Music Education Undergraduate Students' Association
555 Sherbrooke Street West, Suite E-106
Montréal, QC H3A 1E3

MEdUSA

Music Education Undergraduate Students' Association

CONSTITUTION

Amended June 2025

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The Constitution of the Music Education Undergraduate Students' Association (MEdUSA)

LAND ACKNOWLEDGMENT

We acknowledge with respect that the Music Education Undergraduate Students' Association is situated on unceded Indigenous territory, traditionally a place of gathering, dialogue, and exchange among many Nations, including the Haudenosaunee (Hoh-DEE-noh-SHoh-nee) and Anishinaabeg (Ah-nish-ih-nah'-bey). We recognize the Kanien'kehá:ka (Ga-niyen-ge-HAA-ga) Nation as the traditional guardians of these lands and waters, and we express our sincere gratitude to the Indigenous communities whose histories, cultures, and ongoing contributions continue to shape and enrich this place.

PREAMBLE

We, the undergraduate students in Music Education at McGill University do hereby establish this Constitution in order to serve the collective interests of the student body by promoting academic and professional growth, fostering community and collaboration, and advocating for the advancement of music education within and beyond our university.

DEFINITIONS

Within this Constitution and By-Laws, including the Preamble, unless otherwise stated, the following terms refer to their definition as described below:

a. **Association:** Shall refer to the Music Education Undergraduate Students' Association.

b. **By-election:** A special election held to fill a vacancy in the Council.

c. **Constitution:** Shall refer to the present Constitution.

d. **Council:** The governing body composed of elected Executive Committee members and Representatives as outlined in Article 7.

e. **EdUS:** Abbreviation for the Education Undergraduate Students' Association.

f. **Executive Committee:** A subset of the Council consisting of the President and Vice-Presidents, and any other defined executive positions as defined by Article 7.2.

g. **MEdUSA:** Abbreviation for the Music Education Undergraduate Students' Association.

h. **Member:** Any person satisfying the requirements for membership to the Association as outlined in Article 3.

i. **MUSA:** Abbreviation for the Music Undergraduate Students' Association.

j. **Quorum:** The minimum number of voting members required to be present for official business or elections to be conducted, as defined in this Constitution.

k. **Referendum:** The process through which Members vote on a particular question.

l. **Representative:** A non-executive member of the Council, appointed to represent a specific program within the MEdUSA, as outlined in Article 7.3.

m. **Simple Majority:** A decision requiring more than fifty percent (50%) of the votes cast by members present and voting, excluding abstentions, in order to be approved.

n. **Two-Thirds Majority:** A decision requiring at least two-thirds (2/3) of the votes cast by members present and voting, excluding abstentions, in order to be approved.

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PART I: THE ASSOCIATION

Article 1 - Name

1.1 The Association shall be known as the Music Education Undergraduate Students' Association (MEdUSA) of McGill University or l'Association des Étudiants et Étudiantes en Éducation Musicale (AÉÉÉM) de l'Université McGill, hereafter referred to as the MEdUSA.

Article 2 - Mandate

2.1 The Association shall provide activities and services to strengthen the educational, cultural, environmental, political and social conditions of our membership.

2.2 The Association shall facilitate interaction between members and professionals in the field of Music Education.

2.3 The Association shall be recognized by its members, the Music Undergraduate Students' Association, the Education Undergraduate Society, the department of Music Education and the Schulich School of Music as representatives of all undergraduate students registered in the department of Music Education of McGill University.

Article 3 - Membership

3.1 All students registered at McGill University in the B.Mus./B.Ed. Concurrent program, the B.Ed. in Music (Advanced Standing) program, and the minor in Music Education shall be considered members of the MEdUSA.

3.1.1 Membership in the MEdUSA does not automatically grant membership in the MUSA and/or the EdUS.

3.2 Membership in the MEdUSA confers the right to participate in all activities organized by the MEdUSA as well as the right to attend Council meetings.

Article 4 - Membership Fees

4.1 Membership fees will be collected through an allocation of the fees that members have already paid to the MUSA and/or the EdUS.

4.1.1 The allocation will be based on a percentage of the fees paid by members to the MUSA and the EdUS, as specified in their respective constitutions. As of the 25-26 school year, the MEdUSA shall receive ninety-percent (90%) of Concurrent B.Mus/B.Ed and fifty-percent (50%) of Music Ed minor undergraduate students' fees from MUSA and fifty-percent (50%) of Concurrent B.Mus/B.Ed students' fees from EdUS.

4.1.2 The allocation will only apply to the fees paid by the MEdUSA members.

4.2 Any proposed change to the percentage of student fees allocated to the MEdUSA, as specified in the MUSA and the EdUS constitutions, shall be communicated to the MEdUSA's members, and their consent shall be sought through a referendum called for this purpose.

Article 5 - Finances

5.1 The financial year of the Association shall be from the first (1st) of May to the thirtieth (30th) of April of the following year.

5.2 The bi-annual budget reports of the Association shall be made available to any member of the MEdUSA upon request.

5.3 The Association shall not operate at a deficit.

5.4 The Association shall leave a surplus of at least $200 for the next financial year.

PART II: ORGANIZATION

Article 6 - Power and Duties of the MEdUSA Council

6.1 The governing body of the MEdUSA shall be known as the Council and as such shall have authorization to make all decisions and take actions on behalf of the MEdUSA.

6.2 All members of the Council shall:

6.2.1 Have the right to one (1) vote on any and all of Council's decisions and full speaking rights;

6.2.2 Carry out their individual mandates as outlined in the constitution;

6.2.3 Submit a written Executive report to the MEdUSA council prior to each meeting;

6.2.4 Be responsible for the keeping of adequate records of their actions in order to maintain council belongings and information;

6.2.5 Commit to ensuring an equitable and reasonable distribution of work among the Council;

6.2.6 Uphold standards of conduct that promote values of respect, integrity, participation, in accordance with the Equity Policy, Accessibility Policy, Events Policy, Harm Reduction Policy, and Gendered and Sexual Violence Policy, as set forth by the SSMU.

6.3 Non-Executive Council members of the MEdUSA attending Council meetings shall be known as Members-at-Large, will have full speaking rights, but will not exercise any voting authority.

Article 7 - Composition of Council

7.1 The Council shall be composed of:
7.1.1 Seven (7) Executive Committee members, and;
7.1.2 Three (3) Student Representatives.

7.2 The Executive Committee shall be composed of the following Executive positions:

(a) President;
(b) Vice-President of Communications;
(c) Vice-President of Social Events;
(d) Vice-President of Finance;
(e) Vice-President of Academic Affairs;
(f) (2) Vice-President(s) of Professional Development;
(g) (2) Vice-President(s) of External Affairs;

7.3 In addition to the Executive Committee, the Council can also include the following Representatives:
(a) The First Year Representative;
(b) The Bachelor in Education in Music (Advanced Standing) Representative;
(c) The Minor in Music Education Representative.

Article 8 - Meetings of Council

8.1 The Council meetings shall be presided over by the President of the Association or in the President's absence, the Vice-President of Communications.

8.2 Quorum for a meeting of the Council shall be one (1) more than half the number of Executives from the Executive Committee present either in person, by phone, or via video conference.

8.2.1 Regrets must be sent to the Vice-President (Communications) at least twenty-four (24) hours before a scheduled meeting to be considered an excused absence.

8.2.1.1 The Vice-President of Communications may, at their discretion, excuse an absence with less than twenty-four (24) hours' notice.

8.2.2 Accumulating three (3) unexcused absences in one academic year shall be considered a delinquency of duties and shall be grounds for removal in accordance with the Constitution.

8.3 The Council shall form a subcommittee to execute the following actions:

8.3.1 Amend this Constitution;

8.3.2 Enter the Association into any financial arrangement binding it for more than twelve (12) months with an external organization, pending Council approval;

8.3.3 Create or amend any Bylaws relating to Council voting procedures.

8.4 For the period of the first (1st) of April to the fifteenth (15th) of April, the executive officers-elect shall be non-voting members of the Council.

8.5 The Council shall adhere to the following procedures in the event of a vacancy or an Executive Officer's inability to serve:

8.5.1 In the event that the President is temporarily or indefinitely unable to fulfill the duties of office, the Council shall vote to appoint a member of the Executive Committee as Acting President. The Acting President shall serve until such time as a by-election is held (if deemed necessary), or until the President is able to resume their duties.

8.5.2 If the President resigns, is removed from office, or is permanently unable to serve within the first half of their mandate, a by-election shall be held at the earliest possible opportunity. If such a vacancy occurs after January first (1st) of the current Council year, the Executive Council shall determine whether a by-election is necessary.

8.5.3 In the event that a Vice-President is temporarily or indefinitely unable to fulfill their duties, the Council shall delegate those responsibilities among the remaining Executive members until such time as the Vice-President resumes their duties or a replacement is appointed.

8.5.4 If a Vice-President resigns, is removed from office, or is permanently unable to serve within the first half of their mandate, a by-election shall be held at the earliest possible opportunity. If the vacancy occurs after January first (1st) of the current Council year, the Council shall determine whether a by-election is necessary.

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Article 9 - Powers and Duties of Executive Officers

9.1 Executive officers must remain members of the Association throughout their term of office.

9.2 The President shall:

(a) Coordinate and supervise the affairs of the Association;
    i. designate from the Executive a replacement to preside over a meeting of the Council, should the President be unable to attend;
(b) ensure that members of the MEdUSA are well served by the MEdUSA Council;
(c) ensure the long-term integrity of the Association;
(d) enforce the Constitution and Bylaws of the Association;
(e) organize a time and location for MEdUSA Council meetings;
(f) collect agenda items from Executive Council members prior to meetings;
(g) coordinate relations between the Association and the Administration of the Music Education Area Chair; other faculty and Student Associations; and the Dean of Music;
(h) coordinate with other departmental, faculty, or university-level student societies to lobby for changes that advance the interests of MEdUSA members and to organize events of common interest;
(i) attend all meetings with the Director of the ISA Office when requested by the ISA;
(j) serve as the official co-signer for financial accounts and financial proposals exceeding $200;
(k) to be the spokesperson for the Association in a manner consistent with the decisions and policies of the Executive and the Constitution;
(l) monitor progress in all policy and project areas and report any concerns to the rest of the Executive;
(m) may organize a welcome initiative every Summer for the incoming first-year class and delegate responsibilities as necessary;
(n) perform other duties as may be deemed necessary by the Council;
(o) ensures governance by enforcing duties outlined by the constitution
(p) appoint all of the representatives (first year, minor, advanced), and

voted in by a simple majority of the council;

(q) may choose to serve in coordination with the MUSA President and the EdUS President.

9.3 The Vice-President of Communications shall:

(a) manage the Council's official publications;
(b) preside over Council meetings in the President's absence;
(c) take minutes at all meetings of the Association and upload them to the MEdUSA website by the end of the academic semester;
(d) maintain official records of all Association meetings, publications, and activities;
(e) maintain the MEdUSA website and social media platforms;
(f) send a bi-weekly newsletter (during school months) by email to MEdUSA constituents highlighting upcoming events, programs, workshops, and other necessary information;
(g) may solicit availability from the Executive and organize a schedule for office hours by September 30 for the Fall semester and January 31 for the Winter semester. Office hours can happen at the discretion of the council. If no regular office hours are offered, office hours by appointment will be publicized;
(h) may choose to serve in coordination with the MUSA Vice-President (Communications) and Vice-President (Administration), as well as the EdUS Vice-President (Communications).

9.4 The Vice-President of Social Events shall:

(a) may organize the Welcome Back social event;
(b) organize at least one (1) social event per semester, not including the Lab Band/Choir after socials
(c) submit a proposal to the MEdUSA Council no later than October 31 for the Fall semester and February 28 for the Winter semester detailing possible events and ideas for social gatherings (this proposal is subject to change throughout the semester);
(d) After receiving feedback on the semester proposal, coordinate and oversee these events;
(e) publicize MEdUSA events to all non-executive members (i.e.,: class visits, announcements at social gatherings, paper-form advertising, social media);
(f) submit links, events, and other information to the Vice-President of

Communications for publication on the MEdUSA website;
(g) submit event budgets to the Vice-President of Finance for revision or approval;
(h) may choose to serve in coordination with the MUSA Vice-President (Events) and Vice-President (Equity and Wellness), as well as the EdUS Vice-President (Internal Affairs) and Vice-President (Student Wellness).

9.5 The Vice-President of Academic Affairs shall:
(a) coordinate and maintain relationships with McGill's Music and Education Faculty administrators with regards to courses, program structure, and administration;
(b) update the information provided in the MEdUSA Handbook by August 31 each year;
(c) serve as a correspondence liaison in all meetings held by Associations outside of the MEdUSA where changes to the academic programming of Music Education at McGill are concerned;
(d) voice academic concerns of the MEdUSA at the level of the Council and the administration in the Music and Education faculties;
(e) organize a semesterly advising initiative that takes place during executive members' office hours every Add-Drop period;
(f) organize at least one (1) academic advising seminar with the Education Career Advisor per term for all members of the MEdUSA;
(g) seek out and publicize scholarship opportunities;
(h) Maintain close connections to recently-graduated alumni;
(i) May serve in coordination with the MUSA Vice-President (Academic) and Vice-President (Internal), as well as the EdUS Vice-President (Academic);
(j) uphold the loan system and keep track of the equipment.

9.6 The Vice-President of Finance shall:
(a) serve as the primary signature for financial accounts of the Association, unless the amount exceeds $200, in which case the President shall cosign;
(b) ensure the long-term financial stability of the Association;
(c) provide the Council with bi-annual official reports on the financial status of the Association;
(d) develop the annual and semester budget proposals of the

Association in a manner consistent with policies and priorities set out by the Council;

(e) ensure that no individual or group disburses Association funds without authorization;
(f) be responsible for the reimbursement of MEdUSA's expenses through membership fees allocated by MUSA and EdUS, as well as other revenues;
(g) plan fundraisers at least one (1) in the school year to increase MEdUSA income in collaboration with the Council,
(h) serve in coordination with the MUSA Vice-President (Finance) and the EdUS Vice-President (Finance);
(i) ensure the student fees owed to MEdUSA from both MUSA and EdUS is collected by September 30th for the Fall semester and January 30th for the Winter semester.

9.7 The Vice-President(s) of Professional Development shall:

(a) be responsible for the interests of the members of MEdUSA with regards to extra-curricular learning opportunities;
(b) submit a proposal no later than October 31 for the Fall semester and February 28 for the Winter semester detailing possible speaker sessions and workshops (this proposal is subject to change throughout the semester);
(c) after receiving feedback on the semester proposal, coordinate and oversee these events;
(d) organize at least one (1) professional development workshop per semester in conjunction with a Montreal-based Music Education affiliated association;
(e) organize at least one (1) professional development workshop per semester sponsored by MEdUSA funds;
(f) coordinate the timely and efficient compensation of all speakers with the Vice-President of Finance;
(g) submit links, events, and other information to Vice-President of Communications for publication on the MEdUSA website and other social platforms;
(h) make students aware of external professional development opportunities;
(i) may choose to serve in coordination with the MUSA Vice-President (Academic) and the EdUS Vice-President (Academic);

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9.8 The Vice-President(s) of External Affairs shall:

(a) serve as a correspondence liaison with the MEdUSA Council and the MUSA by attending all MUSA Executive Council meetings as the MEdUSA Representative;
(b) serve as a correspondence liaison between the MEdUSA Executive Council and the EdUS by attending all meetings as the MEdUSA Representative;
(c) provide MEdUSA Executive Members with MUSA and EdUS counterpart contact information;
(d) attend at least one (1) MUSA event and one (1) EdUS event per term;
(e) organize at least one (1) philanthropic initiative per academic year with the help of the Council;
(f) serve as a correspondence liaison between the MEdUSA and the Quebec Band Association (QBA) and report on their affairs by acting as an official liaison within their council;
(g) serve as a correspondence liaison between Quebec Music Educators' Association (QMEA) and report on their affairs by acting as an official liaison within their council;
(h) serve as a liaison between the MEdUSA and the Fédération des Harmonies et Orchestres Symphoniques du Québec (FHOSQ), and the Fédération des Associations de Musiciens-Éducateurs du Québec (FAMEQ). In the case that one of the VP of External Affairs is not francophone, another French-speaking council member will be designated to fulfill this duty;
(i) may choose to serve in coordination with the MUSA Vice-President (External Affairs) and the EdUS Vice-President (External Affairs).

9.9 The Student Representatives of the acting Council:

9.9.1 The First Year Representative shall:

(a) attend Council meetings;
(b) relay concerns displayed by first year (U0, U1, and transfer) students of the B.Mus./B.Ed. program to the Council;
(c) serve as a correspondence liaison between the Council and the First Year Office;
(d) organize at least one (1) social event for the first year class per term;
(e) may collaborate with the EdUS First Year Representatives of

Education committee (FYRE) on events and attend all FYRE meetings;

(f) may make a group chat on a social media platform of choice in order to publicize events and build community;

(g) serve in coordination with the MUSA First Year Representative and the EdUS U1 Representatives.

9.9.2 The Minor in Music Education Representative shall:

(a) attend Council meetings;

(b) relay concerns displayed by Minor in Music Education students to the Council.

9.9.3 The Bachelor in Education in Music (Advanced Standing) Representative shall:

(a) attend Council meetings;

(b) relay concerns displayed by Bachelor in Education in Music (Advanced Standing) students to the Council.

9.10 Other responsibilities to be carried out by Council members:

9.10.1 If needed, at least two Council members may enroll in and complete McGill server training before October 31 of their first year on Council.

9.10.2 Council members may each hold office hours for a duration of one (1) hour per week at the discretion of the Council.

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PART III: ELECTIONS AND APPOINTMENTS

Article 10 - General

10.1 All members of the MEdUSA shall be eligible to vote in the elections.

10.2 Elections for the Executive Committee members are passed by plurality and referenda shall be passed by simple majority and reach a quorum of at least ten percent (10%) of the MEdUSA.

Article 11 - Electoral Officers

11.1 The Chief Electoral Officer (hereinafter, CEO), appointed by the Council, shall be responsible for the general conduct and execution of elections of the Executive Committee positions and referenda and shall fulfill these duties with all due diligence and impartiality.

11.1.1 Any member of the Council is eligible to be appointed CEO except for those running for an executive position in the following year.

11.2 A decision by the CEO concerning the interpretation of articles in this Constitution regarding elections and referenda shall be considered binding, subject only to appeal to the MEdUSA Council who will resolve the issue by majority vote.

11.3 The CEO may appoint, subject to Council approval, a Deputy Chief Electoral Officer (hereinafter, DCEO).

11.3.1 Any member of the Council is eligible to be appointed DCEO except for those running for an executive position in the following year.

11.4 The MEdUSA Council shall be responsible for the general conduct and execution of the appointment procedures of all Representative positions.

11.5 In the event that no eligible member of the Council may serve as CEO or DCEO due to candidacy, the Council shall appoint a neutral member of the student body, preferably a former MEdUSA Executive member or another impartial and experienced student, to serve as Chief Electoral Officer. This

external CEO or CEO shall be approved by a majority vote of the current Council and must fulfill their duties with impartiality and transparency.

11.6 If no external candidate can be found, the Council may collectively administer the election with full transparency and oversight. In this case, they must:

(a) Disclose any conflicts of interest;
(b) Use a secure and anonymous online platform;
(c) Make results viewable to all candidates upon request;

Article 12 - Eligibility

12.1 Constituents of the MEdUSA in the Concurrent B.Mus./B.Ed. program, Minor in Music Education and advanced standing, in satisfactory standing, as determined by McGill University, shall be eligible to stand for election for a position in the MEdUSA Executive Committee;

12.1.1 Only members of the MEdUSA in the first year of the Concurrent B.Mus./B.Ed. program (U0 for out-of-province or international, or U1 for those coming from CEGEP) shall be eligible to run for the First Year Representative position.

12.1.2 Only members of the MEdUSA in the minor in Music Education program shall be eligible to run for the minor in Music Education Representative position.

12.1.3 Only members of the MEdUSA in the Bachelor in Education in Music (Advanced Standing) program shall be eligible to run for the Bachelor in Education in Music (Advanced Standing) Representative position.

12.1.4 Only members of the MEdUSA with one (1) year of experience serving as an Executive Officer on Council are eligible to run for the position of President.

12.2 Two (2) members of the MEdUSA enrolled in the Concurrent B.Mus./B.Ed. program may agree to run as co-holders of an Executive Committee position, except for the positions of President, Vice-President of Finance, and Vice-President of Communications.

12.3 All individuals wishing to stand for election shall provide reasonable assurance to the CEO of their ability to remain members of the Association throughout the term of the office for which they wish to stand.

12.4 All elected individuals must remain members of the Association throughout their mandate.

Article 13 - Procedure

13.1 Election Procedures for the Executive Committee positions:

13.1.1 Elections for the Executive Committee shall be held between April first (1st) and April fifteenth (15th).

13.1.2 The Council shall set the election timeline, including the interest period, nomination period, campaign period, and polling period, at least (15) business days before the start of polling.

13.1.3 The interest period shall last five (5) days. During this period, the CEO shall:
(a) publicize the responsibilities of each vacant position to members of the MEdUSA;
(b) solicit potential candidates through an interest form.

13.1.4 The nomination period shall last five (5) days. During this period, the CEO shall:
(a) create a customized nomination kit for each potential candidate using information from the interest form. An eligible nomination form shall require a minimum of ten (10) signatures of members of the MEdUSA;
(b) distribute customized nomination kits to the candidates;
(c) ensure that all information within these nomination kits is kept strictly confidential;
(d) ensure that each potential candidate is aware of the nomination requirements and deadlines.

13.1.5 The campaign period shall last five (5) business days. During this period, the CEO shall:
(a) notify all eligible nominees of their nomination;

(b) set up the election on a secure and anonymous online voting platform (e.g. Microsoft Forms) that:
   i. Ensures voter eligibility by restricting access to qualified members only;
   ii. Prevents duplicate voting;
   iii. Protects voter privacy by keeping ballots anonymous.

13.1.6 The polling period shall last three (3) days. During this period, the CEO shall:
(a) ensure that all eligible voters are notified of the polling period.

13.1.7 Once the polling period has concluded, the CEO shall:
(a) notify the successful candidates of their election;
(b) publicize the results of the election to members of the MEdUSA.

13.2 Appointment Procedures for the Representative positions:

13.2.1 Appointment procedures for the Representative positions shall be held between September first (1st) and October fifteenth (15th).

13.2.2 The Council shall publicize the materials required from the candidates at least fifteen (15) days before the appointments of the Representatives by the Executive Committee.

Article 14 - Terms of Office

14.1 All elected Executive Members hold office from the first (1st) of May of the year in which they are elected, to the thirtieth (30th) of April of the following year.

14.1.1 Representatives will hold their positions from the time of their appointments to the thirtieth (30th) of April of the following year.

14.2 The newly elected Executive Officers may choose to undergo a period of training from April first (1st) to April thirtieth (30th) with their respective incumbents, during which time they shall be entitled to sit on the Council

with voice but no voting authority.

Article 15 - Removal from Office

15.1 Any Executive Member or Representative of the Association may be removed from the Council for impropriety, violation of the provisions of this Constitution, delinquency of duties, or misappropriation of MEdUSA funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made before any vote on the matter occurs.

15.2 A motion to remove an Executive Member or Representative must be signed by more than half the number of Council members, and distributed to all members of the Council. The motion shall then be inscribed on the agenda of the next Council meeting.

15.3 Passage of a motion to remove shall require a two-thirds (2/3) majority vote of a General Assembly or two thirds (2/3) majority vote of Council Members.

PART IV: ADDITIONAL PROVISIONS

Article 16 - Language of the Association

16.1 English is the official language of the Association.

16.2 Members of the Association may use either English or French at all meetings and in all documentation of the Association.

16.3 The Constitution of the MEdUSA shall be available in English and in French.

16.4 In the case of a discrepancy between the English and French versions of this Constitution, the English version shall be deemed authoritative.

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Article 17 - Freedom of Information

17.1 All minutes and documents of the Council shall be public documents, except for minutes and documents of confidential sessions.

Article 18 - The Constitution

18.1 This Constitution may only be amended by a subcommittee made up of at least four (4) executive members and one (1) member-at-large.

18.2 It is recommended that this Constitution be reviewed every calendar year before February twenty-eighth (28) by at least two (2) executive members.

18.2.1. It is also recommended that Section 7 of this Constitution be amended before April 30 every four (4) years or less to include any necessary changes to Executive portfolios discovered during the annual review of the constitution.

18.3 This Constitution supersedes all previous constitutions of the Association.