



**The McMaster Social Sciences Society  
Constitution**

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**McMaster University  
Faculty of Social Sciences**

**Ratified: October 1988  
Last Revised: November 2017**

## PREAMBLE

This document contains the Constitution of the McMaster Social Sciences Society, which represents all full-time undergraduate Social Sciences students at McMaster University. This document shall form binding terms of reference and shall supersede all previous constitutions, operating policies and any other related documentation.

The McMaster Social Sciences Society was established due to the efforts of a group of committed and responsible individuals in October of 1988.

This Constitution was reviewed by the MSSS Executive of 2001-2002, 2008-2009, updated in 2010-2011, 2013-2014, 2014-2015, 2016 – 2016 and completely revamped by the Core Executive of 2016-2017.

This was seen as one of the important initiatives of the Societies Core Executive, and is to be partnered with the Policy Manual to effectively guide the operations and initiatives of the McMaster Social Sciences Society. This Constitution was approved via unanimous vote by the entirety of the McMaster Social Sciences Executive on this date, November 6, 2017.

### 2017 – 2018 Core Executives

Arjay Villasis  
President

Kaitlyn Avery  
Vice-President Administration

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## **ARTICLE 1: NAME AND REPRESENTATION**

1. The name of the organization shall be the McMaster Social Sciences Society, herein referred to as the MSSS or the Society.
2. The McMaster Social Sciences Society is an organization representing full-time Undergraduate Social Sciences students of McMaster University.

## **ARTICLE 2: SOCIETY OBJECTIVES**

1. The objectives of the Society shall be:
  - 1.1. To encourage, promote and instill a spirit of unity, interest, cooperation and fellowship amongst Undergraduate Social Sciences students.
  - 1.2. To promote and coordinate well-planned and relevant academic, social, athletic, recreational and cultural activities for undergraduate Social Sciences students.
  - 1.3. To act as representatives for undergraduate Social Sciences students, and communicate their questions, needs and concerns to the appropriate officials, committees or councils.
  - 1.4. To receive and administer all MSSS funds and properties, in the best interest of Social Sciences students.
  - 1.5. To promote the Faculty of Social Sciences and the office of Experiential Education.
  - 1.6. To lobby for high quality education for undergraduate Social Sciences students, including proper academic support for students.

## **ARTICLE 3: OPERATING POLICIES**

1. The Society, its Core Executive, Peripheral Executive, Year Representatives, Executive Mentees and Blu Cru Representatives, Student Representative Assembly, and the Society Clubs must abide by the Operating policies, bylaws and official binding documents of the Society.
2. Amendments to any Operating policies, bylaws or official binding documents (as mentioned in section 4 of this document) may be made if these conditions are met:
  - I. Unanimous vote of the entire Executive, OR;
  - II. Majority vote at a General Assembly

## **ARTICLE 4: BINDING POLICY DOCUMENTS**

1. The Society, its Core Executive, Peripheral Executive, Year Representatives, Student Representative Assembly, and the Society Clubs must abide by the following documents:
  - i. Constitution
  - ii. Elections Operating Policy
  - iii. Welcome Week Policy
  - iv. Clubs Operating Policy
  - v. Promotions Operating Policy
  - vi. Outreach Operating Policy
  - vii. Shinerama Operating Policy

## **ARTICLE 5: MEMBERSHIP**

1. Full Membership
  - 1.1. Shall be restricted to full-time students at McMaster registered in a full-time undergraduate Social Sciences program.
  - 1.2. Students enrolled in part time studies, or a combined Honours degree consisting of a Social Sciences discipline, are to pay the Society a fee of fifteen dollars (\$15.00) to receive the benefits of a full membership on an annual basis.
2. Honorary Membership
  - 2.1. May be granted to McMaster students or McMaster alumni by a two-thirds majority vote of the core executive.
  - 2.2. Past executives of the MSSS shall receive automatic honorary membership upon completion of their term of office.

## **ARTICLE 6: PRIVILEGES OF MEMBERSHIP**

1. Full members of the MSSS shall be entitled to:
  - 1.1. Vote and take part in all elections of the McMaster Social Sciences Society.
  - 1.2. Join and hold elected or appointed office in any organization controlled by the MSSS.
  - 1.3. Request to see, upon two weeks notice to the Vice-President Finance, any or all of the books of the MSSS in the presence of the Vice-President Finance. Participate in any athletic, professional, social, academic or recreational event facilitated by MSSS.

2. Honorary Membership:
  - 2.1. Does not include the privileges of a full membership, and only recognizes the individual's support of the society.
  - 2.2. Does not include the privilege of voting in the General Assembly or executive elections.

## **ARTICLE 7: VOTING AND NON-VOTING MEMBERS**

1. Voting members of the executive include:
  - i. Core Executive
2. Non-Voting Members include:
  - i. Peripheral Executive
  - ii. Year Representatives
  - iii. Executive Mentees
  - iv. Blu Cru Representatives
  - v. Social Sciences Departmental Clubs
  - vi. Social Sciences Assembly (SRA) members
  - vii. Students who hold a paid membership
  - viii. All other McMaster Social Sciences undergraduate students
  - ix. All other McMaster students and staff

## **ARTICLE 8: CORE EXECUTIVE**

1. The MSSS Core Executive shall be made up of the following:
  - i. President
  - ii. Vice-President Administration
  - iii. Vice-President Finance
  - iv. Vice-President Academic
  - v. Vice-President Programming
  - vi. Vice-President External Communications
2. The Core Executive shall:
  - 2.1. Be elected by a majority vote by Social Sciences students.
  - 2.2. Meet on a weekly basis, to the best of their ability, during the academic year in Executive meetings.
  - 2.3. Formulate a tentative annual Year Plan and hold a General Assembly to its members prior to October 31<sup>st</sup>.
  - 2.4. Form policies, and prepare its program and budget in general accordance with the annual Year Plan.
  - 2.5. Are honorary members of Blu Cru.
  - 2.6. Executive members are required to sign contracts signed off on by the Vice-President Administration and President.

## **ARTICLE 9: CORE EXECUTIVE DUTIES**

### **1. President**

- 1.1. Responsible for setting the direction and vision of the MSSS executive and preparing the society year plan to be produced by October 1<sup>st</sup>, annually.
- 1.2. Chairs meetings of the McMaster Social Sciences Society.
- 1.3. Responsible for the creation of directives for executive members each term.
- 1.4. Acts as the Society's Chief Officer and principal spokesperson
- 1.5. Is dually responsible for maintaining direct communication with the Social Sciences Faculty Dean and the Social Sciences Faculty Associate Dean along with the Vice-President Academic.
- 1.6. Ensures compliance with the constitution, by-laws, operating policies and procedures and decisions of the Society.
- 1.7. Acts to ensure that all undergraduate student functions of the MSSS and affiliated organizations are carried out in a cohesive and professional manner and shall settle all disputes that may arise within the MSSS providing that they are within the President's jurisdiction.
- 1.8. Responsible for the evaluation of Core Executive in collaboration with the Vice-President Administration.
- 1.9. Shares signing authority with the Vice-President Administration and Vice-President Finance.
- 1.10. Assists with the selection of Blu Cru Representatives.
- 1.11. Responsible for ensuring that General Executive Meetings occur.
- 1.12. Responsible for assisting the Vice-President Administration with planning and implementing the Social Sciences General Assembly.
- 1.13. Responsible for selecting Peripheral Executive and Year Representatives with the Vice-President Administration, and one other appropriate executive member.
- 1.14. Responsible for the supervision of the Welcome Week Planners.

### **2. Vice-President Administration**

- 2.1. Responsible for internal communication of the MSSS Core Executive members.
- 2.2. Responsible for the evaluation of Executive members in collaboration with the President.
- 2.3. Responsible for the review of all Executive and Year Representatives' Year Plans.
- 2.4. Responsible for the hiring and evaluation of Year Representatives.
- 2.5. Responsible for facilitating applications, selecting and evaluating Peripheral Executive with the President, and one other appropriate Core Executive member.

- 2.6. Responsible for organizing Executive retreats, social events and training with the aid of the Administrative Assistant.
- 2.7. Acts in lieu of the President.
- 2.8. Shares signing authority with the President and Vice-President Finance.
- 2.9. Acts as the President's primary advisor and oversees the implementation of Executive Year Plans.
- 2.10. Responsible for the supervision of the Chief Elections and Policy Officer. Responsible for mediating any disputes between Core Executive Members, Peripheral Executive, and Year Representatives.

### 3. Vice-President Finance

- 3.1. Responsible for the finances of the MSSS, and keeping proper books of account for the MSSS.
- 3.2. Responsible for monthly updates to be presented to the MSSS Core Executive.
- 3.3. Responsible for transferring signing authority to the new Vice-President Finance, President and Vice-President Administration before April 1<sup>st</sup>, annually.
- 3.4. Responsible for the creation of the annual budget and submission before Oct 1<sup>st</sup>, annually.
- 3.5. Responsible for the approval of Social Sciences Departmental Clubs' budgets at the beginning of each term.
- 3.6. With the help of the Clubs Administrator, responsible for working with Departmental Clubs to comply with all MSSS Bylaws, Operating policies and the Constitution.
- 3.7. Shall oversee the finances of the Social Sciences Departmental Clubs as outlined in the MSSS Clubs Bylaw, as well as be the main point of contact for the Society.
- 3.8. Assist in the transition for the outgoing corresponding executive to the incoming executive.
- 3.9. Acts in lieu of both the President and the Vice-President Administration.
- 3.10. Organizes and facilitates the McMaster Social Sciences Student Leadership Award and the Graduate Award for Academic Achievement through establishing the award selection committee comprised of the President, VP Academic, and a member of Experiential Education.
- 3.11. Compile and submit an End-of-Year Report to the MSSS Executive, including the following information:
  - i. Complete Financial Records
  - ii. Term Report
  - iii. Year End Report
  - iv. Transition Report
  - v. New Executive Contact Information



#### **4. Vice-President Academic**

- 4.1. Responsible for organizing and planning any major academic events for Social Sciences students.
- 4.2. Acts as an advocate for Social Sciences students' academic concerns.
- 4.3. Must sit on the Experiential Education Governing Committee (EEGC) as well as working with the office of Experiential Education.
- 4.4. Responsible for the planning and implementation of the annual Academic Showcase.
- 4.5. Acts as the primary designate on the Academic Affairs Council (AAC) as run by the McMaster Student Union (MSU).

#### **5. Vice-President Programming**

- 5.1. Responsible for the planning and implementation of social event for the MSSS in partnership with the Social Committee Coordinator.
- 5.2. Responsible for assisting with the selection of the Social Committee Coordinator.
- 5.3. Responsible for the supervision of the Social Committee Coordinator.
- 5.4. Responsible for the planning and implementation of an annual Social Sciences formal.
- 5.5. Responsible for facilitating applications and selecting Year Representatives with the Vice-President Administration.
- 5.6. Oversees the Year Representatives and assists in their contributions to all events for the MSSS.

#### **6. Vice-President External Communications**

- 6.1. Responsible for the promotion of and positive external image of the MSSS using the website, social media, general society email, print promotions and all other media.
- 6.2. Responsible for maintaining year-round communication with the Student Representative Assembly (SRA) in order to convey important information back to the MSSS executive and Social Science students

### **ARTICLE 10: PERIPHERAL EXECUTIVE**

1. The MSSS employ the following positions as peripheral executive:
  - i. Administrative Assistant
  - ii. Chief Elections and Policy Officer (CEPO)
  - iii. Media and Design Coordinator
  - iv. Outreach Coordinator
  - v. Photography Coordinator
  - vi. Social Committee Coordinator
  - vii. Welcome Week Planners (2)

2. Peripheral Executive will be hired according to a Hiring Board, which is composed of the President, Vice-President Administration and one other executive selected by the Vice-President Administration.
3. Core Executive members are not eligible to hold a Peripheral Executive position during their term in office. In the event an Executive member wishes to apply for a Peripheral Executive position for the following year, that Core Executive member will not be eligible to be on the Hiring Board. The Vice-President Administration and/or the Executive shall ensure three current Executive members sit on the Hiring Board in this situation.
4. Peripheral Executive are required to sign contracts drafted by the Vice-President Administration and signed off on by the Vice-President Administration, President and the designated Executive member who supervises the role.
5. All positions must be filled, to the best of the ability of the Executive, by the end of term two for incoming Executive Assistants. In the event the MSSS is unable to find suitable applicants, they may reopen applications to find a suitable individual.
6. Peripheral Executive can be considered for an honorary Blu Cru Representative position, based on the discretion of the President and Welcome Week Planners.

## **ARTICLE 11: PERIPHERAL EXECUTIVE DUTIES**

### **1. Administrative Assistant**

- 1.1. Responsible for recording meeting minutes.
- 1.2. Responsible for the creation of agendas for weekly Executive meetings.
- 1.3. Responsible for assisting the Vice-President Administration with organizing Executive retreats, social events and training.
- 1.4. Responsible for maintaining the records of the Society both in hard copy and digital formats.
- 1.5. Reports to and acts as a direct aid to the Vice-President Administration.
- 1.6. Works with the executive to ensure that weekly meetings are run in a timely fashion.
- 1.7. Responsible for organizing staff appreciation a minimum of once a year.
- 1.8. Responsible for the upkeep of office supplies.

### **2. Media and Design Coordinator**

- 2.1. Responsible for the creation of all promotional material for the MSSS and their events. These responsibilities include designing and printing of promotional materials (posters, flyers, tickets, online advertisements, etc.), the ordering of promotional materials throughout the year, the designing and/or ordering of signage and displays for the MSSS

(banners, door signs and brochures, etc.), and maintaining the MSSS poster board.

- 2.2. Responsible for ensuring all publications are in accordance with the MSSS constitution and all bylaws and operating policies
- 2.3. Reports directly to the Vice-President External Communications and will communicate with Vice-President Programming on their events.
- 2.4. Compile and submit an End-of-Year Report to the MSSS Core Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information

### **3. Outreach Coordinator**

- 3.1. Responsible for the McMaster Social Sciences Society's participation in charitable and external events.
- 3.2. Achieve at minimum of at least three (3) events or initiatives between the months of September and April of a given year. The year shall incorporate events and initiatives including, but not limited to:
  - i. Terry Fox Run
  - ii. Trick-or-Eat
  - iii. Relay for Life
- 3.3. Maintain positive relations between the various other bodies on and off campus relating to fundraising and community involvement, including the Fundraising Initiative Team (F.I.T), the Student Community Support Network (SCSN) and the Westdale Community.
- 3.4. Reports directly to Vice-President External Communications and thus, must submit all proposals to the Vice-President External Communications. But is expected to notify VP Programming for larger scale events, and is expected to attend Peripheral Executive meetings.
- 3.5. Fundraise towards the goal of \$1000 for the McMaster Social Science Society's Leadership Award, with the expectation that a minimum of \$500 is raised.
- 3.6. Compile and submit an End-of-Year Report to the MSSS Core Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information

### **4. Photography Coordinator**

- 4.1. Responsible for ensuring high quality photos are taken at all MSSS events for promotional use by the MSSS.

- 4.2. Responsible for recruiting volunteers and reviewing all submissions to ensure compliance with the MSSS Constitution and By-Laws.
- 4.3. Reports directly to the Vice- President External.
- 4.4. Compile and submit an End-of-Year Report to the MSSS Core Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information

## **5. Clubs Administration Coordinator**

- 5.1. The Clubs Administration Coordinator will be responsible for overseeing and managing the clubs of each program society.
- 5.2. The Clubs Administration Coordinator will work alongside the Vice-President Finance to ensure that clubs are monitored and running properly, as per the McMaster Students Union.
- 5.3. The Clubs Administration Coordinator will meet with Club presidents on a bi-weekly basis to discuss fiscal budgets for each club
- 5.4. Ensure EOHSS protocol is being followed.
- 5.5. Provide supervision and support for program society clubs when necessary.
- 5.6. Compile and submit an End-of-Year Report to the MSSS Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information

## **6. Welcome Week Planners (3)**

- 6.1. Shall plan and implement a Welcome Week that:
  - i. Is safe for all those involved
  - ii. Will boost the spirit of all Social Sciences students
  - iii. Will increase the presence of the McMaster Social Sciences Society (MSSS)
  - iv. Ensures all first year students feel welcome to be at McMaster University in the Faculty of Social Sciences, as members of the MSSS
  - v. Is vibrant, creative, successful, and memorable
- 6.2. Reports directly to the President and VP Finance, and work closely with the Welcome Week Committee.
- 6.3. Responsible for planning all events during welcome week including but not limited to Faculty Day, Faculty Night, Faculty Fest and participation in Move-In, Airbands, Shinerama, Tug-of-War, and Bed-racing.

- 6.4. Shall assist the President with the facilitation and hiring of Blu Cru Representatives.
- 6.5. Responsible for proposing a budget to the MSSS Core Executive to be approved for Welcome Week.
- 6.6. Responsible for updating the President and Core on a weekly basis.
- 6.7. Responsible for updating the entire Core Executive on a monthly basis regarding Welcome Week, and proposing a full week plan at least one month before Welcome Week begins.
- 6.8. Responsible for Welcome Week training of Blu Cru Representatives,
- 6.9. Responsible for at least one appreciation event for Blu Cru Representatives per term.
- 6.10. Compile a Welcome Week Report that provides a general overview of the week that provides feedback for moving forward, that will be separate from the End-of-Year report.
- 6.11. Compile and submit an End-of-Year Report to the MSSS Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information
- 6.12. Responsible for creating and maintaining spirit and cohesion among Social Sciences students.
- 6.13. Supervises all Blu Cru Representatives throughout the year.
- 6.14. Responsible for the overall promotion and positive image of the MSSS and its events via the Blu Cru Representatives.

## **ARTICLE 12: YEAR REPRESENTATIVE**

- 1. The Year Representatives are comprised of:
  - i. First Year Representatives (4)
  - ii. Second Year Representatives (2)
  - iii. Third Year Representatives (2)
  - iv. Fourth Year Representatives (2)
- 2. Will be selected by application by the President, Vice-President Administration, and Vice-President Programming.
- 3. Reports directly to the Social Committee Coordinator on a weekly basis, though more frequent meetings may be required as determined by the VP Programming.
- 4. Each yearly division shall have a maximum of 2 Year Representatives; with the exception of first year with a maximum of 4 Year Representatives.
- 5. Responsible, as a team, for organizing and facilitating at least one (two for first year representatives) event or initiative per term under the supervision of the Social Committee Coordinator.

6. Can be considered for honorary members of the Blu Cru, based on the discretion of the President and Welcome Week Planners.
7. Responsible for distributing promotional materials.
8. Act in the assistance of MSSS Executive.
9. Responsible for advocating on the academic concerns of each yearly division and promoting the events of the MSSS.
10. Compile and submit an End-of-Year Report to the MSSS Core Executive, including the following information:
  - i. Complete financial records
  - ii. Beginning of year goals
  - iii. Accomplishments
  - iv. Obstacles
  - v. Recommendations
  - vi. Relevant contact information

### **ARTICLE 13: REQUIREMENTS OF CORE EXECUTIVE, PERIPHERAL EXECUTIVE, AND YEAR REPRESENTATIVES**

1. Any Core Executive member, Peripheral Executive or Year Representative who is absent for three meetings per term without notification will be required to undergo review by the rest of the executive and may be requested to resign from their position using a formal recall process.
2. Any Core Executive member, Peripheral Executive or Year Representative who does not fulfill their respective duties as outlined in their contract may be required to undergo review by the rest of the executive and may be requested to resign from their position using a formal recall process.
3. Must review meeting minutes prior to the following meeting, particularly those who were absent.
4. Office hours will be held at least once a week or by appointment with additional hours being held under the discretion of the MSSS executive
5. Both Peripheral Executive and Year Representatives are chosen based on an application basis rather than an election.

### **ARTICLE 14: WELCOME WEEK COMMITTEE**

1. The MSSS employs the following positions as the Welcome Week Committee:
  - i. Faculty Day Coordinator
  - ii. Faculty Night Coordinator
  - iii. Faculty Fest Coordinator
  - iv. Shinerama Coordinator (2)

2. Welcome Week Committee will be hired according to a Hiring board, composed of the President, Vice-President Administration, and the Welcome Week Planners.
3. Executive members are eligible to hold a Welcome Week Committee during their term in office.
4. Welcome committee members are required to sign contracts, drafted by the Vice- President Administration, and signed off by the President, Vice- President Administration, and the Welcome Week Planners.
5. All positions must be filled, to the best of the ability of the Core Executive, by the end of term two for incoming Welcome Week Committee positions in the event that the MSSS is unable to find suitable applicants, they may re-open applications to find a suitable candidate.

## **ARTICLE 15: WELCOME WEEK COMMITTEE DUTIES**

1. Welcome Week Committee works with the Welcome Week Planners to develop a plan for Welcome Week that adheres to the McMaster Welcome Week values and guiding principles, ensuring a smooth transition for first years.
2. Responsible for creating and maintaining spirit and cohesion amongst social science students while promoting a positive image of the MSSS.
3. **Faculty Day Coordinator**
  - 3.1. Responsible for developing the programming for Faculty Day with the aid of the Welcome Week Planners.
4. **Faculty Night Coordinator**
  - 4.1. Responsible for planning a socially focused event, focusing on fun activities which help to build strong relationships during Welcome Week, as well as creating alternative programming for those not interested in the main activity.
5. **Faculty Fest Coordinator**
  - 5.1. Responsible for creating programming that provides first year students with the opportunity for first year students to interact with their faculty professors and students in their desired program.
6. **Shinerama Coordinators (2)**
  - 6.1. The Shinerama Coordinator's primary role is to work with the McMaster Social Sciences Society to organize and execute fundraising events during the summer months and during Welcome Week for the annual Shinerama campaign.
  - 6.2. Reports directly to the Welcome Week Planners to develop a fundraising plan for Shinerama on behalf of the MSSS.
  - 6.3. Shall create a budget for the week and summer months and communicate with the MSSS, McMaster Students Union and McMaster University offices, as well as local businesses.

## **ARTICLE 16: BLU CRU REPRESENTATIVES**

1. A year long initiative put forth by the MSSS that will amalgamate involvement of the Core Executive, Peripheral Executive and Year Representatives, as well as hired Blu Cru Representatives
2. Responsible for maintaining spirit and cohesion amongst Social Sciences students through the promotion and facilitation of MSSS events.
3. All members of the Blu Cru are bound to the adherence of the MSSS Constitution and its Bylaws and Operating Policies.
4. Supervised by the Welcome Week Planners.
5. The President, and the Welcome Week Planners will complete hiring of Blu Cru Representatives.

## **ARTICLE 17: SOCIAL SCIENCES DEPARTMENTAL CLUBS**

1. Are expected to be fully aware of the MSSS Constitution, Bylaws and Operating Policies, and may not act outside of it.
2. Failure to adhere to these documents will not fall under the responsibility of the MSSS Executive and may result in the termination of funds for either a term or the entire academic year as determined by the Core Executive.
3. The MSSS Core Executive are responsible for providing Departmental Clubs with all informational resources, including but not limited to the contact information for the Vice-President Finance, a copy of the Departmental Clubs' Bylaw, MSSS clubs handbook, funding tier guidelines, brand mark guidelines, and MSSS Constitution.

## **ARTICLE 18: STUDENT REPRESENTATIVE ASSEMBLY (SRA)**

1. Shall act as an information link between the Social Sciences students and the MSU.
2. As duly elected representatives, all Social Sciences SRA will represent Social Sciences students, the MSSS and its Departmental Clubs, to the MSU and will communicate directly to the Vice-President External Communications.
3. The SRA Social Sciences Caucus and the MSSS will coordinate on joint initiatives including the Social Sciences General Assembly (SSGA).

## **ARTICLE 19: ELECTIONS AND TERMS**

1. Elections for the Executive shall take place according to the By-Laws of the Society.
2. Elections will only be held for Core Executive Members.
3. Elections must be democratic, and all members of the Society must be given a reasonable opportunity to vote.



4. Executive elections will occur prior to March 1st, of each year to elect Core Executive Members so that all new Executive Members will have a chance to transition their successors.
5. Peripheral Executive and Year Representatives (with the exception of First Year Representatives) will be hired on an application basis before March 30<sup>th</sup> to ensure that they also have a chance to transition with their predecessors.
6. All Core Executive Members, Peripheral Executive and Year Representative terms begin from April 1 until March 31st the exception of First Year Representatives (not be selected until the month of September in the New Year) and the Welcome Week Committee).
7. Welcome Week Planners will be accepted in term 1, prior to the start of the new term of executives to allow for further planning time. Their terms will start from selection in term 1 to the end of April of the next year.
8. The Core Executive Members reserve the right to withhold accepting applications until September if there are no applicants for any Peripheral Executive or Year Representative positions.

## **ARTICLE 20: VACANCY OF ELECTED OFFICES**

1. Any vacancy of elected office due to resignation, loss of full membership in the Society, or impeachment, shall be filled by a bi- election of the MSSS within one month of the observed vacancy. The only exception is the summer months, in which the election will be held during September.
2. In the event that there is no candidate for a by-election, the Executive of the MSSS by a two-thirds majority vote can fill a vacancy by appointment through an application and interview process in the presence the full Core Executive.
3. In the event that there is a vacancy of an elected office, and annual elections are being held within one month, the Core Executive may choose to not run an bi-election for the position, and have it unfilled until the time that the annual elections produce a new elected member.

## **ARTICLE 21: RECALL**

1. Members may be removed from positions on the Core Executive for reasons that include:
  - 1.1. Breach of MSSS Constitution, contract, by-law or operating policies
  - 1.2. Use of the position held in contravention of the legitimate rights and interests of the MSSS
2. A notice of recall of any Core Executive member must be supported by a petition presented to the President containing the support, signature, and student number of:
  - 2.1. 50% of the Core Executive members, or;
  - 2.2. 2% of the MSSS Membership

3. In the event that the President is being recalled, the petition must be presented to the Vice-President Administration.
4. The President shall provide notice to the Core Executive member being recalled within twelve (12) hours upon acceptance of the petition.
5. The Core Executive member being recalled will be provided the opportunity to justify their actions or resign from their position within seventy-two (72) hours of the notice of recall.
6. Recall must be brought to a vote where it shall be accepted upon a two-thirds majority vote of the Core Executive, rounded to the nearest whole number. The member being recalled shall not vote or count within the number of Core Executives.

## **ARTICLE 22: SOCIAL SCIENCES GENERAL ASSEMBLY (SSGA)**

1. The MSSS will hold a General Assembly, one per fall and winter term.
2. This event is a presentation summarizing the current year, its programming and budget, and will obtain as much feedback as possible to assist in planning for the next year.
3. The Vice-President Administration and Vice-President External Communications will organize the event.
4. Membership of the Social Sciences General Assembly shall include all those falling under Section Five – Membership of the MSSS Constitution.
5. Meetings of the Social Sciences General Assembly shall be called by the Vice-President Administration within 30 days on resolution of the MSSS Executive; or in receipt of a petition of two percent (2%) of the MSSS membership; or at the call of the President, and at least one general assembly must occur each year.
6. All resolutions passed at a meeting of the Social Sciences General Assembly are binding.
7. Three percent (3%) of the membership of the MSSS, or 200 members, whichever is higher will constitute quorum for a Social Sciences General Assembly meeting, provided that public notice of the meeting is given one week in advance. Failing one week's public notice, ten percent (10%) of the membership of the MSSS will constitute quorum.

## **ARTICLE 23: REFERENDA**

1. Referenda shall be initiated by:
  - 1.1. Resolution of the Core Executive
  - 1.2. Petition to the Administrative Assistant of not less than three percent (3%) of the full membership of the MSSS.
2. Upon receiving a petition, the Administrative Assistant shall provide at least ten days notice of a referendum campaign to the General Membership.
3. Following the notification period, a poll shall be granted within fourteen days.
4. Procedures for a referendum shall be approved by the Core Executive, and be in accordance with McMaster Student Union referendum procedures.
5. Quorum for a referendum shall be five percent (5%) of the membership.
6. Directives from the membership expressed in a quorate referendum shall be binding on the MSSS.
7. Once a question has been considered in a quorate referendum, it shall not be considered again for one calendar year.
8. The Chief Elections and Policy Officer will oversee the procedures for the Referenda as outlined in the By-Laws.

## **ARTICLE 24: AMENDMENTS TO THE CONSTITUTION**

1. Amendments to the Constitution can only be conducted if these conditions are met:
2. Unanimous vote of the MSSS Executive Members, OR;
3. Two-thirds majority vote at a General Meeting of the Society, OR;
4. Majority vote by members of the Society at the Social Sciences General Assembly (Quorum must be at least 3% of all members)