

## Linguistics Student Union CONSTITUTION (as of Summer 2021)

### I. Objectives

1. To promote and represent students' interests within the Linguistics Department.
2. To provide social and recreational activities for the membership.
3. To undertake projects and activities to benefit the members.

### II. Membership

Automatic membership in the Linguistics Student Union shall be extended to:

1. All declared majors, minors, and honours students in the department; and
2. All students who are currently enrolled in one or more courses offered by the department.

### III. Executive

The responsibilities shall include:

1. Convening all general meetings, having ensured that an agenda has been prepared and that due notice has been given;
2. Ensuring that the directives of this constitution and decisions made by general meetings are carried out;
3. Maintaining communications between the union and other student unions, the SFSS, the department faculty, and other University organizations as needed.

**President:** Open to one position. Shall prepare agendas and conduct all executive or general meetings; is the ex-officio member of all committees within the union; has the mandate to oversee all activities within the union. The president position is the only member of the executive body to hold powers of veto in amendments to the constitution or any legislation put forward.

**Vice-President:** Open to one position. Contribute to the overall management and well-being of the student Union. Assist the President in managerial duties, agenda preparation and regulation of all executive or general meetings in the absence of the President. Support activities and fellow executives within the union.

**Secretary:** Shall record and keep minutes of all meetings; is responsible for the union's correspondence; is responsible for sending out a copy of the minutes to SFSS.

**Treasurer:** Keeps a record of allocation of union funds; periodically checks and updates the union asset list; shall give an account of the union's financial standing and make the record books open to the union or to the SFSS if requested to do so.

**Events Coordinator:** Open to three positions. Has the responsibility to organize and produce events that would promote the goals of the Linguistics Student Union; is responsible for promoting the student union via the Internet in cooperation with the Communications Director.

**Communications Director:** Open to three positions. Creates and maintains the union's social media as directed by the executive body. Duties also include creation and distribution of promotional material.

**Department Representative:** Represents the student union at the department level; attends and participates in department meetings and communicates any changes at union level or student feedback.

**Merchandise Officer:** Open to three positions. Has the responsibility to organize and promote merchandise orders; maintain communication with providers; and plan for any possible new merchandise items, providers or designs. Must keep careful track of expenses and guidelines put forward by the providers.

**Webmaster:** Open to one position. Regulates and maintains the union's web page as directed by the executive body. Work with Linguistics department's communications coordinator.

**FASS Representative:** Attend all FASS meetings and committees elected to; speaks on behalf of the Linguistics Student Union; represents all views of linguistics student body. If elected representative is unable to attend, they must find a replacement agreed upon by the union.

**Council Representative:** Attend all SFSS Council meetings and committees elected to; represent the best interest of the members of the union to the Council. Serves a liaison between SFSS Council and the student union. If elected representative is unable to attend, they must find a replacement agreed upon by the union.

#### IV. Meetings

1. The Linguistics Student Union quorum must be greater than half of the elected executive body.
2. At least one official meeting must be called per month. If assembling members is a difficulty, business can be conducted over electronic mail.
3. Union meetings should be well posted in advance using electronic mail, website, posters, etc.
4. Minutes shall be recorded for all meetings.
5. Minutes shall be sent to SFSS after every meeting.
6. If, at any time, no executive member is able to call a general meeting at the request of the membership, any member may do so providing proper notice is given.

#### V. Elections and by-elections

1. Terms for the Executive Team shall be for one (1) year, or until the first general meeting of the Fall semester.
2. A by-election will be held each Summer semester effective for the duration of said semester until the Fall general election (See point 1).
3. An election will be held at least once per year.
4. The union's elections will take place in the third week of the semester.
5. Submissions for candidate applications must be submitted by the second week of the semester.
6. Executive positions can be held by any student member of the union.
7. Votes may be cast by secret ballot or a simple show of hands. Majority vote wins. In case of a tie the chair casts the deciding vote, or the member with the least votes drops out and votes are recast.
8. If, for any reason, an executive position becomes vacant, a by-election for that position will be held. This is not required if less than one month is left before the next scheduled election; instead, a member may

9. be appointed to the position by the Executive.
10. Any internal election should be reported to the SFSS Organizing office.

#### VI. Amendments

1. Notice of the proposed amendments to the constitution must be given at the meeting prior to the one in which they are to be discussed, or via email.
2. Amendments to this constitution require greater than half of the elected executive body.

#### VII. Dissolution

1. This union will be dissolved if a majority of quorum votes to do so, or if union attendance falls below SFSS standards.
2. In the event of the union's dissolution, all union assets become property of the SFSS for a minimum of two (2) years.
3. In the event the Linguistics Student Union becomes active again, the assets will dissolve and become property of the new active union.
4. If the trust has not been dissolved after two years, the Simon Fraser Student Society may redistribute the assets as it sees fit.