

## **By-Laws of the Society of Linguistics Undergraduate Students**

*passed 19 March 2015*

### 0. Definitions

“ASSU” refers to the Arts and Science Students’ Union, the umbrella organization overseeing all course unions in the Faculty of Arts and Science, University of Toronto.

“Department” refers to the Department of Linguistics, University of Toronto.

“Society” refers, unless otherwise specified, to the “Society of Linguistics Undergraduate Students”, a student-run course union under the umbrella of the Arts and Science Students’ Union.

### 1. Composition and Duties of the Executive Committee

a. The Executive Committee shall consist of at least two (2) of the following elected officers:

External President

Internal President

Social Events Coordinator

Academic Events Coordinator

Secretary

Design and Marketing Coordinator

(i) Duties of executive officers

**The External President of SLUGS** is responsible for SLUGS’ external operations and ensuring SLUGS meets its responsibilities to ASSU. S/he serves as the President of SLUGS for the purposes of ASSU, and is expected to attend ASSU’s regular meetings. The External President must organize SLUGS’ annual constitutional review meeting and disseminate the results. The External President is responsible for maintaining SLUGS’ receipts and submitting them to ASSU at the end of each semester. The External President shares the responsibility of submitting SLUGS’ budget to ASSU with the Internal President.

**The Internal President of SLUGS** is responsible for managing SLUGS’ internal operations and serving as a liaison with the Department. The Internal President must attend the Linguistics Departmental meetings to report on SLUGS activities and represent the concerns of the general membership of SLUGS to the Department. The Internal President must schedule SLUGS’

internal executive meetings and ensure that SLUGS duties are fairly delegated among and carried out by executive members. The Internal President is primarily responsible for keeping inventory of SLUGS items; however, this duty may be delegated or shared with the Secretary if this is agreed to by both the Internal President and the Secretary in an executive meeting. The Internal President shares the responsibility of submitting SLUGS' budget to ASSU with the External President.

**The Social Events Coordinator of SLUGS** is responsible for organizing and advertising non-academic events to foster a sense of community in the general membership of SLUGS. These events may include games nights, workshops, and the End-of-Term/End-of-Year parties co-hosted with the Department. The Social Events Coordinator must be proficient in representing SLUGS on social media (e.g. Facebook, Twitter) and write up advertising blurbs for events. The Social Events Coordinator may collaborate on events with the Academic Events Coordinator, or with other executive members who require assistance advertising to the general membership. The Social Events Coordinator shares responsibility for forwarding advertisements for events to the SLUGS Listserv with the Academic Events Coordinator. The Social Events Coordinator must work with the Academic Events Coordinator and the Design and Marketing Coordinator to create SLUGS presentation at clubs promotional events such as Clubs Day.

**The Academic Events Coordinator of SLUGS** is responsible for organizing and advertising academic events. S/he must organize academic seminars at least as often as required of a course union by ASSU, including arranging to find speakers and present honoraria. The Academic Events Coordinator would also be responsible for arranging any study resources organized by SLUGS, such as Facilitated Study Groups or a directory to Linguistics course groups on Facebook or a syllabus bank. The Academic Events Coordinator may collaborate on events with the Social Events Coordinator and shares responsibility for forwarding advertisements for events to the SLUGS Listserv with the Social Events Coordinator.

**The Secretary of SLUGS** is responsible for monitoring the SLUGS email account, responding to general inquiries, and forwarding email messages of a specific nature to the appropriate member of the executive committee. S/he is also responsible for keeping minutes of internal and general meetings, and making these available to the Executive Committee and the general membership. The Secretary may also accept responsibility of keeping inventory of SLUGS items if agreed to by both the Secretary and the Internal President in an executive meeting. The Secretary is responsible for managing orders and sales of SLUGS promotional items.

**The Design and Marketing Coordinator of SLUGS** is responsible for maintaining the SLUGS website and creating graphics as needed for SLUGS marketing purposes. Maintaining the SLUGS website here entails posting regular updates on, e.g. SLUGS events and accomplishments of undergraduate linguistics students, and updating the layout as necessary. S/he must be able to create events banners (e.g. for use on Facebook events), posters, and logos (e.g. for TULCON materials) or appoint an able assistant to do so if s/he cannot. The Design and Marketing Coordinator is responsible for designing promotional items such as SLUGS t-shirts. If SLUGS participates in Clubs Day or related clubs promotional events, the Design and Marketing Coordinator is responsible for helping the Events Coordinators create SLUGS' presentation at these events.

b. Other positions may be designated as executive positions. Such designations require the unanimous support of all members present at a General Membership meeting. After the position is designated as an 'executive' position, a candidate must be chosen at an election or by-election, subject to the provisions of Section 2.

c. A maximum of three (3) part-time students who are not ASSU members may be chosen as *ex-officio* members of the Executive Committee. These part-time *ex-officio* members of the executive undertake to be aware of the concerns of part-time students and to bring them to the attention of the Executive Committee. Eligibility for candidacy is set out in paragraph (2bii).

(i) *Ex-officio* members may attend all Executive and general meetings. They cannot, however, vote at executive meetings, General Membership meetings, or in elections. In addition, they cannot attend meetings of the ASSU council.

d. At the annual Constitution meeting or at the General Meeting where revisions are passed, each SLUGS Executive member shall sign the Constitution and treat it as a binding contract.

## 2. Elections

a. Elections to the executive committee shall take place at the end of the Winter session. If not all positions are filled at this election, a by-election shall be held in September to fill as many remaining positions as can be filled. Two weeks' notice of the election must be given to all Linguistics students and to ASSU. The descriptions of all positions shall be included in the advertisement.

b. Eligibility to vote and run as a candidate is extended to all members of the Society as defined in Article IX, Section 2 of the 2012 ASSU constitution or as defined in the relevant section of the most current ASSU constitution.

(i) Candidates standing for election to *ex-officio* positions described in Subsection (1c) need not be members of ASSU as stipulated in Subsection (2b). They must, however, be registered on a part-time basis in at least one (1) course and/or programme (minor, major, or specialist) in the Department, or enrolled in a programme (minor, major, or specialist).

(ii) Any member of the Society and any student eligible to stand for election as an *ex-officio* member of the executive may vote during the election of *ex-officio* candidates.

c. Elections shall be conducted by secret ballot. The ballots and the list of candidates will be kept in a secure location for at least four (4) weeks after the election, as per Article IX Section 6 of the 2012 ASSU Constitution. Voting shall be supervised by a returning officer who is not running for election.

d. Candidates should present themselves for election purely of their own volition. Candidates should not have been harassed or coerced to present themselves for election.

e. The votes for positions will be counted by default in the following order:

1. President External
2. President Internal
3. Social Events Coordinator
4. Academic Events Coordinator
5. Secretary
6. Design and Marketing Coordinator
7. Ex-officio positions

This order may be altered for a given election by unanimous agreement on the alternative order among all members present at the General Membership meeting at which that election is held.

f. Candidates may run for more than one position; however, if they are elected to multiple positions, they must choose which position to hold. Positions which they reject are then filled by the candidate with the next highest number of votes, or left vacant to be filled in a by-election if no other candidate ran.

g. Beginning February 2016, all candidates running for election to the SLUGS Executive Committee shall submit a promotional statement explaining their qualifications for the position they seek to be elected to. Candidates for the Design and Marketing Coordinator position must additionally submit a portfolio of at least one piece.

h. Voters shall indicate their first and second choice candidates on their ballot. Only the first choice candidate vote will be counted, unless the first choice candidate is elected to and accepts another position on the Executive Committee, in which case the second choice candidate vote is counted instead.

### 3. Meetings

a. Meetings are open to all members of the Society. All members of the Society may vote on policy matters, and the wishes of the General Membership should be fulfilled by the Executive Committee. The interpretation and implementation of policy and how to meet the needs and wishes of the General Membership is the responsibility of the Executive Committee.

(i). Where appropriate, a meeting (or portion thereof) may be designated *in camera*. Such a designation shall require unanimous approval of all members present. Attendance at such sessions may be restricted to the current executive.

b. Minutes of all meetings (except for any portions held *in camera*) shall be published to the Society's website.

c. At least one (1) General Membership Meeting shall be held per semester. Such meetings shall be advertised to the Society's members and ASSU a minimum of two (2) weeks prior to the meeting.

#### d. Quorum

(i) Quorum at all Executive meetings shall be two-thirds ( $\frac{2}{3}$ ) of the Executive committee.

(ii) Quorum at all General Membership meetings shall be the lesser of eight (8) SLUGS members or eight percent (8%) of the SLUGS General Membership.

e. The SLUGS Executive Committee shall meet once a year after the Winter semester election and before the end of November 1st to review and amend this Constitution. If changes are made, a General Meeting must be called to publicly vote in the changes. The External President of SLUGS is responsible for organizing these meetings.

#### 4. Class representatives

- a. In all classes offered in whole or in part by the Department, the Society will attempt to recruit course representatives. Courses in which fewer than thirty (30) students are enrolled may elect one (1) course representative. Courses with enrolments greater than or equal to thirty (30) students may elect two (2) course representatives.

#### 5. Amendments

- a. The Society's by-laws may only be amended at a general membership meeting. Two weeks' notice of both the meeting and the proposed amendments must be given to the Society's members and to ASSU.
- b. Any amendment to the Society's by-laws shall require the approval of two-thirds ( $\frac{2}{3}$ ) of all members of the Society present.

#### 6. Impeachment and Resignation

##### (i) Conflict and Resignation

a. The Internal President is responsible for taking the appropriate disciplinary action if duties are being neglected or the Constitution is being violated by SLUGS Executive members. In the event of Internal presidential negligence, concerns about disciplinary action are to go directly to the External president.

b. The Executive member in question must answer to the Internal President as to the reasons for their negligence. The Internal President shall organize a mediation session between the member in question, the member who found them negligent, and (at the Internal President's discretion) a third party not in the general membership, such as the Department Head or the Undergraduate Coordinator or ASSU.

c. If a sufficient reason (illness, injury, or bereavement) for the performance issues cannot be provided, then they will be asked to resign from their position if performance does not improve within the next two (2) weeks.

d. If the member in question fails to improve their performance at the end of the two weeks and refuses to submit their resignation, impeachment of that member shall begin.

e. A former member of the SLUGS Executive who has resigned or been impeached may not run in any by-elections for the remainder of the year.

f. A former member of the SLUGS Executive who has resigned or been impeached must declare that they resigned or were impeached in all future elections in which they run.

g. If an executive position is vacated by resignation, a by-election must be held according to the provisions in Section 2 unless there are eight weeks or fewer remaining in the school year.

h. Executive members who are not in good standing with ASSU or who are not members of SLUGS according to the ASSU Constitution must resign.

(ii) Impeachment procedure

a. An Executive's dismissal from SLUGS can be initiated by an Executive member. The member initiating the impeachment must consult with the Internal President before continuing with the impeachment process. In the event that the Internal President is being impeached, the External President must be consulted instead. If the Internal President is impeaching an Executive member who is not the External President, the Internal President must consult with the External President before continuing with the impeachment process. If the Internal President is impeaching the External President, then the rest of the Executive Committee must unanimously agree with the motion.

b. The motion for dismissal must outline the specific reasons that warrant dismissal, and should delineate any infractions of the SLUGS constitution and/or ASSU policies and/or University policies. The member in question as well as the SLUGS Executive must be presented with the motion at least one week prior to the Executive Meeting where the motion will arise.

c. The member in question must have an opportunity to respond to each charge and any questions the Executive Members have about the motion presented at the meeting where the motion will arise.

i. After the member in question has been given fair opportunity to be heard, a discussion of the motion must ensue, during which the member in question must not be present.

ii. After discussion has concluded, there will be a vote by secret ballot by each Executive Member excluding the member in question. For the member in question to be dismissed, there must be a majority vote.

d. In the event that an Executive is dismissed from the council, an election must be held according to the Constitution unless eight weeks or fewer remain in the school year.

## 7. Other issues

a. Where this Constitution is in conflict with the Constitution of the Arts and Science Students' Union, the ASSU constitution shall prevail.

b. Any operational questions not addressed herein may be dealt with according to the guidelines in Article IX of the ASSU constitution, regarding Course Unions.

c. This Constitution must be publicly available on the SLUGS website or an equivalently accessible alternative forum.