

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

MANDATE

- I The Association shall provide activities and services to strengthen the educational, cultural, environmental, political and social conditions of our membership.
- II The Association shall facilitate interaction between members and professionals in the field of Music Education.
- III 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.

THE ASSOCIATION

1 Name

- 1.1 The Association representing the students of McGill University's Bachelor of Music (BMus) and Bachelor of Education (BEd) Concurrent program, Bachelor of Education in Music (Advanced Standing) program, and minor in Music Education shall be known as the Music Education Undergraduate Students' Association, hereinafter the MEdUSA.

2 Membership and Fees

- 2.1 All students registered at McGill University in the BMus/BEd Concurrent program, the BEd in Music (Advanced Standing) program, and the minor in Music Education shall be considered members of the MEdUSA.
 - 2.1.1 Membership in the MEdUSA does not automatically grant membership in the MUSA and/or the EdUS.
- 2.2 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.
- 2.3 Membership fees will be collected on behalf of students through the fees of the MUSA and of the EdUS.

3 Finances

- 3.1 The financial year of the Association shall be from the first (1st) of May to the thirtieth (30th) of April of the following year.
- 3.2 The bi-annual budget of the Association shall be made available to any member of the MEdUSA upon request.
- 3.3 The Association shall not operate at a deficit.

ORGANIZATION

The Executive Council

4 The Functions of Council

- 4.1 The governing body of the MEdUSA shall be known as the Executive Council and as such shall have authorization to make all decisions and take actions on behalf of the MEdUSA.
- 4.2 All Executive members of the Council shall:
 - 4.2.1 Have the right to vote on any and all of Council's decisions
 - 4.2.2 Carry out their individual mandates as outlined in the constitution.
 - 4.2.3 Submit a written Executive report to the MEdUSA council each week.
 - 4.2.4 Be responsible for the keeping of adequate records of their actions in order to maintain council belongings and information.
 - 4.2.5 Commit to ensuring an equitable and reasonable distribution of work among the Executive.
- 4.3 Each Executive Council member has full speaking rights and may exercise one vote in each decision of the Council.
- 4.4 Non-Executive Council members of the MEdUSA attending Council meetings shall be known as Members-at-Large, shall have voice, but shall not exercise any voting authority.

5 Composition of Council

- 5.1 The Executive Council shall be composed of an Executive Committee of six (6) positions, a Representative enrolled in the first year of the program (U0 for out-of-province or international, or U1 for those coming from CEGEP), a Representative enrolled in the Bachelor in Education in Music (Advanced Standing) program, and a Representative enrolled in the minor in Music Education. All Executive Committee positions, except for the positions of President and VP Communications, may be held by two (2) co-holders of the position.
- 5.2 The Executive Committee shall be composed of the following Executive positions:
 - 5.2.1 President;
 - 5.2.2 Vice-President (Communications);
 - 5.2.3 Vice-President (Social);
 - 5.2.4 Vice-President (Finance);
 - 5.2.5 Vice-President (Academic Affairs);
 - 5.2.6 Vice-President (Professional Development);
 - 5.2.7 Vice-President (External Affairs).
- 5.3 The Executive Council will be comprised of the Executive Committee and the following representatives:
 - 5.3.1 The First-Year Representative as defined in Article 7.9
 - 5.3.2 The Bachelor in Education in Music (Advanced Standing) Representative as defined in Article 7.9
 - 5.3.3 The minor in Music Education Representative as defined in Article 7.9.
- 5.4 Some duties of the Council may not be completed in full without at least

representation of each role in the Executive Committee.

6 Meetings of Council

- 6.1 The Executive Council meetings shall be chaired by the President of the Association.
- 6.2 Quorum for a meeting of the Executive Council shall be one more than half the number of Executives from the Executive Committee present via phone conference, video conference, or in person.
- 6.3 The Executive Council will create a subcommittee to execute the following:
 - 6.3.1 Amend this Constitution;
 - 6.3.2 Enter the Association into any financial arrangement with an organization autonomous of the Association which binds the Association for a period of greater than twelve (12) months prior to receiving the approval of Council;
 - 6.3.3 Create or amend any Bylaws relating to Council voting procedures.
- 6.4 For the period of the first (1st) of April to the thirtieth (30th) of April, the executive officers-elect shall be non-voting members of the Executive Council.
- 6.5 The Executive Council will follow these procedures in the following situations:
 - 6.5.1 In the event of the President's temporary or extended inability to fulfill the duties of that role, the Vice-President (Communications) shall assume the duties of the President until a by-election, if necessary, can be held in accordance with this Constitution and Bylaws, or until the President regains the ability to act.
 - 6.5.2 In the event of the President's resignation, removal, or permanent inability to fulfill the duties of that role occurring in the first half of his/her mandate, a by-election shall be held at the earliest possible occasion in accordance with this Constitution and Bylaws. If occurring after January first (1st) of the current Council year, Executive Council shall determine whether a by-election is necessary.
 - 6.5.3 In the event of temporary or extended inability of any Vice-President of the Association to fulfill their duties, the Executive Council shall delegate the responsibilities of the position amongst its members for the remainder of the term, or until the Vice-President regains the ability to act.
 - 6.5.4 In the event of resignation, removal, or permanent inability to act of any Vice-President of the Association occurring in the first half of his/her mandate, a by-election shall be held at the earliest possible occasion in accordance with this Constitution and Bylaws. If occurring after January first (1st) of the current Council year, Executive Council shall determine whether a by-election is necessary.

7 Powers and Duties of Executive Officers

- 7.1 Executive officers must remain members of the Association throughout their term of office.
- 7.2 The President shall:
 - 7.2.1 chair meetings, co-ordinate and supervise the affairs of the Association;
 - 7.2.1.1 designate from the Executive a replacement to preside over a

- meeting of Executive, should the President be unable to attend;
- 7.2.2 ensure that MEdUSA members are well served by the MEdUSA Executive Council;
- 7.2.3 ensure the long-term integrity of the Association;
- 7.2.4 enforce the Constitution and Bylaws of the Association;
- 7.2.5 coordinate relations between the Association and the Administration of the Music Education Area Chair; other faculty and Student Associations; and the Dean of Music;
- 7.2.6. 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;
- 7.2.7 attend all meetings with the Director of the ISA Office;
- 7.2.8 serve as a representative of the MEdUSA on the Presidents' Council should such a council exist;
- 7.2.9 serve as the official co-signer for financial accounts and financial proposals exceeding \$200;
- 7.2.10. to be the spokesperson for the Association in a manner consistent with the decisions and policies of the Executive and the Constitution;
- 7.2.11. monitor progress in all policy and project areas in a consistent but non-intrusive manner and report any concerns to the rest of the Executive;
- 7.2.12 organize a welcome initiative every summer for the incoming first year class and delegate responsibilities as necessary;
- 7.2.13 perform other duties as may be deemed necessary by the Executive;
- 7.2.14 serve as a counterpart to the MUSA President and the EdUS President.
- 7.3 The Vice-President (Communications) shall:
 - 7.3.1 manage the Executive Council's official publications;
 - 7.3.2 publicize meetings of the Association through the website and/or email;
 - 7.3.3 take minutes at all meetings of the Association and upload them to the MEdUSA website by the end of the meeting week;
 - 7.3.4 maintain official records of all Association meetings, publications, and activities;
 - 7.3.5 maintain the MEdUSA website and social media platforms;
 - 7.3.6 call MEdUSA Executive meetings, set the agenda and determine the location;
 - 7.3.7 run Council meetings according to and with functional knowledge of Robert's Rules of Order;
 - 7.3.8 send a semi-monthly newsletter (during school months) by email to MEdUSA constituents highlighting upcoming events, programs, workshops, and other necessary information;
 - 7.3.9 solicit availabilities from the Executive and organize a schedule for office hours by September 30 for the fall semester and January 31 for the winter semester;
 - 7.3.10 serve as a counterpart to the MUSA VP Communications and VP Administration, as well as the EdUS VP Communications.

- 7.4 The Vice-President (Social) shall:
 - 7.4.1 maintain relations with Alumni of the Association and host the annual Young Alumni Panel;
 - 7.4.2 organize the Welcome Back social event;
 - 7.4.3 organize at least one social event per semester (not including the Welcome Back event or the Young Alumni Panel);
 - 7.4.4 submit a proposal to the MEdUSA Executive no later than September 30 for the Fall semester and January 30 for the Winter semester detailing possible events and ideas for social gatherings (this proposal is subject to change throughout the semester);
 - 7.4.5 After receiving feedback on the semester proposal, coordinate and oversee these events;
 - 7.4.6 publicize MEdUSA events to all non-executive members (ie: class visits, announcements at social gatherings, paper-form advertising, social media);
 - 7.4.7 submit links, events, and other information to the Vice-President (Communications) for publication on the MEdUSA website;
 - 7.4.8 serve as a counterpart to the MUSA VP Events and VP Health and Wellness, as well as the EdUS VP Internal Affairs and VP Student Wellness.
- 7.5 The Vice-President (Academic Affairs) shall:
 - 7.5.1 coordinate and maintain relationships with McGill's Music and Education Faculties with regards to courses, program structure, and administration;
 - 7.5.2 update the information provided in the MEdUSA Handbook by August 31 each year;
 - 7.5.3 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;
 - 7.5.4 voice academic concerns of the MEdUSA at the level of the Executive Committee and the administration in the Music and Education faculties;
 - 7.5.5 organize a semesterly advising initiative that takes place during executive members' office hours every Add-Drop period;
 - 7.5.6 organize at least one academic advising seminar with the Education Career Advisor per term for all members of the MEdUSA;
 - 7.5.7 seek out and publicize scholarship opportunities;
 - 7.5.8 serve as a counterpart to the MUSA VP Academic and VP Internal, as well as the EdUS VP Academic.
- 7.6 The Vice-President (Finance) shall:
 - 7.6.1 serve as the primary signature for financial accounts of the Association;
 - 7.6.2 ensure the long-term financial stability of the Association;
 - 7.6.3 provide the Executive Council with bi-annual official reports on the financial status of the Association;
 - 7.6.4 develop the annual and semester budget proposals of the Association in a manner consistent with policies and priorities set out by the Executive Council;

- 7.6.5 ensure that no individual or group disburses Association funds without authorization;
- 7.6.6 be responsible for the reimbursement of MEdUSA's expenses through membership fees allocated by MUSA and EdUS, as well as other revenues;
- 7.6.7 plan and chair fundraising activities and merchandise sales with consultation and assistance from the Executive;
- 7.6.8 serve as a counterpart to the MUSA VP Finance and the EdUS VP Finance.
- 7.7 The Vice-President (Professional Development) shall:
 - 7.7.1 be responsible for the interests of the members of MEdUSA with regards to extra-curricular learning opportunities;
 - 7.7.2 submit a proposal no later than September 30 for the Fall semester and January 30 for the Winter semester detailing possible speaker sessions and workshops (this proposal is subject to change throughout the semester);
 - 7.7.3 after receiving feedback on the semester proposal, coordinate and oversee these events;
 - 7.7.4 organize at least one professional development workshop per semester in conjunction with Quebec Band Association (QBA) mentors;
 - 7.7.5 organize at least one professional development workshop per semester sponsored by MEdUSA funds and/or McGill Accounting;
 - 7.7.6 coordinate the timely and efficient payment of all speakers employed in coordination with McGill Accounting;
 - 7.7.7 submit links, events, and other information to Vice-President (Communications) for publication on the MEdUSA website;
 - 7.7.8 make students aware of external professional development opportunities;
 - 7.7.9 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;
 - 7.7.10 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;
 - 7.7.11 serve as the counterpart to the MUSA VP Academic and the EdUS VP Academic.
- 7.8 The Vice-President (External Affairs) shall:
 - 7.8.1 serve as a correspondence liaison with the MEdUSA Executive Council and the MUSA by attending all meetings as the MEdUSA Representative;
 - 7.8.2 serve as a correspondence liaison between the MEdUSA Executive Council and the EdUS by attending all meetings as the MEdUSA Representative;
 - 7.8.3 provide MEdUSA Executive Members with MUSA and EdUS counterpart contact information;
 - 7.8.4 attend at least one MUSA event and one EdUS event per term;
 - 7.8.5 organize at least one philanthropic initiative per term with the help of the executive;
 - 7.8.6 serve as a counterpart to the MUSA VP External Affairs and the EdUS VP

External Affairs.

- 7.9 Non-Executive Committee members of the acting Council:
 - 7.9.1 First-Year Representative shall:
 - 7.9.1.1 attend Executive Council meetings;
 - 7.9.1.2 relay concerns displayed by first-year (U0, U1, and transfer) students of the B.Mus/B.Ed program to the Executive Council;
 - 7.9.1.3 serve as a correspondence liaison between the Executive Council and the First Year Office.
 - 7.9.1.4 organize at least one social event for the first year class per term;
 - 7.9.1.5 collaborate with the EdUS First Year Representatives of Education committee (FYRE) on events and attend all FYRE meetings;
 - 7.9.1.6 foster a positive, welcoming, and warm social environment among the first-year cohort
 - 7.9.1.7 serve as a counterpart to the MUSA First-Year Representative and the EdUS U1 Representatives.
 - 7.9.2 Minor in Music Education Representative shall:
 - 7.9.2.1 attend Executive Council meetings;
 - 7.9.2.2 relay concerns displayed by minor in Music Education students to the Executive Council.
 - 7.9.3 Bachelor in Education in Music (Advanced Standing) Representative shall:
 - 7.9.3.1 attend Executive Council meetings;
 - 7.9.3.2 relay concerns displayed by Bachelor in Education in Music (Advanced Standing) students to the Executive Council.
- 7.10 Other responsibilities to be carried out by an Executive member designated by the Executive Committee:
 - 7.10.1 All members of the Executive Committee will enroll in and complete McGill server training before October 31 of their first year on Council.
 - 7.10.2 One or more Executive Committee members shall attend the music education First-Year advising session with the President.

Elections and Appointments

8 General

- 8.1 All members of the MEdUSA shall be eligible to vote in the elections.
- 8.2 Elections for the Executive Committee members are passed by plurality and referenda shall be passed by simple majority or by a voting population of at least twenty percent (20%) of the MEdUSA.
- 8.3 The Executive Committee shall be responsible for the general conduct and execution of the appointment procedures of the First Year Representative, the minor in Music Education Representative, and the Bachelor in Education in Music (Advanced Standing) Representative.
 - 8.3.1 Appointment procedures for the Representative positions shall be held between August fifteenth (15th) and October first (1st).

9 Electoral Officers

- 9.1 The Chief Electoral Officer (hereinafter, CEO), appointed by the Executive

Committee, 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.

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

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

9.3 The CEO may appoint, subject to Executive Committee approval, a Deputy Chief Electoral Officer (hereinafter, DCEO).

9.3.1 Any member of the MEdUSA is eligible to be appointed CEO or DCEO except for those running for an executive position in the following year.

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

10 Eligibility

10.1 Only members of the MEdUSA in the Concurrent BMus/BEd program in satisfactory standing, as determined by McGill University, shall be eligible to stand for election for a position in the MEdUSA Executive Committee.

10.1.1 Only members of the MEdUSA in the first year of the Concurrent BMus/BEd program shall be eligible to run for the First Year Representative position.

10.1.2 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.

10.1.3 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.

10.2 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.

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

11 Procedures

11.1 Election Procedures for the Executive Committee positions:

11.1.1 Elections for the Executive Committee shall be held between February first (1st) and March thirty-first (31st).

11.1.2 The polling period shall be at least three (3) days in duration.

11.1.3 The date of the polling period must be set by the Executive Committee at least thirty (30) days before the start of the polling period.

11.1.4 The CEO shall publicize the polling period and materials required from the candidates at least twenty-one (21) days before the start of the polling period.

11.1.5 The CEO shall provide all members of the MEdUSA in the Concurrent BMus/BEd program with access to official nomination forms that the

candidates must complete in order to be eligible for election.

11.1.5.1 The nomination form shall require a minimum of ten (10) signatures of members of the MEdUSA.

11.1.6 Two members of the MEdUSA enrolled in the Concurrent BMus/BEd program may agree to run as co-holders of one Executive Committee position except for the positions of President and VP Communications.

11.1.6.1 The intended co-holders of the Executive Committee position must indicate their intended co-holder on their nomination form.

11.1.6.2 Each intended co-holder must submit their own nomination form with all required signatures to qualify as candidates for election

11.2 Appointment Procedures for the Representative positions:

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

11.2.2 The Executive Committee shall publicize the materials required from the candidates at least fourteen (14) days before the appointments of the Representatives by the Executive Committee.

12 Terms of Office

12.1 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.

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

12.2 The newly elected Executive Officers shall 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 Executive Council with voice but no voting authority.

13 Removal from Office

13.1 Any Executive Member or Representative of the Association may be removed from the Council for impropriety, violation of the provisions of this Constitution or its Bylaws, misconduct, neglect of duties or misappropriation of Association funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.

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

13.3 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 Executive Council Members.

Additional Provisions

14 Language of the Association

14.1 English is the official language of the Association.

14.2 Members of the Association may use either English or French at all meetings and

in all documentation of the Association.

15 Freedom of Information

15.1 All minutes and documents of Executive Council shall be public documents, except for minutes and documents of confidential sessions.

16 The Constitution

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

16.2 This Constitution shall be reviewed every calendar year before February 28 by at least two (2) executive members.

16.2.1. It is 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.

16.3 This Constitution and Bylaws shall come into force the seventh (7th) of September, 2020.