) and paper (where appropriate) records of all of the Association’s documents including:
    - a. the Association’s Constitution;
    - b. financial records as provided by the VP Finance and Operations;
    - c. meeting records (agendas, minutes, etc.);

- d. documentation, photos, and presentations arising from the activities of the Executive;
- e. template and filled forms (e.g. Nomination Forms); and
- f. the Association's operations manuals.

***Vice President Academic***

6. Further to the joint responsibilities of the Executive, the VP Academic shall:
- i. plan and execute academic events including at least:
    - a. two invited speakers or workshops;
  - ii. be responsible for any academic related events or activities hosted or held by GSAN;
  - iii. coordinate communication and establish links with internal and external institutes pertaining to Neuroscience research;
  - iv. ensure all events are advertised to the Membership including at least:
    - a. email notification (at least a week before, and the day prior); and
    - b. physical advertisement (such as posters);
  - v. ensure advertisements are removed within one week following the end of the event.

***Vice President Social***

7. Further to the joint responsibilities of the Executive, the VP Social shall:
- i. plan and execute social events including at least:
    - a. one orientation event;
    - b. one holiday party;
    - c. one end of the year party;
  - ii. ensure that social events follow all applicable rules and laws;
  - iii. ensure all events are advertised to the Membership including at least:
    - a. email notification (at least a week before, and the day prior); and
    - b. physical advertisement (such as posters);
  - iv. ensure advertisements are removed within one week following the end of the event.
  - v. Collaborate with the VP Finance to ensure that all events meet a balanced budget.

***Vice President Communications and Outreach***

8. Further to the joint responsibilities of the Executive, the VP Communication and Outreach shall:
- i. be responsible for all official correspondence with all external entities;
  - ii. act as a liaison between the Committee and external bodies;
  - iii. oversee the regular production and distribution of a newsletter to all GSAN members and the maintenance of social media accounts.
    - a. regular updates to and from the communication officers (one officer for biweekly blast; another for social media handling)
  - iv. make sure to pass on information about GSAN events to the Membership via the institute representatives

- v. attend PGSS meetings every month, along with two elected PGSS councillors/representatives

### ***Vice President Finance and Operations***

- 9. Further to the joint responsibilities of the Executive, the VP Finance and Operations shall:
  - i. be one of two required signing officers;
  - ii. be responsible for ensuring all financial transactions adhere to the approved Association budget;
  - iii. maintain official financial records for auditing purposes including:
    - a. keeping all receipts and cheque stubs for at least five years
    - b. keeping the Association's budget for at least five years; and
    - c. destroying all financial records older than five years;
  - iv. be responsible for preparing the Association's yearly budget and final annual financial statement, as well as making these documents available on the GSA web site for the three years following their preparation;
  - v. solicit funds for the Association;
  - vi. maintain and transmit the records and documentation of the Association's activities required by the PGSS to the appropriate PGSS councillors/representatives within the deadlines stipulated by the PGSS for a Graduate Student Association (GSA); and
  - vii. verify adherence by the Association to all required regulations concerning the activities of a GSA as specified by the PGSS.

### ***Vice President Wellness***

- 10. Further to the joint responsibilities of the Executive, the VP Wellness shall:
  - i. be willing to be trained in non-judgmental, active listening practices;
  - ii. provide oversight for the the IPN Buddy Program, ensuring that all IPN Buddies provide continuous upkeep on their mentoring, and facilitating graduate-undergraduate mentoring services;
  - iii. lead and ensure the maintenance of the IPN peer support group as a safe, non-judgmental, and anonymous feedback service that can address students' emotional concerns
  - iv. plan and organize creative and inclusive wellness events and resources intended to provide all members of the IPN community with holistic support, consisting of, at minimum:
    - a. one wellness event per semester (i.e., music/arts event at Thompson House, exercise outing event, etc.);
    - b. a list of updated wellness resources at McGill University and in Montreal;
  - v. ensure that all wellness events abide by applicable rules and laws;
  - vi. ensure all events are advertised to the Membership including at least:
    - a. email notification (at least a week before, and the day prior); and
    - b. physical advertisement (such as posters);

- vii. ensure advertisements are removed within one week following the end of the event.
- viii. collaborate with the VP Finance to ensure that all events meet a balanced budget.
- ix. direct students to appropriate resources and make it clear that wellness does not constitute medical treatment

## **Article V – Officers of the Committee**

Officer positions that will be filled based on need and interest include, but are not limited to:

1. Website Manager
2. Chief of Staff
3. Merchandise and Procurement Officer
4. Designer
5. Photographer
6. Student Advocacy Officer
7. Student Wellbeing Officers
8. Neuroblog Coordinator
9. Social Officers
10. New and International Student Officer(s)
11. Sustainability Officers
12. Academic Officers
13. Technical Workshop Coordinator
14. Language Class Coordinator
15. Communications Officers
16. Equity, Diversity and Inclusivity (EDI) Officers

1. Website Manager shall be responsible for:
  - i. maintaining an accurate and current website (gsaneuro.com) that shall include information important for the Membership; said information shall include, but is not be limited to, contact information for all council members and the advertisement of GSAN events.
  - ii. ensuring the website is up-to-date and user-friendly
2. The Chief of Staff shall be responsible for:
  - i. maintaining transparency of the organization;
  - ii. attending GSAN meetings regularly and recording meeting minutes;
  - iii. publishing the meeting minutes on the website via the Website Manager;
  - iv. facilitating scheduling of GSAN General Assemblies and GSAN executive meetings;
  - v. announce the beginning of GSAN General Assemblies;
  - vi. communicating with the student body via anonymous feedback forms to provide student input to the executive team;
  - vii. overseeing the updating of the Onboarding Guide for Incoming Students;
  - viii. Ensuring at the end of the year that the GSAN google drive contains all materials to support the following year at GSAN;

- ix. With the President and Chief of Staff, organizing the records the activities and events that worked (and those that did not) and future steps for GSAN.
3. The Merchandise and Procurement Officer shall be responsible for:
- i. Conducting the GSAN clothing drive at least once a year for the Fall and Winter. This requires, through working with the GSAN President, Chief of Staff, and Communications Team:
    - a. communicating with the clothing company,
    - b. managing the list of items,
    - c. updating prices,
    - d. reaching out to GSAN members,
    - e. ensuring payments along with VP Finance (amounts received, pending, refund, etc),
    - f. tallying the clothing items received from the company,
    - g. organizing items by institutes and delivering to the institute reps for distribution,
    - h. updating records at every stage before, during, and after distributions.
  - ii. Conducting oversight for the production, purchasing, storage, and delivery of goods/materials for members of the IPN in cooperation with the GSAN President and institute representatives, which can consist of:
    - a. Mugs
    - b. Calendars
    - c. Pens
    - d. Tote Bags
    - e. Stickers
4. Designer shall be responsible for:
- i. designing posters and other logos;
  - ii. managing a design request form (e.g. through Google Forms) so the GSAN Committee members can request posters for events.
5. Photographer shall be responsible for:
- i. documenting GSAN events through photography and videography;
  - ii. attending a wide variety of GSAN events (free of charge);
  - iii. coordinating with the Communications Officers for publishing of material
6. Student Advocacy Officer shall be responsible for:
- i. maintaining confidentiality;
  - ii. responding to emails from the Membership with resources relevant to their situations;
  - iii. acting as a liaison with associated resources such as the Peer Support Program, the Committee for Member Support through PGSS, the Legal Information Clinic at McGill and others;
  - iv. attending active listening training provided by the Peer Support Program, and a training on handling student cases provided by the Committee for Member Support;
7. Student Wellbeing Officers shall be responsible for:
- i. managing the Peer Support Program, including



- a. organising at least one active listening training session per semester;
    - b. matching peer supporters with the Membership seeking help;
  - ii. acting as a liaison to other McGill wellness resources;
  - iii. organizing mental health awareness and wellness related events throughout the academic year.
8. Neuroblog Coordinator shall be responsible for:
  - i. contacting the Membership to write blog posts about Neuroscience, graduate student life, and mental health;
  - ii. regularly checking the online sign-up form to ensure efficient posting of blog posts;
  - iii. editing the articles submitted and formatting them for the host website (blog.gsaneuro.com).
9. Social Officer(s) shall be responsible for:
  - i. assisting the VP Social in planning and organizing major social events;
  - ii. hosting and overseeing GSAN social events;
  - iii. working with Institute Representatives to plan Hoppy Hour events and generally facilitate outreach;
  - iv. arranging outdoor/physical activities throughout the academic year.
10. New and International Student Officer shall be responsible for:
  - i. assisting international students in getting acquainted with the system at McGill and the department;
  - ii. acting as liaison between international students and the department, as well as the rest of the student body;
  - iii. voicing students' concerns and problems;
  - iv. helping students integrate into the city's lifestyle, culture, and winter through information sessions;
  - v. organizing appropriate events for student integration.
  - vi. promoting cultural exchange amongst a diverse community of the Membership with a long-term vision to minimize implicit bias and increase awareness and acceptance towards people from diverse backgrounds.
11. Sustainability Officer shall be responsible for:
  - i. ensuring that GSAN events are sustainable and Certified by the McGill Office of Sustainability;
  - ii. attending Green Labs Initiative ambassador meetings to maintain the lab waste reduction program;
  - iii. providing a Montreal specific sustainable waste sorting guide for incoming students.
12. Academic Officer shall be responsible for:
  - i. assisting the VP Academic in planning and organizing academic-related events and activities;
  - ii. hosting and overseeing GSAN academic events and activities.
13. Technical Workshops Coordinator shall be responsible for:
  - i. planning and coordinating GSAN's programming and technical skills workshops, such as MATLAB, R, Python, and statistics classes. They may

also plan specialized events and technical workshops on data analysis, data management, cloud computing, etc. Specific expectations include:

- a. Basic familiarity with at least one programming language
- b. Basic familiarity with (or willingness to learn) GitHub
- c. Recruiting instructors for each semester based on programming language and proficiency
- d. Oversee email and social media advertisement of workshops and classes at the beginning of each semester
- e. Manage class registration and provide class lists to each instructor
- f. Ensure minimal overlap with French Language classes
- g. Managing GitHub account with teaching materials
- h. Collect student feedback at the end of each semester

Maintaining documentation of workshops with timelines and logistical details for the reference of future Technical Workshops Coordinators.

14. Language Class Coordinator shall be responsible for:

- i. providing a virtual and/or in-person space for students to practice and develop their french skills
- ii. upkeep of the DuoLingo for teachers profile during the academic term
- iii. organizing resources to language development and improvement on the Google Drive
- iv.

15. Social Media Coordinator shall be responsible for:

- i. Overseeing and coordinting all activity on GSAN's social media accounts: Instagram and Facebook;
- ii. Working with the Chief of Staff to ensure that all GSAN events and activities described on the group calendar are planned and provided to students

16. Communications Officers shall be responsible for:

- i. maintaining activity on GSAN's social media accounts: Instagram and Facebook;
- ii. maintain a communications plan on the shared GSAN calendar;
- iii. publish a biweekly newsletter advertising GSAN events, fundraisers and general interest events hosted by outside groups;
- iv. attending GSAN events to promote them on social media through stories and photographs;
- v. coordinating with the Photographers to obtain photos of past events.

14. Equity, Diversity and Inclusivity (EDI) Officers shall be responsible for:

- i. maintaining, revising, and publishing the GSAN Community Agreement
- ii. overseeing the implementation of the GSAN Community Agreement, which shall include:
  - a. publishing and monitoring a reporting form that GSAN community

- members can use to report breaches of the Community Agreement
- b. taking appropriate action to investigate and remedy reported breaches of the Community Agreement
- iii. organizing annual equity, diversity, and inclusion workshops for the GSAN
- iv. representing the GSAN Committee on the IPN EDI Committees

## **Article VI – Institute Representation**

1. The following research institutes are recognized by the Association as part of the Neuroscience program, and as such are entitled to representation on the Committee:
  - i. Montreal General Hospital;
  - ii. Douglas Hospital Research Centre;
  - iii. Bellini Building;
  - iv. Jewish General Hospital;
  - v. Jewish Rehabilitation Hospital;
  - vi. Lady Davis Institute;
  - vii. McIntyre Medical Building;
  - viii. Montreal Neurological Institute;
  - ix. Stewart Biology Building;
  - x. Glen;
  - xi. Genome Building;
  - xii. Montreal Clinical Research Institute (IRCM);
  - xiii. School of Communication Sciences and Disorders.

Institution representatives should be either a regular student at the respective institute (five days a week) or someone who is from the institute and can dedicate some time every day during activities like clothing distribution

2. Each recognized research Institute may have one representative on the Committee from amongst its members, hereafter referred to interchangeably as “Institute Representative” or “IR”, with the exception of MNI and Douglas Hospital representatives that could be represented by three individuals each.
3. In addition to representing the members of their respective Research Institutes at Committee Meetings, IRs shall be responsible for:
  - i. relaying the Association’s business to their constituents in a timely fashion;
  - ii. encouraging and soliciting the participation of their constituents in the Association’s events and activities, and particularly General Assemblies, votes, and elections;
  - iii. relaying the concerns of their constituents with regards to their experiences with their Research Institute, the Department, and the University;
  - iv. keeping an open line of communication with the VP Communication and Outreach by Slack or email.
4. The term for an IR is October 1st to the following September 31st, inclusive.

## **Article VII – The Committee**

1. The committee of GSAN, hereafter referred to as the “Committee”, shall be the working body of the Association between General Assemblies.
2. The role of the Committee shall be to:
  - i. bring forth, discuss, and develop resolutions to issues of concern to the Association or its Members;
  - ii. promote the improvement of the Association’s activities and structure; and
  - iii. direct the Executive in implementing the decisions of the Committee.
3. The Committee shall be comprised of:
  - i. the Executive
  - ii. the Officers
  - iii. the representatives of the Association to the PGSS Council; and
  - iv. Institute Representatives.
4. The Executive may serve as IRs or members of the PGSS council.
5. Regular Committee Meetings shall take place at least once per month.
6. The agenda of Committee Meetings shall include at least the following items:
  - i. recording of attendance;
  - ii. approval of the agenda, submitted at least one week before the council meeting;
  - iii. business of the Association including;
    - a. items brought by the Executive;
    - b. items brought by IRs, PGSS councillors/representatives or officers; and
    - c. items brought by Members of the Association.
7. Quorum for a Committee Meeting shall be one third (1/3) of voting members of the Committee, including three fifths (3/5) of the Executive.
8. Committee Meetings are open to the entire Membership.
9. The Executive shall be responsible for overseeing the following subdivisions of the Committee to ensure for transparent communication, equitable management of tasks, and responsible government:
  - i. President:
    - a. Chief of Staff
    - b. All Institute Representatives (e.g., MNI, Douglas, etc.)
    - c. Merchandise and Procurement Officer
    - d. Designer(s)
    - e. PGSS Officers
  - ii. Vice President Academic:
    - a. Academic Officers
    - b. Language Class Coordinator
    - c. Technical Workshops Coordinator
  - iii. Vice President Social:
    - a. Social officers
  - iv. Vice President Finance and Operations:
    - a. Sustainability officers
    - b. EDI officers
  - v. Vice President Communications and Outreach:

- a. Communications Officers
    - b. Social Media Coordinator
    - c. Photographer(s)
    - d. Website Manager
    - e. NeuroBlog Coordinator
  - vi. Vice President Wellness:
    - a. Student Wellbeing Officers
    - b. New and International Student Officer
    - c. Student Advocacy Officers
10. Any GSAN Committee positions not mentioned in line 9 of Article VII shall report to the GSAN President
- i. The GSAN President has the ability to delegate oversight of any additional positions amongst the fellow members of the executive committee
  - ii. Collaboration between VPs will be mediated by presidential assent to allow officers to work between subdivisions for the development of events

## **Article VIII – Membership Representation**

1. GSAN shall be the only official representation of its Membership to all entities internal or external to the University.
2. GSAN shall be the only body able to elect (or nominate where appropriate) any of its Membership as representatives of said Membership to any entity internal or external to the University.
3. The Membership, at a General Assembly, may appoint an Acting Equivalent to the Executive or as an External Representative of the Association with the mandate, in order of priority:
  - i. as stipulated by the General Assembly at the time of appointment;
  - ii. filling the position by the mechanisms stipulated in this Constitution; and
  - iii. satisfying the minimum requirements of the position.
4. The term of an Acting Equivalent shall end no later than the end of the term for the position to which an Acting Equivalent has been appointed.
5. All representatives of the Association, elected or otherwise, are liable, both legally and financially, for their actions on behalf of the Association.
6. The Committee may elect new officers and external representatives other than those already specified in this Constitution, as required.
7. The Officers and IRs will be elected by the Membership at a General Assembly, following submission of a nomination form.

## **Article IX – Finances and Membership Fees**

1. The fiscal term for the Association shall begin on June 1st, and end on the May 31st of the following year, inclusively.
2. The Association shall operate a bank account with two signing officers. All receivables must be deposited to this account.
3. The Association's final annual financial statement must be produced after the end of the fiscal year for which the statement reports.
4. If the Association requests a membership fee to be levied through the PGSS then:

- i. the fee must be approved by a simple majority vote at a General Assembly. The results of this approval must be forwarded to the PGSS VP Finance by March 1st, at the latest;
- ii. approval of the fee shall be renewed at least once every three (3) years even if an increase is not sought;
- iii. the list of the Executive for the coming year shall be forwarded to the PGSS VP Finance no later than March 1st;
- iv. the approved budget and final annual financial statement of the previous year shall be forwarded to the PGSS VP Finance no later than September 1st;
- v. the fiscal term for the Association must begin on June 1st, and end on the May 31st immediately following, inclusively; and
- vi. the Association will adhere to any other stipulations of the PGSS Constitution.

## **Article X – Nominations, Elections, and Impeachment**

1. Notice of open positions shall be given at least two weeks in advance of nomination submission deadline.
2. Nomination submission deadlines shall be at least two days before the General Assembly in which candidates are to be elected or declared.
3. The election will be run by the chair of the General Assembly, who must not be nominated for any of the positions being elected. The chair will be responsible for moderating the General Assembly and will also be responsible for completing a written record of the proceedings.
4. Duly completed Nomination Forms are to be submitted to the Association's President (or Acting Equivalent), which includes, at least:
  - i. Nominee's name
  - ii. Nominated position;
  - iii. Nominee's contact information;
  - iv. Expected date of graduation;
  - v. Nominee's acknowledgment of understanding all of the regulations, terms, conditions and responsibilities of the nominated position; and
  - vi. Nominators names, signatures and date of signature.
5. Each nominee for an open position must:
  - i. be a current Member of the Association;
  - ii. be qualified to undertake the responsibilities of the position; and
  - iii. plan to serve a full term in the position as specified for the position sought.
6. Candidates for elections shall:
  - i. be given an opportunity to give a two minute campaign speech; and
  - ii. be subject to an open question period with a duration subject to the discretion of the chair.
7. Vacancies during the course of the year shall be filled through written applications directed to the Executive.

8. Any person holding a position within the Association may be removed from that position due to non-performance of duties, or abuse of office, by the following procedures:
  - i. by a motion of the Committee passed by a two thirds (2/3) majority vote of the members present (with quorum consisting of at least 5 members); or
  - ii. by a motion of a General Assembly passed by a two thirds (2/3) majority vote. (with quorum consisting of at least 15 members)
9. Regular Executive elections:
  - i. a candidate may seek nomination for only one open Executive position;
  - ii. the candidate for President must have previously or currently held a position on the Committee;
  - iii. Candidacy for an Executive position shall be established by the completion of a Nomination Form signed by at least 10 Members and submitted to the President;
  - iv. Elections shall be held once per year prior to June 1st, for the term starting June 1st and ending May 31st of the following year;
  - v. Executives are elected at a General Assembly prior to June 1st;
  - vi. Executives shall be elected by receiving a plurality of votes from GSAN members present at the General Assembly, not including the chair of the General Assembly, who will remain non-voting; and
  - vii. Votes will be cast electronically by all members of the Association who attend the General Assembly in-person or virtually. The chair of the General Assembly will verify the number of votes and the results and will announce the elected candidates at the General Assembly and via email to the rest of the Association.
10. Regular PGSS Councillor/Representative, Officer, and IR elections:
  - i. A candidate may seek nomination for only one open PGSS Councillor/Representative or Officer position;
  - ii. In addition to a PGSS Councillor/Representative or Officer position, a candidate may also seek nomination for a single IR position;
  - iii. Candidacy shall be established by the completion of a Nomination Form signed by at least 3 nominators and submitted to the President;
  - iv. PGSS councillors/representatives and Officers shall be elected at a General Assembly in the last week of September;
  - v. The term for a PGSS Councillor/Representative, Officer, or IR is October 1st to September 31st of the following year;
  - vi. If seats are left vacant, positions may be appointed by the Executive;
  - vii. Officers and PGSS councillors/representatives shall be elected by receiving a plurality of votes from GSAN members present at the General Assembly, not including the chair of the General Assembly, who will remain non-voting; and
  - viii. Votes will be cast electronically by all members of the Association who attend the General Assembly in-person or virtually. The chair of the assembly will verify the number of votes and the results.
11. A member of the GSAN Committee may undergo removal from office via a procedure of impeachment should any of the following apply:

- a. A Committee member or Executive demonstrates behaviour that is in breach of McGill University's Student Code of Conduct (i.e., is abusive);
  - b. A Committee member or Executive consistently demonstrates a disregard for their responsibilities as described in the GSAN Constitution.
    - i. Line 11, article 10 is henceforth referred to as the "article of impeachment".
12. Should the article of impeachment be applied, then the following protocol will be followed:
- a. The IPN administration will be contacted.
  - b. The IPN administration will contact the GSAN Executive Committee, who will in turn initiate a private emergency session between the GSAN President and the IPN Administrative Team:
    - i. If the accused is the President of GSAN, this member will be excluded from attending this special session, and a GSAN member selected by the IPN administration will be called upon.
    - ii. The following will then occur:
      - 1. the accusation will be presented to attending members;
      - 2. the accusation will be evaluated and additional information will be requested (if possible);
      - 3. a line of questioning will be established;
  - c. The accused will then be invited to a separate emergency intervention session, where:
    - i. The intent, impact, and consistency (where applicable) of the accused will be assessed.
    - ii. The Executives will present the line of questioning previously established in Article 10, line 12c, ii, 3
    - iii. The accused will have the right to defend themselves by addressing the complaints made.
  - d. The Executive committee and the IPN Administration will deliberate and schedule another meeting with the accused:
    - i. This meeting will be attended by the members of the GSAN Executive Team, and a member of the IPN administration as witness and neutral arbitrator, to provide a decision.
    - ii. All decisions will be final, decided by a  $\frac{2}{3}$  majority, based on the deliberation and evidence provided to the GSAN executive committee and IPN representative, unless new evidence or accusations come to light.
      - 1. If the accused is deemed unfit for office, then a timely decision shall be made such that the accused shall be immediately removed from their position and GSAN will move towards holding a call to find a replacement for the position.
        - a. If the accusation is deemed to be a severe violation of the Student Code of Conduct, article 10, line 12e, ii, 1



will be applied, and the IPN will be informed to allow for due process according to McGill regulations.

2. If impeachment is found inapplicable, when possible, the IPN will contact the accusers in a private manner to inform them of this situation. When possible, the Executive committee will attempt to provide the accused with suggestions to help prevent recurrence.

## **Article XI – General Assemblies**

1. All of the individual members of the Association present at a General Assembly, hereafter referred to as the “Assembly”, have voice and vote at a General Assembly.
2. General Assemblies will be held in-person on the McGill campus as conditions allow and will also be streamed virtually to allow accessible virtual attendance by all members of the Association.
3. There shall be at least two General Assemblies (GA) as required for the election of the Executive (prior to March 1st) and election of IRs, PGSS councillors/representatives and Officers (prior to October 1st, last week of September recommended).
4. Notice of a General Assembly shall be given by posting announcements on departmental notice boards and by email at least two weeks before the Assembly.
5. Quorum for the General Assembly shall be 5% of the Membership of the Association.
6. General Assemblies are open to the entire Membership.
7. The agenda of a General Assembly will include but is not limited to:
  - i. selection and appointment of the chair of the General Assembly;
  - ii. recording of attendance;
  - iii. approval of the agenda;
  - iv. platform speeches from candidates for open committee positions;
  - v. presentation of proposed constitutional amendments;
  - vi. casting of votes for filling of open committee positions and approval/disapproval of constitution amendments;
  - vii. discussion of issues brought forth by members of the Association; and
  - viii. recording of the minutes by the chair
8. A General Assembly may be called by any Member of the Association by bringing forth a petition of at least 10 Members’ signatures to the President.

## **Article XII – Constitution**

1. Amendments to this Constitution may only be made at a General Assembly.
2. All amendments shall be ratified by a minimum of a two-thirds (2/3) majority vote at a General Assembly.
3. Proposed amendments to this Constitution may be considered if raised as a motion passed at a Committee Meeting at least two weeks before the General Assembly at which the amendment is to be considered.

4. Proposed amendments shall be included as items in the agenda of the General Assembly.
5. Any changes of the organization's Constitution shall be forwarded to the PGSS within one month of their implementation.
6. The dates of any amendments to the Constitution shall be recorded in the Constitution.
7. Any responsibility stipulated in this Constitution may be delegated by the person responsible only upon acceptance by the person to whom responsibility is to be delegated. However, the delegator is still accountable for the delegated responsibility.