

**MASTER'S IN TRANSLATION STUDENTS' ASSOCIATION
GLENDON SCHOOL OF TRANSLATION – YORK UNIVERSITY
CONSTITUTION & BYLAWS**

(LOGO)

Preface:

The Master's in Translation Students' Association (MTSA) was created in September 2014. The initial Constitution and Bylaws were drafted in May 2015 by the initial MTSA Executive Committee: Judith Salem (President), Tania Osca (Vice President), Deanna Nemeth (Secretary Treasurer) and Nicholas Richards (Communications Officer). Changes were made to the draft constitution in October 2016 by the newly appointed Executive Committee, Nicholas Richards (President), Tania Osca (Vice President). The document is pending approval by the general membership.

The Executive Committee, MTSA

November 2016

MASTER'S IN TRANSLATION STUDENTS' ASSOCIATION
GLENDON SCHOOL OF TRANSLATION – YORK UNIVERSITY

CONSTITUTION

ARTICLE I: NAME

- 1.1 Graduate students in the Master's in Translation Studies Program at Glendon College, York University have come together to create an organization known as the "Master's in Translation Students' Association" hereafter referred to as "MTSA".
- 1.2 MTSA operates at York University, Glendon College, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

ARTICLE II: OBJECTIVES

- 2.1 To draw into a formal association all graduate students in the Master's in Translation Studies Program at Glendon College, York University.
- 2.2 To establish and promote social interaction and cohesion amongst MTSA members.
- 2.3 To promote liaison activities both within and outside York University.

ARTICLE III: EQUITY MANDATE

In the spirit of the Ontario Human Rights Code, the Master's in Translation Students' Association holds that every person has a right to equal treatment with respect to membership, services, goods, and facilities without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability.

ARTICLE IV: INTERPRETATION

The MTSA shall make all determinations and interpretations with due regard to Roberts's Rules of Order. The Chair is the primary source of interpretation of the Constitution and Bylaws.

ARTICLE V: RATIFICATION

The MTSA Constitution and Bylaws shall be enforced upon ratification by a simple majority vote (50% +1) of the voting body.

MASTER'S IN TRANSLATION STUDENTS' ASSOCIATION
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BYLAWS

BYLAW I: MEMBERSHIP

ARTICLE 1: FULL MEMBERSHIP

- 1.1 Every person, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same sex partnership status, family status, class, physical appearance or ability, registered full-time or part-time in the Master's in Translation Studies Program at Glendon College, York University is a full member of the Association.
- 1.2 Full members shall attend meetings, participate in MTSA's events, vote, and run for executive positions.

ARTICLE 2: HONORARY MEMBERSHIP

- 2.1 Honorary memberships may be given to alumni, visiting students or MTSA's supporters upon the approval of the Executive Committee.
- 2.2 Honorary members shall attend meetings and participate in MTSA's events but cannot vote or run for executive positions.

ARTICLE 3: REVOCATION OF MEMBERSHIP

Membership may be revoked if the member's behavior counters the Ontario Human Rights Code, federal and provincial laws, University policies, or the MTSA Constitution. Revocation can only be enacted by a quorum of the MTSA general membership.

BYLAW II: THE EXECUTIVE COMMITTEE

ARTICLE 1: COMPOSITION

- 1.1 The MTSA Executive Committee consists of two officers: the President and the Vice President.
- 1.2 Appointed members can be elected to any position deemed necessary by the membership.

ARTICLE 2: DUTIES

- 2.1 The duties of the President shall be to:
 - 2.1.1 Chair all meetings.
 - 2.1.2 Ensure the well functioning of the association. Includes observing schedules, delegation of tasks, and management of executive members.
 - 2.1.3 Act as MTSA's spokesperson and represent all members in dealings with York University and its affiliates.
 - 2.1.4 Ensure that MTSA's financial affairs are conducted in a fiscally responsible manner.
 - 2.1.5 Have signing authority over MTSA's bank accounts.
 - 2.1.6 Prepare the annual fiscal report to be approved by the membership.
 - 2.1.7 Prepare the preliminary budget for the following year and send it to VP Finance at YUGSA post-approval.
 - 2.1.8 Review and approve all budgetary needs.
 - 2.1.9 Attend YUGSA meetings and share information with the Vice President and other members.
 - 2.1.10 Execute and/or approve all official communications and or promotions to be disseminated to the membership and/or other entities.

- 2.2 The duties of the Vice President shall be to:
 - 2.2.1 Plan agendas for all meetings
 - 2.2.2 Act as alternate to the President when needed; includes representing MTSA at YUGSA meetings and training when President is not available
 - 2.2.3 Act as alternate signatory over MTSA's bank accounts
 - 2.2.4 Coordinate event planning and communications with the President

ARTICLE 3: ELECTIONS

- 3.1 All full MTSA members shall be eligible to hold office provided they commit to the full term of office.

- 3.2 Elections will take place before the end of the winter term.

- 3.3 The term of office shall be one calendar year from the date of election and last until new officers are elected.

- 3.4 A transition meeting shall be held after elections to ensure secure transfer of all documents, accounts, passwords etc..

- 3.5 All candidates shall hand in a nomination form to the President at least five (5) days prior to the beginning of voting.

- 3.6 No individual shall run for or hold more than one position on the Executive Committee.

- 3.7 Unexpected vacancies of any offices shall be appointed by members of the Executive Committee.

BYLAW III: MEETINGS

ARTICLE 1: EXECUTIVE MEETINGS

- 1.1 The number and dates of executive meetings shall be decided by the MTSA executives being no less than one (1) per semester, three (3) per year.
- 1.2 The quorum for Executive Committee meetings will be 50% +1 of executive members.
- 1.3 The voting system for executive meetings will be simple majority (50%+1).

ARTICLE 2: GENERAL MEETINGS

- 2.1 The number and dates of general meetings shall be decided by MTSA executives being no less than one (1) per semester, three (3) per year.
- 2.2 The MTSA Annual General Meeting takes place after YUGSA's Annual General Meeting
- 2.3 The date of the Annual General Meeting will be notified to the membership at least five (5) days in advance.
- 2.4 The quorum for General Meetings will be those present, provided that they are not all executive members.
- 2.5 The voting system for general meetings will be simple majority (50%+1).
- 2.6 General meetings shall be notified to the membership at least five (5) days in advance.

ARTICLE 3: EMERGENCY MEETINGS

- 3.1 Emergency meetings can be called with no prior notification under extreme circumstances.
- 3.2 The President holds the authority to determine if emergency meetings are required.

BYLAW IV: AD HOC COMMITTEES

Special committees may be created for specific MTSA's purposes. These committees will be formed by full members and chaired by one (1) officer, appointed by the President and approved at a general meeting.

BYLAW V: FINANCES

The GSA's money will be primarily acquired through funds allocated to the GSA by YUGSA and the department. Any expenditures of the GSA must be in accordance to the GSA's annual budget, approved by the membership. Only if the GSA exceeds its budget or needs money for a special event may dues be collected. This must be approved by a majority (50% +1) of the membership. All monies belonging to the GSA shall be deposited and disbursed through a bank account established for the GSA. All funds must be deposited within one week of collection.

BYLAW VI: AMENDMENTS

Amendments to the MTSA Constitution and Bylaws may be proposed by either the officers or the full members of MTSA. Amendments must be approved at a General Membership Meeting and shall be carried by a simple majority vote (50%+1).