

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

2016 (Ayesha Landon-Browne): Major Updates

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 a 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 Council
- b) New University Government
- c) NUG
- d) Carleton Student Government

Article II: Aims

1.1 The aims of CASG are

1.1.1 To respond to issues affecting the quality and administration of education at Carleton University

1.1.2 To promote and protect an individual’s right to academic freedom at Carleton University

1.1.3 To promote full and part-time student participation and interest in academic issues at Carleton University.

1.1.4 To coordinate student participation in University affairs, the Senate, and its committees through the AGU system.

1.1.5 To maintain reasonable dialogue with other councils and boards at Carleton University.

1.1.6 To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, race, language, religion,

age, national or social status, political affiliation or beliefs, sexual orientation, disability, or marital status.

Article III: Membership

1.1 Membership shall be:

- 1.1.1 All students fulfilling the requirements of a bachelor's degree at Carleton University - subject to the definition of an undergraduate student by the senate
- 1.1.2 All other Carleton student taking courses who are not paying fees to the Graduate Student Association

Article IV: Council

1.0 Authority

- 1.1 The CASG council shall maintain sole authority of its by-laws, 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 outline in Article V

2.0 Composition

- 2.1 The CASG Council shall consist of the following members:
 - 2.1.1 The CASG executive (in order of seniority)
 - 2.1.1.1 President
 - 2.1.1.2 Vice President Internal
 - 2.1.1.3 Vice President Operations
 - 2.1.1.4 Vice President Academic
 - 2.1.2 Student Senators
 - 2.1.3 Faculty Coordinators
 - 2.1.4 A representative from the Carleton University Student's Association, as selected by the President of the Carleton University Student Association
 - 2.1.5 A representative from the Graduate Student's Association, as selected by the President of the Graduate Student Association
 - 2.1.6 A representative from the Rideau River Residence Association, as selected by the President of the Rideau River Residence Association
 - 2.1.7 A representative from the Carleton Administration, as selected by the President of the Carleton Administration
 - 2.1.8 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 for at least 50% CASG council meetings, faculty board meetings, or departmental board 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

- 4.1 The President shall assist CASG Council Members in their administrative requirements.
- 4.2 The President shall be responsible for the productive operation of the CASG Council and CASG Council Staff.
- 4.3 The President shall take steps to encourage good attendance at all meetings of the CASG council.
- 4.4 The President shall keep an accurate and up-to-date record of all Council resolutions.
- 4.5 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.
- 4.6 The President shall ensure that all Council meetings are chaired.
- 4.7 The President shall ensure the election of Vice Presidents and Faculty Coordinators by CASG Council and the hiring of all other CASG Council Staff.
- 4.8 The President shall report to Senate the activities of CASG and to the Board of Governors the financial expenditures of CASG.
- 4.9 The President shall be elected from Carleton Academic Student Government Representatives by the Council for a one-year term in accordance with electoral by-laws

5.0 The Faculty Coordinators

- 5.1 Faculty coordinators shall be students of the faculty they are representing
- 5.2 Faculty coordinators are responsible for coordinating departmental representatives and ensuring they attend faculty and departmental meetings

6.0 Elections

- 6.1 The President shall be the Chief Electoral Officer– providing they are not running for reelection
 - 6.1.1 In the event that they are running for reelection the Vice President Internal shall act as the CEO, followed by the Vice President Operations and the Vice President Academic
 - 6.1.2 Any electoral violations shall be dealt with by the Chief Electoral Officer and a representative of the Senate, such as the Clerk of the Senate
- 6.2 If all CASG executives are running for reelection council shall appoint a CASG member to act as CEO
- 6.3 Executive elections shall be held prior to the end of Winter Semester for the next academic year
- 6.4 Elections for Executives will have a minimum of
 - 6.4.1 Three days to receive nominations

6.4.2 Two weeks of campaigning

6.5 Those eligible to elect CASG executives are those who are a current member of the CASG council

6.6 Student Representatives nominations and elections shall be held as early as possible in the fall semester

6.7 When possible CASG reps may be chosen from student societies that are representative of their faculty as per the electoral code

7.0 Holding of Office

7.1 Executives shall hold office from 1st May of the year they are elected to May 1st of the next year

7.2 Departmental representatives will hold their seat for the academic year, from the day they are elected to April 30th

8.0 Meetings

8.1 The President is responsible to call meetings no less than twice a semester, or at the petition of 5 council members

8.2 Two weeks notice must be given for meetings

8.3 Emergency Council meetings may be called on three business days notice by a petition of ten council members

8.4 Council meetings shall only have quorum if at least 20% of all council seats are present

8.5 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.

8.6 Any student may be permitted to place a motion on the floor of a Council meeting provided it is seconded by a Council member.

8.7 Any student and any guest with the permission of the President may speak at a Council meeting.

8.8 Only CASG Council members may vote at Council meetings.

8.9 Should a conflict of interest arise, the affected member shall declare that a conflict of interest exists and abstain from voting on the question.

8.10 CASG Council meetings shall follow Carleton Senate rules of order except where altered by the constitution, by-laws, or policies of CASG.

8.11 The agenda for the upcoming meeting shall be circulated by the President no less than three days prior to the start of the meeting

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 by a two-third majority vote, at a CASG council meeting
- 1.3 Any amendments, either by referendum, or Council shall be approved by Senate
- 1.4 Amendments to the Constitution shall have full force of the constitution and shall take precedence over any and all rules, regulations, by-laws or policies of the Council

2.0 Proposal of Amendments

- 2.1 Any student of Carleton University may propose an amendment to the Constitution at any meeting of CASG Council
- 2.2 In the event that Council fails to enact the propose amendment, a petition signed by at least one twentieth of CASG members shall require Council to consider the proposed amendment as wording 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, submit any proposed constitutional amendment to the referendum

3.0 Enactment by Referendum

- 3.1 All CASG members students shall be eligible to vote in any referendum with regards to the 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 of the eligible voters cast ballots
- 3.3 If the referendum passes the amendment will not come into effect until it has gotten senate approval

4.0 Enactment by Council

- 4.1 All changes to the constitution, whether by council or by referendum, shall come into effect after gaining senate approval

Article VI: By-laws

1.0 Authority

- 1.1 Council shall have the power to enact by laws
- 1.2 The by-laws shall take precedence over any and all rules, regulations, or policies enact by Council, except for any provisions of the Constitution

2.0 Enactment

- 2.1 A by-law may be enacted at a meeting of Council by a two-thirds majority vote of all Council members, provide that the wording of the by-law was distributed to CASG council no less than three days prior to the meeting that it is being voted on
- 2.2 A by-law shall be effective immediately upon enactment by council

3.0 Amendments to by-laws

3.1 Amendments to by-laws shall be enacted in the same manner as by-laws are enacted

4.0 Content of By-Laws

4.1 The By-Laws shall contain the terms of reference and membership of all CASG committees.

4.2 The executive committee shall be composed of the President, the Vice President Internal, the Vice President Operations and the Vice President Academic

Article VII: Policy

1.0 Authority

1.1 CASG Council shall have the authority to enact policies

1.2 Policies shall not conflict, or attempt to vary, any provision of this Constitution or any Bylaw of CASG

1.3 Policy is hereby defined as the 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 that the Council deems appropriate

2.0 Enactment

2.1 A Motion of Policy reported to Council with proper notice will require a simple majority of those present and voting at Council, provided that the wording of the by-law was distributed to CASG Council no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A Motion of Policy reported to Council with proper notice will require a two-thirds majority of those present and voting at Council if the wording was not distributed to CASG Council more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

3.0 CASG Employment

3.1 The CASG Council shall be allowed two employees

3.1.1 The Council Chair

3.1.2 The Council Secretary

3.2 The Chair and Secretary must be a member of CASG

4.0 Amendment, Proper notice and Repeal

4.1 CASG Council shall have the authority to amend or repeal any policies of the CASG Council in the same manner that they are enacted.

4.2 Amendments to or repeals of policies shall be effective immediately upon enactment by Council.

5.0 Review

5.1 Council, at the beginning of its term shall mandate the Governance Review Committee to review Council Policies for the purpose of determining whether such policies are relevant, workable, and consistent.

5.2 This committee shall make recommendation to Council in a reasonable time.

5.3 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.

6.0 Operation

6.1 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 By-laws, or the AGU Document.

Article VIII: Executive Resignation

1.0 A member of the executive who wishes to resign shall tender their resignation to the executive committee

2.0 If the President resigns the interim of the President shall be the VPI

3.0 If a Vice President resigns the executive committee shall appoint an interim Vice President

4.0 Replacement of the executive who has resigned shall follow the electoral code

Article IX: Dissolution

1.1 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.

1.2 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