

Concordia Ukrainian Students' Union Constitution

April 2004

I. PREAMBLE

We, the Concordia Ukrainian Students' Union (CUSU), recognizing the need for a coordinating body of Ukrainian students at Concordia, do hereby constitute ourselves into a Union and Student Movement, and give to ourselves this constitution.

II. AIMS

- a) To provide a forum for CUSU members and interested parties to meet and discuss matters of mutual concern.
- b) To provide administrative and financial apparatus to achieve a desirable measure of coordination in the activities of the Ukrainian students.
- c) To represent Ukrainian students at Concordia.
- d) To support the study of Ukrainian language and Ukrainian culture at Concordia.
- e) To organize, encourage, and sponsor conferences, tours, student exchanges, study groups, exhibits, which further the activities of CUSU.

III. MEMBERSHIP

Qualifications

- a) All full, part-time or alumni students of Concordia University may be individual members of CUSU.
- b) A member must register, giving basic status information such as name, address, telephone, interests, etc.

IV. SUSPENSION OF MEMBERS

- a) If a member neglects activities without justification, the executive of CUSU may declare the said member inactive by giving notice to the entire membership and announcing the same at the general meeting.
- b) Members, who have been suspended according to the above statement, may appeal to the executive for reinstatement by providing definite proof of a rehabilitation of activity.

V. THE CUSU EXCEUTIVE

- a) President
- b) Vice-President Internal
- c) Vice-President External
- d) Treasurer
- e) Secretary
- f) Past President – non-voting

VI. **EXECUTIVE**

The responsibility and authority to implement the objectives of CUSU shall be vested in an Executive, composed of the following officers, whose incumbent (but not necessarily exclusive) duties and obligations are outlined herein:

a) **President**

As chief executive officer, the President shall have overall responsibility for the realization of general or specific CUSU objectives; shall preside over all general and executive meetings; shall be the legal representative and spokesman of CUSU to all external agencies; shall have general responsibility to delegate authority within the executive and administrative structure of CUSU; shall present a general report for his/her term of office.

b) **Vice-President Internal**

Shall assist the President as required in the execution of his/her duties; shall be *first* to act in the President's stead when he/she is unable to fulfill his/her duties; shall have general responsibility for maintaining effective internal communication channels with organizations within the university and the club membership; shall act as advisory head to all committee groups.

c) **Vice-President External**

Shall assist the President as required in the execution of his/her duties; shall be *second* to act in the President's stead when he/she is unable to fulfill his/her duties; shall have general responsibility for maintaining effective external communication channels with organizations outside the university; shall act as liaison officer to all external organizations.

d) **Treasurer**

Shall be responsible for the accountings of finances in general; in particular, shall keep an up to date record of all revenues and expenditures; shall keep a bank account on the joint signatures of the President and Treasurer; shall keep a petty cash fund, out of which he/she will be authorized to make or refund minor expenditures; shall present a financial statement at the expiration of his/her term.

e) **Secretary**

Shall keep a record of minutes of all executive and general meetings in English; shall be the custodian of CUSU archives, supplies and facilities; shall conduct any correspondence required on behalf of the Executive.

f) **Past President**

Shall act as an advisory head to the President and the Executive. Accords all Privileges of Executive member, except voting power within the Executive.

VII. MEETINGS

A) **General Regulations**

- a) There shall be at least one (1) general meeting called by the President in each academic term (Fall/Winter). Additional general meetings may be convened by a simple majority of the Executive, or upon the request of 20% of CUSU members.
- b) Executive meetings shall be held at the discretion of the President, or by request of at least two (2) members of the Executive.
- c) Notification of general meeting shall be given at least three (3) days in advance, and shall be accompanied by an agenda of the proposed business.
- d) Notification of Executive meetings shall be given at least two (2) days in advance.

B) **Quorum**

- a) For a **general meeting**, the quorum shall be 25 % of CUSU members, excluding the Executive. A general meeting shall not be duly constituted if at least three (3) executive members are not present, including the President or both Vice-Presidents.
- b) For an **executive meeting**, the quorum shall be three (3) members of the Executive, one of which must be the President or at least two (2) Vice-Presidents.

C) **Voting**

- a) Motions at general meetings shall require a simple vote of all CUSU members present to be acted upon, except motions of confidence or non-confidence, at any general meeting.
- b) Decisions at Executive meetings shall be reached by a simple majority vote of all members of the Executive (by post or telephone, balloting and adjournment, if necessary) if a consensus cannot be reached at a duly constituted Executive meeting.
- c) Election of the Executive shall be based on a simple majority vote of all CUSU members present. If more than two (2) candidates are available for any position, repeated voting should be used to successively eliminate the candidate with the least votes in any particular round.

VIII. ELECTIONS

- a) Election of the Executive shall be held at a general meeting called in September of every year. The Executive shall hold office for a period not exceeding one (1) calendar year from date of election. It shall be incumbent upon members to elect or appoint their Executive such that a complete CUSU Executive is ensured no later than the first week of October of the election year.
- b) Vacancies created on the Executive for whatever reasons shall be filled at the next general meeting upon the recommendations of the members.
- c) Should members of CUSU feel that an Executive officer, or committee member, is not discharging his/her duties satisfactorily, such feeling may be brought up at a duly-constituted general meeting, where appropriate action shall be taken based on two-thirds (2/3) majority vote of those present.

IX. AMENDMENTS

- a) Proposed amendments of this constitution shall be submitted in writing to the Executive, and shall be presented and voted upon at the next duly-constituted general meeting, based on a two-thirds (2/3) majority vote.
- b) In cases of dispute arising from articles of this constitution, a simple majority of the Executive shall determine the interpretation.

THIS CONSTITUTION IS EFFECTIVE AS OF THE NINETEENTH DAY OF SEPTEMBER, NINETEEN HUNDRED AND NINETY-ONE, MONTREAL, QUEBEC.

*ORIGINAL CONSTITUTION DATE: 5/OCTOBER 1978

*FIRST (1ST) AMENDMENT DATE: 19/SEPTEMBER 1991