

# Constitution of the Carleton Academic Student Government



Passed: 1969

Major Amendments:

**1981 (Carl Gillis):** Amended to current form

**2008 (Andrew Monkhouse):** Major update, change of name and constitution held by Senate.

**2018 (Emily Grant):** Modernization of constitutional language, devolution of powers to Council, greater emphasis on executive transparency, and prioritization of financial support for students.

## **ARTICLE I: THE ORGANIZATION**

- 1.1 The organization shall be known as the “Carleton Academic Student Government”
- 1.2 Carleton Academic Student Government shall operate within the system of Academic Governance of the University (AGU) defined by the Senate of Carleton University
- 1.3 The Carleton Academic Student Government shall act as the representative body of undergraduate students for academic issues at Carleton University
- 1.4 The term “CASG” may be used in this document to refer to the organization
- 1.5 The term Constitution herein stated shall refer to the CASG Constitution
- 1.6 CASG has previously operated under other names and is bound by all agreements and references to the following terms:
  - a) New University Government Student Caucus
  - b) New University Government
  - c) NUG
  - d) Carleton Student Government
  - e) CSG

## **ARTICLE II: AIMS**

- 1.1 Aims of CASG
  - a) To respond to issues affecting the quality and administration of education at Carleton University.
  - b) To promote and protect an individual’s right to academic freedom at Carleton University.
  - c) To promote full and part-time student participation and interest in academic issues at Carleton University.
  - d) To coordinate student participation in University affairs, the Senate, and its committees through the AGU system.
  - e) To maintain reasonable dialogue with other councils and boards at Carleton University.
  - f) To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse in accordance with Carleton’s Human Rights Policies and Procedures.
  - g) To provide assistance for student-led initiatives.

- h) To foster academic excellence through the administration of student scholarship awards.

### **ARTICLE III: MEMBERSHIP**

#### 1.1 Membership shall be:

- a) All students registered in Bachelors programs or taking courses at Carleton University;
- b) All other Carleton students taking courses who are not paying fees to the Graduate Students Association.

### **ARTICLE IV: COUNCIL**

#### 1.0 Authority

- 1.1 The CASG Council shall maintain sole authority of its Bylaws, policies and composition.
- 1.2 CASG shall be accredited as a student organization by the Senate of Carleton University.
- 1.3 The CASG Constitution shall be a document of the Senate of Carleton University, amendable by a referendum of all students or by the request of CASG Council as outlined in Article V.

#### 2.0 Composition

- 2.1 The Composition of CASG Council shall be defined by the AGU and CASG Bylaws, but must include the following members:
  - a) The CASG President;
  - b) All CASG Vice Presidents and Faculty Coordinators as outlined in the CASG bylaws and elected according to CASG policies;
  - c) A representative from the Carleton University Students' Association selected by the president of the Carleton University Students' Association;
  - d) A representative from Carleton Graduate Students' Association selected by the president of the Graduate Students' Association;
  - e) A representative from Rideau River Residence Association selected by the president of the Rideau River Residence Association;
  - f) A representative from the Carleton Alumni Association selected by the president of the Carleton Alumni Association;

- g) A representative from the Carleton Administration selected by the president of Carleton University;
- h) All Academic Student Government Representatives as defined in the AGU document.

### 3.0 Terms of Office for CASG Council Members

3.1 A Council member's term begins on the first day after the CASG election and ends on the first day after the completion of the CASG election the following year.

3.2 Each Council member is required to attend or send regrets to at least one of every two Council meetings.

3.3 A Council member may be removed from Council by a vote of two-thirds (2/3) of all Council members present and voting at a meeting at which quorum has been established.

### 4.0 The President of CASG (President)

4.1 The President shall be responsible for the productive operation of the CASG Council and CASG Council Staff.

4.2 The President shall keep an accurate and up-to-date record of all Council resolutions.

4.3 The President shall attempt to ensure all members of the Council have full knowledge of all background information relevant to their discussion at the meetings.

4.4 The President shall ensure the election of Vice-Presidents and Faculty Coordinators by CASG Council and the hiring of all other CASG Council Staff.

4.5 The President shall report to Senate the activities of CASG and to the Board of Governors the financial expenditures of CASG.

4.6 The President shall serve as the organization's primary representative on student government bodies wherein CASG maintains ex-officio representation and must delegate a Vice-President or Faculty Coordinator to represent CASG at meetings in which the President is unable to attend.

4.7 The President shall be elected from CASG Council for a one-year term in accordance with the CASG Electoral Code.

### 5.0 Elections

5.1 Elections for President, Vice-President, Faculty Coordinator, and Academic Student Government Representative positions shall be administered through an electoral code established under Article VII of the Constitution.

## 6.0 Meetings

- 6.1 All Council meetings shall be convened by the President no less than three times each semester.
- 6.2 Regular Council meetings shall be called with a minimum of two weeks notice to members:
- 6.3 Emergency Council meetings may be called on three business days notice by a petition of ten Council members.
- 6.4 The quorum of CASG Council meetings shall be defined within the CASG Bylaws.
- 6.5 Council meetings shall be open to all students, officers of the University, and invited guests, unless closed by a two-thirds majority vote of those CASG Council Members present, in which case only CASG Council Members and those guests invited by Council to attend the closed session may be present.
- 6.6 Only CASG Council members may vote at Council meetings.
- 6.7 Should a conflict of interest arise, the affected member shall declare that a conflict of interest exists and abstain from voting on the question.
- 6.8 CASG Council meetings shall follow Carleton Senate rules of order except where altered by the constitution, bylaws, or policies of CASG.

## **ARTICLE V: AMENDMENTS TO THE CONSTITUTION**

### 1.0 Authority

- 1.1 Students shall have the power to enact amendments to the Constitution by referendum.
- 1.2 CASG Council shall have the power to enact amendments to the Constitution by a two-thirds (2/3) majority vote which must be approved by Senate.
- 1.3 Amendments to the Constitution shall have full force of the Constitution and shall take precedence over any Bylaws or policies adopted by CASG Council.

### 2.0 Proposal of Amendments

- 2.1 Any student of Carleton University may propose an amendment to the Constitution at any meeting of the CASG Council, subject to Article V, Section 1.0.
- 2.2 In the event that Council fails to enact the proposed amendment, a petition signed by at least one-twentieth of students of Carleton University shall require Council to consider the proposed amendment as worded in the petition; within two meetings of Council. Should Council fail to enact the amendment as worded in the petition, the amendment shall be submitted to a referendum to be held no

less than three (3) weeks and no more than eight (8) weeks after the receipt of the petition at a meeting of Council.

2.3 Council may, by a majority vote of all members of Council, submit any proposed constitutional amendment to referendum.

### 3.0 Enactment by Referendum

3.1 All students shall be eligible to vote in any referendum with regards to amendments of the Constitution.

3.2 An amendment shall be enacted by referendum, provided that a simple majority of those voting in the referendum vote in favour of the amendment and that over one-twentieth (1/20) of all eligible voters cast ballots in the referendum.

### 4.0 Enactment by Council through Senate

4.1 An amendment to the Constitution may be recommended to the Senate of Carleton at a meeting of members present and voting at Council by a two-thirds majority of members present and voting at Council, provided that the wording of the amendment was distributed to CASG Council no less than 7 days (168 hours) before the beginning of the meeting to which it is being voted upon.

4.2 Changes will take effect after the ratification of the constitution by the Senate of Carleton University.

## **ARTICLE VI: BYLAWS**

### 1.0 Authority

1.1 Council shall have the power to enact Bylaws.

1.2 The Bylaws shall take precedence over any and all rules, regulations, or policies enacted by Council except for any provisions of the Constitution.

1.3 Any Bylaw motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.

### 2.0 Enactment

2.1 A Bylaw may be enacted at a meeting of Council by a two-thirds majority of all Council members, provided that the wording of the Bylaw was distributed to CASG Council no less than 5 days (120 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A Bylaw shall be effective immediately upon enactment by Council.

### 3.0 Amendments to Bylaws

- 3.1 Amendments to Bylaws shall be enacted in the same manner as Bylaws are enacted.

## **ARTICLE VII: POLICY**

### 1.0 Authority

- 1.1 CASG Council shall have the authority to enact policies.
- 1.2 Policies shall not conflict with, or attempt to vary, any provision of this Constitution, or any Bylaw of CASG.
- 1.3 Policy is hereby defined as direction given to the President and Council staff on how to conduct business of Council and/or as to what public position will be adopted by the President and Council staff on any academic matter the Council deems appropriate.

### 2.0 Enactment

- 2.1 The Bylaws of CASG shall be responsible for the following matters pertaining to the administration of CASG policies:
  - a) Enactment;
  - b) Amendment, proper notice, and repeal;
  - c) Compendium of Policies;
  - d) Review; and
  - e) Operation and Suspension of policies in force.

### 3.0 Senate veto of policies adopted by CASG Council

- 3.1 Any policy motion approved by Council may be overturned by a two-thirds majority of the Senate if the spirit of the motion is deemed to be in violation of the AGU or Article II of the CASG Constitution.

### 4.0 Review

- 4.1 Council, at the beginning of its term shall mandate an appropriate committee to review Council Policies for the purpose of determining whether such policies are relevant, workable, and consistent.
- 4.2 This committee shall make recommendation to Council in a reasonable time.
- 4.3 Council may enact the recommendations of this committee by a majority vote of all members of Council, present and voting, providing that all CASG Council

members have been notified of the recommendations seven days prior to the Council meeting.

5.0 Operation

- 5.1 Council may authorize specific exceptions to or unique suspensions of a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of CASG Council Constitution, CASG Council Bylaws, or the AGU Document.

**ARTICLE VIII: TERMS OF DISSOLUTION**

1.0 Dissolution

- 1.1 CASG may be dissolved by a referendum held in the same manner as set out for a constitutional amendment in section 3.0 of Article V above.
- 1.2 CASG will also automatically be dissolved should Council ever receive notice from the Senate of Carleton University that it is no longer accredited as a Carleton student organization.
- 1.3 Should a referendum pass favoring the dissolution of CASG, the task of electing and coordinating student representation as well as assets of CASG shall be transferred to the Senate Office of Carleton University immediately.