

Constitution of the Interactive Arts and Technology Student Union of the Simon Fraser Student Society

version: October 2008

Article 1 – Name

The name of the Union shall be the “Interactive Arts and Technology Student Union,” hereinafter referred to as the Union.

Article 2 – Purposes

1. The purposes of the Union shall be:

- a. To promote, represent, and advocate for students’ interests within the School of Interactive Arts and Technology, the University, the Simon Fraser Student Society (hereinafter referred to as the SFSS), and the larger community
- b. To support, promote and sustain the community and network of Interactive Arts and Technology students, alumni, faculty and industry alliances
- c. To facilitate cooperation and communication between students and the University
- d. To proactively support diversity and represent individuality for the purpose of building and strengthening the Interactive Arts and Technology student community
- e. To organize academic, social and recreational activities for members of the Union.
- f. To undertake projects, activities, and initiatives to benefit the membership
- g. To conduct the affairs of the Union with integrity, honesty and responsibility and to model and encourage ethical, honest, and responsible behaviour throughout the Interactive Arts and Technology student community
- h. To exude energy, excellence, and passion while striking for a balanced life, continuous learning and the realization of our dreams
- i. To foster a close-knit community that is truly a network, inspired by caring, support, and cooperation

2. The aims and objectives of the Union shall be consistent with those of the SFSS Constitution.

Article 3 – Membership

1. Automatic membership shall be extended to:

- a. all undergraduate students actively registered in the School of Interactive Arts and Technology
- b. all undergraduate students who have intended majors in the School of Interactive Arts and Technology and have taken a course labelled TECH, IART, ITEC, MTEC, or IAT in the last three semesters
- c. all undergraduate students currently enrolled in one or more courses labelled IAT, TECH, IART, ITEC, or MTEC

Article 4 – General Assembly

1. The General Assembly is the supreme decision-making authority of the Union. Its power may be detracted from only by explicit constitutional provision.
2. All members of the Union may participate in discussions and vote at meetings of the General Assembly.
3. Quorum for a meeting of the General Assembly is five members.
4.
 - a. Meetings of the General Assembly may be called by a resolution of the General Assembly.
 - b. Upon receipt of a written or electronic petition from at least four members of the Union, the President (or if the President is unable to act, the Secretary) shall call a meeting of the General Assembly within ten days.
5.
 - a. There shall be at least two meetings of the General Assembly during the fall and spring semesters.
 - b. There shall be at least one meeting of the General Assembly during the summer semester.
6.
 - a. Meetings of the General Assembly shall be advertised at least **five days** in advance of the meeting. Notice shall consist of:
 - i. an email sent to the active members' mailing list and to the SFSS Student Union Organiser
 - ii. an announcement in/on the SFU Surrey Online Connect Bulletin
 - iii. an announcement on the Union's web site
 - iv. a minimum of five signs evenly distributed on the bulletin boards situated at the SFU Surrey campus facility
 - b. Notices shall specify the date, time, and place of the meeting, as well as the text of any motions for which Notice of Motion has been served, in accordance with this Constitution.
7. The Vice President, Operations shall send an email to the active members' mailing list two days before a meeting of the General Assembly with a copy of the draft agenda of the meeting.
8. The General Assembly may strike standing and ad hoc committees and determine their terms of reference.
9. The General Assembly may, by standing resolution, delegate its powers to expend or disburse funds to its standing committees, except that any such expenditure or disbursement shall be reported to the general assembly at its next meeting.

Article 5 – Steering Committee

This section has been removed, constitutional revision October 2008.

Article 6 – Powers, Duties, and Obligations of Executive Officers

1. The President shall:

- a. chair all meetings of the Union
- b. carry out the business of the Union as directed by the decisions of the membership, and in accordance with this constitution
- c. be the alternate student representative on all University committees to which the Union appoints representatives, and attend such committees when the regular representative is unavailable to do so
- d. be a signing officer of the Union
- e. sign all formal Union correspondence
- f. be a spokesperson for the Union
- g. be the primary liaison between the Union and:
 - i. Simon Fraser University
 - ii. the SFSS
 - iii. other external organisations and groups

2. The Vice-President, Operations shall:

- a. assume the duties of the President in the event that the President is unable or unwilling to carry them out, or in the event that the Presidency becomes vacant
- b. assist the President in the duties of his/her office
- c. manage the assets and the office of the Union
- d. manage the ongoing services and operations of the Union
- e. be a signing officer of the Union
- f. generally coordinate the work of the Executive and organization of the Union

3. The Vice-President, Activities shall:

- a. plan, organize, execute, and monitor all Union-sponsored social activities and events
- b. encourage students to become involved in the governance and activities of the Union
- c. direct the activities committee

4. The Secretary shall:

- a. maintain the records of the Union, including the minutes of meetings of the General Assembly, the Constitution, the Standing Resolutions of the Union, all correspondence, and other related documents
- b. record, reproduce, and distribute minutes of meetings of the General Assembly to the membership and the SFSS Student Union Organiser

c. compile and maintain executive, representative, and committee membership lists and contact information, and distribute them to the membership and the SFSS Student Union Organiser

d. ensure that proper notice is given for meetings of the General Assembly and for elections and by-elections

e. ensure that the terms of the Constitution and the Standing Resolutions are followed

5. The Treasurer shall:

a. maintain all financial records of the Union

b. conduct short and long term financial planning on behalf of the Union

c. keep careful account and be responsible for all monies and assets received and disbursed by the Union

d. render, upon written request of the General Assembly within fourteen calendar days, a detailed written report on the Union's financial affairs

e. be a signing officer of the Union

6. The Communications Officer shall:

a. promote the activities, events, and meetings of the Union

b. coordinate classroom presentations and other methods of communicating with the members of the Union

c. be the webmaster for the Union's web site

d. coordinate the advertisement of meetings of the General Assembly and its committees

7. The TechOne Representative shall:

a. represent the interests of first year students at meetings of the Union

b. communicate the initiatives, events, and activities of the Union to TechOne students

c. encourage TechOne students to become involved in the activities of the Union

8. The Forum Representative shall:

a. promote the interests of the membership at meetings of the Forum of the SFSS

b. ensure that the Union is in compliance with the bylaws and regulations of the SFSS

c. report on the activities of Forum to the Union at meetings of the General Assembly

Article 7 – Elections and By-elections

1. Elections and by-elections shall take place at meetings of the General Assembly.

2.
 - a. Elections shall be by secret ballot.
 - b. If only one candidate is nominated for an office in an election, the candidate shall be subject to a yes/no vote.
 - c. If there are two or more candidates for an office, then the election shall take place by Alternative Vote, with "Re-Open Nominations" as an option. If "Re-Open Nominations" wins, then the nomination and election process shall take place again; if "Re-Open Nominations" wins a second time, then the executive position in question shall be vacant.
 - d. Candidates who fail to be elected to an office may run for another position that is being elected at that meeting. The order of elections shall be the order listed in Article 6.
3.
 - a. The term of office for all executive positions shall be for one year, from May 1 until April 30.
 - b. Notwithstanding the provisions of this Article, the TechOne Representative shall hold office from September 2 until September 1 of the following year.
4.
 - a. The general election shall take place at a meeting held between March 1 and April 30.
 - b. Notwithstanding the provisions of this Article, the TechOne Representative shall be elected at a general election held between September 2 and October 31.
5.
 - a. By-elections may be held at any time.
 - b. An individual elected in a by-election shall hold office for the duration of time indicated by the General Assembly, but in any event shall not hold office beyond April 30 of that academic year. If no duration of time is indicated, the officer elected in the by-election shall hold office until April 30 of that academic year.
6. A decision to hold an election or by-election may only be made by the General Assembly.
7.
 - a. Elections and by-elections shall be advertised at least two weeks in advance. Notice shall consist of:
 - i. an email sent to the active members' mailing list and to the SFSS Student Union Organiser
 - ii. an announcement in/on SFU Surrey Online Connect Bulletin
 - iii. an announcement on the Union's web site
 - iv. a minimum of eight signs evenly distributed on the bulletin boards situated on the SFU Surrey campus facility
 - b. Notices shall specify the date, time, and location of the meeting of the General Assembly where voting shall take place, and the offices that are open for nomination.
8.
 - a. All members of the Union shall be eligible to run for open offices in the elections. All members of the Union shall eligible to vote in the election.
 - b. Notwithstanding sub-section b, only TechOne students shall be eligible to run for and vote for the position of TechOne Representative.

9. The provisions of this Article shall only apply to the Forum Representative position in relation to by-elections.

Article 8 – Recall of Officers

1. Executive officers may be recalled by a two-thirds (2/3) supermajority vote of the General Assembly.
2. Notice of motion must be given in the notice of the meeting of the General Assembly where the recall vote shall take place.
3. An officer facing recall shall be provided with a copy of the recall notice, and shall have the opportunity to defend himself/herself, in person or in writing, at the meeting of the General Assembly where the recall vote shall take place.
4. Notwithstanding this Article, the Forum Representative may only be recalled in accordance with the Constitution and Bylaws of the SFSS.

Article 9 – Miscellaneous Provisions

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Union in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any Standing Resolutions that the Union may adopt.
2. The Constitution, the Standing Resolutions, and the minutes of meetings of the General Assembly and of its committees, once approved, shall be posted on the Union's web site and a physical copy be stored in the Unions office.
3. All references in this Constitution to the Union's web site shall only apply if the Union has a web site.
4.
 - a. The Secretary shall be the owner of the active members' mailing list.
 - b. The active members' mailing list shall be an open membership, unmoderated list.
 - c. All executive officers shall be on the active members' mailing list.
 - d. The Union shall encourage members to join the active members' mailing list.
 - e. The active members' mailing list shall serve as a discussion forum for the Union.
5. The signatures of two signing officers are required to approve the expenditure of Union funds.
6.
 - a. No votes by proxy shall be allowed at meetings of the Union.
 - b. If facilities permit, members may participate in a meeting of the Union and vote by teleconference.

Article 10 – Standing Resolution

1. The Union may, by a two-thirds (2/3) supermajority vote of the General Assembly at which notice of motion has been served, enact, amend, or repeal Standing Resolutions.
2. Standing Resolutions shall be appended to this Constitution.

3. An updated copy of the Standing Resolutions shall be sent to the SFSS Student Union Organiser following any amendment or change.
4. Standing Resolutions shall not conflict with this Constitution or with the terms of the Constitution, Bylaws, and Policies of the SFSS.

Article 11 – Constitutional Amendments

1. The Union may, by a two-thirds (2/3) supermajority vote of the General Assembly for which seven days' notice of motion has been served, amend this Constitution.
2. All constitutional amendments must be ratified by the SFSS in order to come into force.

Article 12 – Dissolution

1. In the event that the members decide to dissolve the Union or in the event that this Union becomes inactive, all assets of the Union become the property of the Simon Fraser Student Society to be held in trust for a minimum of two years.
2. If, during this period, if a new Student Union is formed to represent the interests of students enrolled in the School of Interactive Arts and Technology or if the Union becomes active, the trust shall be dissolved and all assets shall become the property of the Union.
3. After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit. For the purpose of this Article, the Union shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of quorate general meetings specified in this constitution.

Standing Resolutions

SR-1: Activities Committee

(Approved November 25, 2005)

1. Standing Committee

The General Assembly shall maintain as a standing committee, an Activities Committee.

2. Composition

a. Chairperson: Vice-President, Activities or a person appointed by a seventy-five percent or greater vote of the General Assembly

b. Three executive officers, appointed by the General Assembly

c. Five students at large, appointed by the General Assembly

3. Quorum

Quorum is the greater of three persons and fifty percent of positions filled, including at least one executive officer.

4. Chairperson pro tem

Only an executive officer may serve as a chairperson pro tem of the committee.

3. Terms of Reference

a. Plan events and activities of a social, recreational, academic, industry related, or community service nature.

b. Execute such events.

c. Encourage student involvement in IATSU.

d. The committee shall have the power to disburse such funds as may be allocated to it by the General Assembly."