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Preamble

We, the students of the Master of Public Policy, Administration and Law, do solemnly declare that:

- a) Whereas we are aware of our common interests;
- b) Whereas we constitute a common basis for the development of democratic principles and ideas in union with other organizations; and
- c) Whereas we are desirous of sustaining and nourishing our common ground of being;
- d) We do hereby create the Graduate Students' Association of Public Policy, Law and Administration at York University, constituted pursuant to the following articles.

Article 1: The name of this organization shall be the Graduate Students' Association of Public Policy, Law and Administration, hereinafter referred to as the GSAPPAL.

Article 2: In this Constitution,

- a) The sole authority for interpreting the Constitution of the GSAPPAL lies in the office of the Executive Committee of the GSAPPAL; and
- b) The executive body comprises of the Chair, Vice-Chair; Financial Officer, Secretary, and Director of Communications.

Article 3: The aim of the GSAPPAL is to provide a common meeting place for students, faculty and staff of York University who are affiliated with the Master of Public Policy, Administration and Law program. However, affiliation is not a requirement for participation.

Article 4:

- a) The GSAPPAL shall function as a non-profit, student-run organization existing within and being an integral part of the community of York University.
- b) The functions of the GSAPPAL shall be performed without the purpose of financial gain for any of its members.

Article 5: The goals of the GSAPPAL shall be the following:

- a) To cultivate an "esprit de corps" for students of Master of Public Policy, Administration and Law program at York University;
- b) To aid students in understanding the career potential of the MPPAL program;
- c) To engage in educational, political, cultural, scientific, recreational, and other student and community related activities;
- d) To provide a forum for discussion and opinions;
- e) To provide a continued network for students, alumni and faculty.

Article 6: English shall be the working language of the GSAPPAL.

Article 7: Membership in the GSAPPAL is open to any student, faculty member, staff and alumni of York University (or any other accredited Canadian University) without discrimination based on race, national or ethnic origin, sexual orientation, religion, gender, age or mental or physical disability.

- a) The GSAPPAL will adhere strictly to the aforementioned policy of fairness and equality among its members and will ensure that any violations of the criteria outlined in Article 7 will be rectified.
- b) Membership criteria are outlined in article 16 of this Constitution.

Article 8: The Executive Committee of the GSAPPAL shall be responsible for the efficient and orderly administration and management of the Association and its resources.

- a) The duties and responsibilities of the Committee members are detailed in Article 17 of this Constitution.
- b) Special committees of an ad-hoc nature may be formed as required and at the discretion of the Executive Committee.

Article 9: GSAPPAL meetings shall be convened under the authority of the Executive Committee to consider the financial affairs of the Association, as well as other related business affecting the efficient administration of the GSAPPAL.

- a) Executive Committee GSAPPAL meetings shall be convened at least once monthly.

b) General GSAPPAL meetings shall be left to the discretion of the Executive Committee.

c) And extra-ordinary general meeting of the GSAPPAL membership may be convened at the request of

- The Chair
- The Vice-Chair
- The signed request of one third of the GSAPPAL membership

1. Agenda for general meetings, compiled by the Secretary, shall be posted on the GSAPPAL website at least one week prior to the announced date of the meeting.

2. A general meeting or an extra-ordinary meeting of the GSAPPAL will not be considered valid unless a quorum is present. Fifty percent plus one must be present at any general or extra-ordinary meeting to constitute a quorum; however, where the needs of the GSAPPAL are sufficiently urgent, the Chair and an additional member from the executive may authorize the percentage of the GSAPPAL membership present to form a quorum.

e) All general and extraordinary meetings of the GSAPPAL shall adhere to the following agenda:

1. Call to order;
2. Approval of the agenda;
3. Reading of the minutes from the previous meeting;
Approval
Matters arising
4. Any items held over from the previous meeting;
5. New items for which notice has been given;
6. Reports from the Executive Committee, and sub-committees on action taken since the last meeting;
7. Other business;
8. Motions for consideration at the next meeting;
9. Adjournment.

Article 10: A motion may be made by any member of the GSAPPAL.

a) All motions must be made in writing to the Chair and Vice Chair of the GSAPPAL before any meeting is called to order.

- b) The procedure for moving a motion is as follows: A motion cannot be moved when another motion is of the same type, or a motion is of higher precedence, or is under active consideration by the meeting.
- c) The individual putting forth the motion must wait until recognized by the Chair.
- d) When so recognized the individual of the said motion.
- e) If it is in order, the Chair will call for a seconder.
- f) No further action is taken if a motion is not seconded.
- g) A motion which has been properly moved and seconded is read to the meeting by the Chair and recorded for the minutes.
- h) This motion then becomes the active business of the meeting.
- i) A motion can only be withdrawn, by the individual of the motion and the seconder of the said motion with the unanimous consent of the meeting.
- j) If a motion is considered to be frivolous, irrelevant, and unwise or against the stated purpose of the organization, a member may appeal against its consideration. Approval of this appeal is by a two-thirds majority vote in the negative, in response to the question "Is the motion to be considered?"

Article 11:

- a) Any interested party with valid membership in the GSAPPAL may run for a position on the GSAPPAL Executive Committee;
- b) Nominators must be members of the GSAPPAL;
- c) Elections for the Executive Committee will be held annually. No Executive Committee shall sit past June 30 of the Academic year in which they were elected;
- d) The procedure for nominations and elections is as follows:
 1. The Executive Committee shall hold elections no later than April 30th in each academic year;
 2. Approximately 2 months before the date of the election, an election committee (to be appointed by the Executive Committee) will inform the membership of all vacant positions for office;
 3. To be nominated as a candidate a member must submit a nomination form, containing the signature of at least 5 nominators;
 4. The campaign budget of the perspective Executive Committee members will not exceed \$50;
 5. All candidates must disclose the amount spent on their campaigns no later than 7 days following general elections.

Article 12:

- a) All members of the GSAPPAL are entitled to vote in general elections;
- b) Voting will be done by secret ballot, or online via the GSAPPAL web site;
- c) In order to vote, voters must be on the membership list;
- d) The results of the election will be posted on the GSAPPAL website no later than on the day following a general election;
- e) In the event of a tie, the Election Committee will immediately inform the current Executive Committee as well as the membership of the situation and set a date, not to exceed 14 days from the date of the general election, for a run-off election;
- f) In the event of a close vote the chairman of the Election Committee shall order a recount of all ballots.

Article 13: Any member of the GSAPPAL Executive Committee may be impeached if they violate the Constitution of the GSAPPAL or act in any way that is deemed prejudicial to the orderly operation of the GSAPPAL. This would include speaking on behalf of the association and its membership without prior authorization from the Chair and Vice-Chair of the GSAPPAL. Any act including speaking on behalf of the association and its membership without prior approval from the Chair or Vice-Chair will be seen as a direct conflict of interest and may result in impeachment. Impeachment procedures are as follows:

- a) A motion for impeachment may be made by any member of the GSAPPAL;
- b) If the motion is seconded, the impeachment process begins;
- c) The charge against the executive member being impeached is read into the minutes;
- d) The accused member is allowed to make a statement on his/her behalf;
- e) Discussion of the statement of the accused;
- f) Vote ensues;
- g) The dismissed member has the right to appeal his/her impeachment within 7 days of the proceedings, in writing, to the Executive Committee of the GSAPPAL.

Article 14:

- a) Amendments to this Constitution and its by-laws must be passed by a 2/3 majority vote of the general membership at a GSAPPAL meeting.
- b) All amendments to this Constitution must be submitted in writing to the Executive Committee at least 1 week prior to a general meeting. All amendments must include the following:
 - 1. The current provision
 - 2. The amendment
 - 3. The reason(s) for the amendment
 - 4. The signature of at least 10 members

c) All amendments to the Constitution shall be considered and voted upon only once annually, at the GSAPPAL meeting held in April. However, if the situation calls for a prompt change in the Constitution, the Constitution may be changed within the course of the year following said procedures. All amendments voted upon at the meeting must have had one reading at a previous GSAPPAL meeting.

Article 15:

a) Any member of the Executive Committee will be considered guilty of conflict of interest if, either for himself/herself or some other person(s), attempts to promote a private or personal interest which results or appears to result in the following:

1. An interference with the objective exercise of his/her duties in the GSAPPAL.
2. A gain or an advantage by virtue of his/her position in the GSAPPAL.

b) Nominees for executive positions for the GSAPPAL cannot run or hold for any executive position in any other York University student association.

Article 16: Any member of the GSAPPAL may enjoy the rights and privileges of membership in the GSAPPAL.

a) Membership in the GSAPPAL may be suspended by the Executive Committee if the member in any way violates the rules of conduct as outlined in the GSAPPAL Constitution.

b) The name of anyone refused or barred privileges of the GSAPPAL shall be posted in the GSAPPAL office; thus ensuring that the suspended member does not interfere with the orderly operation of the GSAPPAL or any of its functions.

c) All guests of members are welcome at the GSAPPAL meetings and functions. However, it is the duty of the member to be responsible for the actions of his/her guest(s). The member will be financially responsible for any damages caused by themselves or their guest(s).

d) All members are responsible for keeping current with the activities of the GSAPPAL.

e) Membership in the GSAPPAL is subject to termination if the member's conduct is deemed in any way, to be prejudicial to the efficient and orderly operation of the GSAPPAL.

Article 17: Roles of the Executive Committee

The Chair of the GSAPPAL will:

1. Be responsible to the general membership of the GSAPPAL for the efficient and orderly operation of the GSAPPAL and uphold the principles espoused in the GSAPPAL Constitution and its by-laws;
2. Ensure that each member of the Executive Committee is acquainted with and carries out his/her duties;
3. Convenes Executive meetings at least once a month;
4. Presides at all GSAPPAL and GSAPPAL Sub-Committee meetings and shall sign the minutes thereof;
5. Ensure that no unauthorized expenditures are made out of GSAPPAL funds;
6. Ensure that the Vice-Chair assumes the Chair's duties in the absence of the Chair;
7. Ensure that sufficient arrangements are made for the quarterly preparation of financial statements.

The Vice-Chair of the GSAPPAL will:

1. Assume the duties of the Chair as outlined in Article 17(a) when the Chair is absent;
2. Perform any other duties the Chair may require of him/her;
3. Be responsible to the Chair for the organization of all GSAPPAL functions;
4. Prepare all long and short-term improvement programs for the orderly and efficient operation of the GSAPPAL;
5. Be responsible for the formation of any and all appropriate Sub-Committees.

The Financial Officer of the GSAPPAL will:

1. Arrange for the safe deposit of all funds received by the GSAPPAL;
2. Inspect that suitable arrangements have been made for the handling and safe-keeping of cash and stock;
3. Reports any irregularities or shortages found during the preparation of any and all financial statements to the Chair. This includes the creation of an annual budget once elected to the Financial Officer position and will be monitored on an ongoing basis.
4. Collect subscriptions and other receivables on the due date or as promptly as possible. He/She will use a triplicate receipt book for the purposes of giving the

original to the payer. The Financial Officer will retain the remaining copies for accounting purposes;

5. Ensure that all the bills for goods and services purchased by the GSAPPAL are paid promptly;
6. Advise the Chair of the readiness of the books of account and financial statements for audit; i.e. maintain the financial records of the organization.
7. Signing authority is designated to the Chair and Financial Officer of the GSAPPAL association.
8. Perform other such duties as required by the Chair.

The Secretary of the GSAPPAL will:

1. Record the proceedings of all meetings and all minutes, sign it and pass it to the Chair after each meeting;
2. Be responsible for the safe custody of all minutes;
3. Maintain an up-to-date copy of the Constitution and its by-laws;
4. Ensure that each member of the GSAPPAL is provided with a copy of the Constitution and by-laws and pass copies of amendments to all members as soon as possible after the amendments are approved;
5. Maintain an up-to-date record of all members including their names and e-mail addresses;
6. Maintain an appropriate filing system for all GSAPPAL correspondence and documents;
7. Ensure that all GSAPPAL property including merchandise is kept adequately insured;
8. Notify the Chair of his/her proposed absence when that absence may be for a prolonged period and ensure that his/her replacement is briefed in the necessary duties;
9. Perform other such duties as required by the Chair.

The Director of Communications of the GSAPPAL will:

1. Communicate important events and information to the executive committee and GSAPPAL members.
2. Assist the social convener in organizing social events by contacting members, other student groups, and faculty with information regarding events;

3. Assisting the secretary in his/her duties in keeping the membership updated.

The Social Convener of the GSAPPAL will:

1. Be responsible for the planning and facilitation of GSAPPAL events including socials, conferences and networking opportunities.
2. The convener will work closely with the director of communications in organizing events.

Will ensure clear communication of events to GSAPPAL members.

The Web Administrator of the GSAPPAL will:

Be responsible for updating and maintaining the GSAPPAL web site on a timely manner [<http://www.yorku.ca/GSAPPAL>]

Will ensure clear communication of events to GSAPPAL members through the web site and work closely with the Director of Communications.

Article 18: Notwithstanding anything in this Constitution, any and all powers not detailed in the aforementioned Constitution reside in the office of the Executive Committee.

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