

Digital Media Students Association

Constitution 2019-2020

Table of Contents

Article 1: Name & Objectives.....	1
Article 2: Membership	1
Article 3: Composition of Council.....	2
Article 4: Responsibilities of Council Members.....	2
Article 5: Elections	7
Article 6: Council Meetings	8
Article 7: Finances.....	9
Article 8: Amendments to the Constitution.....	9
Article 9: Conflicts of Interest	10
Article 10: Allegations of Wrongdoing and Disciplinary Action	10
Article 11: Interpretation.....	11
Article 12: By-Laws	11

Article 1: Name & Objectives

1.1 The name of this organization is the Digital Media Students Association (DMSA).

1.2 The objectives of the DMSA are to:

- a. Provide Digital Media (DM) students with academic, vocational, and social support.
- b. Liaise with DM faculty to maintain effective communication between students and faculty.
- c. Organize a variety of programs, services and events for DM students.

Article 2: Membership

2.1 General membership in the DMSA is open to all students, staff, and faculty at York University.

2.2 There is no membership fee required to participate in the DMSA.

2.3 The affairs of the DMSA are run by the Council, which acts on behalf of the membership.

Article 3: Composition of Council

3.1 The elected executive members of Council with voting rights are:

- a. President
- b. Vice President
- c. Treasurer
- d. Director of Public Relations
- e. Director of Events
- f. Director of Education
- g. Four (4) Class Representatives
- h. Winters College Council Representative
- i. Lassonde Student Government Representative
- h. Secretary

3.2 The hired and non-voting members of Council are:

- a. Webmaster
- b. Public Relations Team Members
- c. Events Team Members
- d. Education Team Members (Tutors)
- e. Chief Returning Officer
- f. Curator

3.3 The ex-officio and non-voting members of Council are:

- a. Creative Arts Students Association Representative
- b. Fine Arts Student Ambassador & Mentoring Representative

Article 4: Responsibilities of Council Members

4.1 All Council members must:

- a. Attend every Council meeting, or give a reason for their absence to Council.

- b. Train incoming Council members at the end of their term.
- c. Promote all DMSA events, programs, and services to their peers.
- d. Record community service hours on the official York University online system.
- e. Assume other duties that Council may, from time to time, assign.

4.2 President

- a. Act as the official spokesperson for the Council in all matters pertaining to the business of Council.
- b. Ensure the coordination of Council activities, and to ensure that such activities do not conflict with other associated groups.
- c. Be familiar with the financial procedures of Council, and to have coincidental authority with the Treasurer to sign or requisition checks for Council funds.
- d. Ensure that all members of Council and other persons and associates of Council are working to fulfil the responsibilities of their positions in an honest and efficient manner.
- e. Act as speaker for regular Council meetings.
- f. Be one (1) or two (2) signing authorities for DMSA finances.
- g. Be the sole authority for interpretation of the constitution.
- h. Fulfill the duties of Vice President in their absence.

4.3 Vice President

- a. Set and distribute the agenda for regular Council meetings at least forty-eight (48) hours prior to the meeting date, after consulting with the President.
- b. Distribute email and other appropriate communications regarding events and meetings.
- c. Resolve issues of Council members relating to proper and professional conduct, Council procedures, and issues of time management.
- d. Approve Members' community service hours through the official York University online system.
- e. Ensure representation of DM students on affiliated Faculty, Councils, as per the request of relevant student government bodies.
- f. Act as speaker for Committees in the absence of their Directors, when given at least forty-eight (48) hours of notice.
- g. Fulfill the duties of the President in their absence.
- h. Temporarily assume the position of President, should they become permanently unable to fulfill their duties, until such time that a by-election can be held.

4.4 Treasurer

- a. Maintain accounts of all recipients and disbursements of the monies of Council, and to maintain all financial records in accordance with generally accepted accounting principles, including petty cash.
- b. Monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) reconciliation statements.
- c. Disburse the funds of Council under the direction of Council, and, therefore, to have the authority to co-sign or requisition checks (with the President and, if necessary, another Executive member to be decided each year, if deemed necessary by Council) for Council monies.
- d. Consult with Council for any accounts payable that do not pertain to a specific budget area.
- e. Be accountable to Council for all transaction carried out or authorized in their role as Treasurer.
- f. Oversee financial procedures of Council, and to ensure that they are carried out in accordance with the Constitution and every By-Law or other subsidiary regulation concerning such financial procedures.
- g. Present a Yearly financial statement to Council.
- h. Be one (1) of two (2) signing authorities for DMSA finances.

4.5 Director of Public Relations

- a. Be responsible for the promotion and distribution of promotional materials.
- b. Delegate promotion and distribution tasks to Executive and General Members as necessary.
- c. Be responsible for maintenance and appearance of the Council official note sites.
- d. Ensure the DMSA website is kept up to date.
- e. Gain approval of and advise Council on matters pertaining to the production of any DMSA publication or periodical.
- f. Act as speaker for, organize, and attend all meetings of the Public Relations Committee.

4.6 Director of Events

- a. Be responsible for the creation, execution, and maintenance of all DMSA programs and events.
- b. Work closely with the Director of Public Relations to promote all events.
- c. Report to Council about the successes and failures of each event, and suggest improvements or future events.
- d. Act as speaker for, organize, and attends all meetings of the Events Committee.

4.7 Director of Education

- a. Be responsible for the recruitment of tutors.
- b. Keep accurate record of the subject specialties, availabilities, programming language fluencies, and natural language fluencies of all tutors.
- c. Assign tutors to all students requesting assistance based on subject and availability, time permitting.
- d. Maintain correspondence related to tutoring and other academic assistance.
- e. Connect students with the FASAMs and/or the FASAM Representative, when the needs of student exceed the capacity of the DMSA's volunteer tutors.
- f. Be responsible for the creation, execution, and maintenance of student-run workshops.

4.8 Class Representatives

- a. Represent the views of students from their particular class to the Council.
- b. Make announcements in their class about DMSA programs, services, and events.
- c. Work with the Director of Public Relations to promote the Council amongst their peers.

4.9 Winters College Council Representative

- a. Report to Council about the affairs of the Winters College Council (WCC).
- b. Work with the Director of Public Relations to provide WCC with promotional materials for DMSA programs, services, and events.

4.10 Lassonde Student Government Representative

- a. Report to Council about the affairs of the Lassonde Student Government (LSG).
- b. Work with the Director of Public Relations to provide LSG with promotional materials for DMSA programs, services, and events.

4.11 Secretary

- a. Record complete and accurate minutes at all meetings of Council and, when requested by Council, meetings of any DMSA committee.
- b. Email each meeting's minutes to every council member within 72 hours of the meeting.
- c. Post each meeting's minutes to the DMSA website within 72 hours of the meeting.
- d. Create and maintain complete and up-to-date files of all DMSA documentation.
- e. Ensure that every Council member has a current copy of the Council contact list and Constitution.

4.12 Webmaster

- a. Be responsible for the maintenance of all technical aspects of the DMSA website.
- b. Assist the Director of Public Relations in maintaining the online social presence of the DMSA.
- c. Maintain correspondence related to online administration.

4.13 Curator

- a. Curate the exhibition of DM student work in the Interactive Video Gallery.
- b. Coordinate calls for submissions, working the Webmaster and Director of Public Relations.
- c. Publicize artist statements and other related information about the exhibited work.
- d. Ensure students exhibiting their work have adequate technical support.
- e. Liaise with faculty to organize annual exhibitions of DM student work.
- f. Assist organizers of any exhibitions of student work related to DM, per the request of the organizers and the approval of Council.

4.14 Public Relations Team Members

- a. Assist the Director of Public Relations in the creation and maintenance of promotional matters. E.g. graphic design, creating content for social media outlets, etc.
- b. Attend every Public Relations Committee meeting, or give a reason for their absence to the Director of Public Relations.

4.15 Events Team Members

- a. Assist the Director of Events in the creation and hosting of events. E.g. setup, strike, etc.
- b. Attend every Events Committee meeting, or give a reason for their absence to the Director of Events.

4.16 Education Team Members (Tutors)

- a. Help students with their coursework whenever possible, as per assignment by the Director of Education or through direct communication with the students.
- b. Provide the Director of Education with up-to-date information about availabilities subject specialties, programming language fluencies, and natural language fluencies.

4.17 Chief Returning Officer

- a. Coordinate nominations, voting, and announcing the election results.
- b. Deal with any challenges to elections procedures or results.
- c. Form election tribunals when necessary to deal with appeals, ensuring that the tribunals do not possess and conflicts of interest.
- d. After the elections, remain in contact with Council to act in an advisory capacity.

e. After the elections, attend Council meetings only when requested by the Council.

4.18 Creative Arts Students Association Representative

a. Report to Council about the affairs of the Creative Arts Students Association (CASA).

b. Work with the Director of Public Relations to provide CASA with promotional materials for DMSA programs, services, and events.

4.19 Fine Arts Student Ambassador & Mentoring Representative

a. Report to Council about the affairs of Fine Arts Student Ambassador & Mentoring (FASAM).

b. Work with the Director of Public Relations to provide FASAM with promotional materials for DMSA programs, services, and events.

Article 5: Elections

5.1 The term for each elected position is May 1st to April 30th. Any Position filled after May 1st will still dissolve alongside the other positions on April 30th.

5.2 The Council must call an election to be held in March or early April, to elect Executive members for the next academic year. Elections for Representative and/or vacant positions may be held in September or early October, as per Council discretion.

5.3 Appointment of the Chief Returning Officer

a. Prior to the election period, the Council must appoint a Chief Returning Officer (CRO).

b. The CRO can be any non-returning Council member or a General Member.

5.4 Nominations

a. Nominations must be called at least two (2) weeks prior to the start of voting.

b. All current members of Council and the General Membership are eligible to nominate themselves for Director and Representative positions.

c. Only current members of Council are eligible to nominate themselves for the positions of President, Vice President, and Treasurer.

d. If by the end of the nomination period, no acting Council members have been nominated for the position of Vice President, this position is open to General Members.

e. Each nominee must provide the CRO with their full name, position of interest, and a letter of intent that outlines their related experiences, qualifications, goals, and objectives for the position.

f. If a position is uncontested, then the single nominee for it will be appointed to the position.

g. If there are no nominations for a Director or Representative position, then it will be deemed vacant and the relevant responsibilities will be assimilated by one of the elected Executives.

5.6 Voting

- a. All recognized members are eligible to vote. Each member is entitled to one (1) ballot.
- b. The CRO is responsible for counting the votes and ensuring the integrity of the voting process.

5.7 Results

- a. The election results for the new Executive Council must be announced and posted before the current Council's term is finished. The person with the most allots for each Executive position will be promoted to the position they ran for to become effective at the start of their term as defined in Section 5.1.
- b. In the case of a tie, the current Executive members of Council will deliberate and appoint one of the tied candidates by a majority vote.
- c. In the case of a tie in the Executive vote, a faculty member will be selected by Council and given the deciding vote.

Article 2: Council Meetings

6.1 All regular Council meetings are open to any individual.

6.2 Should any proposed decision for Council affairs not reach consensus, the decision will be put to vote. Each Council member is entitled to one (1) vote. General Members in attendance of Council meetings are entitled to participate in discussions, but may not cast any votes for Council decisions.

6.2 Frequency of Meetings

- a. During the Fall and Winter academic sessions, the maximum amount of time between each regular Council meeting must be no more than (2) weeks.
- b. During the Summer academic session, the maximum amount of time between each regular Council meeting must be no more than (4) weeks.
- c. Despite subsections (a) and (b), not more than thirty-one (31) days shall intervene between two meetings of Council.

6.3 Calling Meetings

- a. In addition to regular Council meetings, the President may call emergency meetings of Council at their discretion.
- b. The President shall call a meeting upon the discretion, in writing, of any three Council Members, and said Members are duty-bound to be in attendance at the resulting meeting.

6.4 Notice of Meetings

- a. Except in the case of emergency or exceptional circumstances, notice of meetings shall be communicated to each Member no less than forty-eight (48) hours before the meeting is to take place. Such notice shall be communicated by the President and shall indicate the time and place of the meeting.
- b. No error or omission in giving notice to any Member of a meeting of Council shall invalidate such meeting or void any proceedings taken thereat, provided that the error or omission was purely accidental and not so unreasonable that it substantially affected the Member(s) concerned.

6.5 Regular Meetings

- a. Council shall, by motion, establish the time and day of the week, or specific dates, for regular meetings of Council at the beginning of each semester.
- b. When Council has established when regular meetings are to be held, no notice need to be given to members after the first meeting.
- c. The President shall promptly inform every member of Council when regular meetings of Council are to be held, if such member was absent from the meeting at which such decision was made.

6.6 Quorum

- a. The presence of a number of Executive members of Council equal to or greater than the quorum is necessary to constitute a Council meeting.
- b. During the Fall and Winter sessions, quorum shall be set at one half plus one ($1/2 + 1$) of the total number of currently filled executive Council positions.
- c. During the Summer session, quorum shall be set at one third plus one ($1/3 + 1$) of the total number of currently filled Executive Council positions.
- d. Despite subsection (b), in the case where there are less than eight (8) filled Executive Council positions during the Fall or Winter sessions, quorum shall be set to four (4).

6.7 Participating Presence

- a. When all members present or participating in a meeting have consented, any Member may participate in a meeting virtually, counting towards quorum, so long as that person can be understood by everyone, and can understand all proceedings.

Article 7: Finances

7.1 The President and the Treasurer shall sign all cheques, bills of exchange, or other orders for the payment of money.

Article 8: Amendments to the Constitution

8.1 An amendment to the constitution can only be proposed by voting members of Council, and may not be ratified in the meeting in which the amendment is proposed.

8.2 An amendment to the constitution must be present to council, in writing, for consideration. The period of consideration shall be the longer of seven (7) days and the time between two regular meetings.

8.3 After the period of consideration the Council may ratify an amendment with two thirds (2/3) of the majority vote in a regular meeting of Council.

Article 9: Conflicts of Interest

9.1 No member is entitled to vote upon any question in which, in the opinion of Council, that member has a direct financial or political interest.

9.2 Council may only make such determination before the holding of the vote in which the member is alleged to have a conflict of interest.

9.3 The secretary shall note in the minutes the circumstance of any alleged conflict of interest, as well as the decision and reasons, if any, given by the Council as to whether or not the conflict of interest exists.

9.4 A Member shall not use information that is gained in the execution of the member's office, and which is not available to the general public, to further or seek to further the member's private interest.

9.5 A member shall not use their office to seek influence a decision made by another person to further the member's private interest.

9.6 Whether a member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Member's duties of office, the Member shall, at the next meeting of Council, disclose this information and indicate the nature of the fee, gift, or benefit its source, and the circumstances which is was given and accepted.

Article 10: Allegations of Wrongdoing and Disciplinary Action

10.1 All allegations must be brought forth in writing or by email.

10.2 Any allegations brought fourth against any Executive Member are to be dealt with by a disciplinary committee group comprised of Executive Members, General Members, and Associate bodies, who will remain impartial to the allegation. There will be two (2) members from each body. In addition, a non-member, more than likely the Chief Returning Officer, will sit on the committee as the seventh member in case of a deadlock.

10.3 Termination of a membership must be a majority decision of the aforementioned disciplined executive. The decision applies immediately.

10.4 Should the member in question be an Executive, that person is not allowed to vote on the resolution.

10.5 Upon this decision, the member must be informed by both email and telephone, if possible, and a record must be kept of this communication.

10.6 The (ex) member, however, must be given a chance to make appeal to the claims, as well as a reasonable amount of time in which to do so. If no appeal is filled, then the committee is henceforth relieved of their duties.

10.7 The (ex) member will still be consider as a non-voting member with full speaking rights.

10.8 The member in question must be given a fair and timely opportunity to state their side of the case, before a decision is rendered. The decision must be the majority decision of the Council, and not a single individual's decision.

Article 11: Interpretation

11.1 The President shall be the sole authority for interpretation of the constitution.

11.2 This interpretation is subject to an appeal from the Council, in the case of a majority vote.

Article 12: By-Laws

12.1 Elections

a. When organizing an election, the current Council must ensure to the best of their ability that as few positions go uncontested as possible.

12.2 Programs and Events

a. The Council ensure that Digital Media students are provided with free one-on-one tutoring whenever possible.

b. The Council should organize at least one Maker Day event per year, when financially and logistically possible.

c. The Council should work in partnership with CASA to organize at least one Coffee House event per year, whenever possible.

12.3 Representing the Council

a. In the event of schedule conflicts for Council, other members of Council shall be eligible to proxy for said liaison.