**Constitution of the Lassonde Student Government**

### Article 1.0: Name and Objectives

##### Article 1.1 Name

The name of organization herein constituted shall be the "Lassonde Student Government*."*

##### Article 1.2 Purpose, Objectives and Definitions

The Lassonde Student Government (LSG) aims to provide responsible, accountable and ethical leadership as a recognized student organization by the Student Community & Leadership Development, York Federation of Students and the Lassonde School of Engineering:

The student government shall:

* 1. Represent the interests of Lassonde Students to the York Community;
	2. Appoint students members to the Faculty Council and Senate
	3. Provide Lassonde students with information and support that will help them succeed in their university endeavors;
	4. Aid students with academic, vocational and social support through various event programming;
	5. Foster a sense of community with the School by encouraging the continuous interchange of ideas and mutual support among faculty, staff and students of all departments as well as any other relevant parties;
	6. Safeguard and uphold the rights of individual members without discrimination as in accordance with University polices, federal and provincial laws, as well as the Ontario Human Rights Code;
	7. Act as a member of the community outside York University;
	8. Promote democratic values and involvement so that students might have a meaningful impact upon their environment  and further their personal learning experience
	9. Consult, represent and liaise with students, groups and members to seek out the most beneficial initiatives for students;
	10. Provide a social outlet for individuals with similar interests to interact and network;
	11. Actively support and engage in the five initiatives.

     *Definitions:*

* "Constitution" describes the Constitution of the LSG;
* "Members" describes the members of the LSG as described in Article 3.0;
* "University" describes York University as established by the York University Act, 1965;
* "YFS" describes the York Federation of Students
* “SC&LD” describes the Student Community & Leadership Development
* “Executive Council Committee” describes Executive members with voting power.
* “Executive Committee” describes Executive members without voting power.
* “Initiatives” describe either or all of the five: Excel Lassonde, Social Lassonde, WISE, Industrial Insights, and Raise Your Voice.

### Article 2.0: Interpretation

##### Article 2.1: Supremacy of the Constitution

LSG shall be the only recognized student government of the Lassonde School of Engineering.

The Constitution of the LSG is the mandating document of the LSG and all which is within the jurisdiction of the LSG.

The authority of the constitution extends to the LSG and every person or organization deriving its authority and existence from the Constitution to the discretion of the LSG. In addition this includes any person who is directly or indirectly responsible to the organization.

#####  Article 2.2: Interpretation

LSG members shall collectively be the sole authority for the interpretation of the Constitution and all subsidiary regulations. LSG shall, however, make all determinations of construction and interpretation with due regard to the following, whichever are directly applicable in given circumstances:

* Interpretations, if any, set out in the most current edition of Robert's Rules of Order (Newly Revised);
* Accepted rules of grammatical and lexical construction in Canadian English.
* Meeting chair or speaker shall make determinations during a meeting of Council.

###    Article 3.0: Membership

The membership of the LSG shall be open to all students registered in the Lassonde School of Engineering. No more than one person shall hold any one position in the organization, and no individual can hold more than one elected position unless under exceptional circumstances and only when it has been voted upon by the council in a meeting

*There will be three levels of membership:*

1. *General Members*

*General membership is open to all students enrolled in any degree program at Lassonde School of Engineering.*

All general members of the LSG Community shall be entitled:

a. To participate in General Meetings of the Community;

b. To attend all regular meetings of the LSG;

c. To vote in elections, or in referenda impacting Lassonde;

d. To nominate or second the nomination of executive members;

e. To stand for election or to hold office on the government;

f. To participate in any and all activities sponsored by the Community.

1. *Executive Council Members (voting)*

Membership consists of:

Chair

Vice Chair

Secretary

Treasurer

Finance Director

Communications Director

Social Director

Club Director

1. *Ex-Officio Members (non-voting)*

Technical Administrator

 Initiative Leaders and Members

Lassonde Student Club representatives (8 clubs)

Bethune College Council representative

Dean, Lassonde School of Engineering or their representative

Two (2) Student Senators Seven (7) Lassonde School of Engineering elected Student Reps to serve on standing committees of the Faculty council.

##### Article 3.1 Duties of the Executive members

All members must attend every LSG meeting or provide a reason for their absence. Members are required to promote all events and partake in fundraising activities. Each executive council member must be assigned as the liaison between all five initiatives. This includes meeting up with initiative leaders weekly for meeting minutes and must be updated on all current events and issues involved in the initiative and resolve any conflicts where the initiative leader is not able to handle. The executive liaison must attend a meeting twice (2) a month to keep up with information. It is the executive liaison to inform all executive council members’ information about the initiative at the weekly executive meetings. All members must be enrolled in courses for both fall and winter semesters.

###### Article 3.1.1: Chair

 Purpose: Coordinate and oversee the functioning of the LSG and the Executive members. The Chair will be one of the signing officers for the LSG with all matters pertaining between The LSG and York University along with the Treasurer. The Chair will be one of the three signing officers at the bank in conjunction with the Treasurer and Vice-Chair.

Duties:

* To serve as the official representative and spokesperson of LSG;
* To be responsible for the effective operation of the LSG and ensuring that all members of the Executive Committee fulfill their duties and abide by the constitution;
* To act as the chairperson in meetings;
* To be one (1) of three (3) signing authorities for the moneys held by LSG;
* To sit as a member of the Lassonde Faculty Council;
* To assist other executives in the execution of their duties where deemed necessary;
* Hold accountability of e-mail chair@govlassonde.ca;

###### Article 3.1.2: Vice Chair

Purpose:  Act as the President’s assistant in all matters concerning the LSG and supervise matters at the request of the President. The Vice Chair will be the second signing officer for the LSG with all matters pertaining between LSG and York University along with the Chair. The Vice Chair will be one of the three signing Officers at the bank in conjunction with the Treasurer and Chair.

Duties:

* To conduct meetings in the absence of the Chair and chair ad hoc committees as they arise unless another individual is appointed.
	+ To be one (1) of three (3) signing authorities for the moneys held by LSG;
* To distribute email and other appropriate communications regarding events, meetings, fundraising initiatives and other necessary information regarding LSG;
* To resolve issues of all the LSG executives relating to proper business conduction, protocol measures, and time management;
* To meet with each of the club representatives at least once per term and assist in the planning and implementation of new initiatives set by the executives;
* Ensure proper recruitment of new team members;
* Hold accountability of e-mail vicechair@govlassonde.ca

###### Article 3.1.3: Treasurer

Purpose:  The Treasurer will coordinate with the Chair and Vice Chair to ensure the financial accountability of all money transactions. The Treasurer will be of the three signing Officers at the bank in conjunction with the Chair and Vice Chair.

Duties:

* To maintain accurate, up-to-date accounts of all receipts and payments of LSG;
* To disburse the funds of LSG under the direction of its executives;

• To be one (1) of three (3) signing authorities for the moneys held by LSG;

* To present monthly financial statements to LSG;

• To ensure that all acquired funds from memberships, merchandise and ticket sales are accounted for on a regular basis;

* Liable for all financial transactions within the organization and can be audited by any of the signing officers.
* Document and manage paper record for every transaction performed;
* Submit applications and receive pre-approvals on event funding from sponsors;
* Hold accountability of e-mail treasurer@govlassonde.ca;

###### Article 3.1.4: Finance Director

Purpose:  To ensure the continued financial viability and stability of the LSG. The finance director will be responsible for all the monetary security of the LSG.

Duties:

* Responsible for managing relationships with internal and external sponsors/supporters;
* To monitor and manage budgets for fundraising initiatives and other LSG related activities;
* To present to the executive membership a budget by July 1st of the year;
* Connect the Lassonde community and LSG with the science and technology industry
* Work in cooperation with the Employer Engagement and Industry Liaison in order to have industry-related activities in LAssonde;
* Look for possible partnerships with corporations;
* Fundraise the budget needed
* Connect the Lassonde community and LSG with the science and technology industry;
* Work in cooperation with the Employer Engagement and Industry Liaison in order to have industry-related activities in Lassonde;
* Look for possible partnerships with corporations;
* Fundraise the budget needed to make LSG viable;
* Organize an engineering/ science yearly career fair;
* Hold accountability of e-mail finance@govlassonde.ca;

###### Article 3.1.4: Communication Director

Purpose: Promote all events hosted by LSG or the Lassonde clubs.

Duties:

* Make sure a weekly email is sent to the Lassonde students every Monday informing them of the events happening that week;
* Responsible for the creation of posters, videos, or any other form of promotion for the events;
* Coordinate with the Social Director, LSG Initiative leads, and the Club Director to be aware of all events happening and make sure a promotion plan has been decided for each;
* Provide help to the Social Director in form of team members to lend a hand during the events and make sure they run smoothly;
* Provide help with the promotion of any events organized by the Lassonde School of Engineering;
* Hold accountability of e-mail communication@govlassonde.ca;

###### Article 3.1.5: Secretary

Purpose: Ensure the recording and distribution of all executive meeting minutes. Ensure all necessary materials are present at executive meetings and in the office (photo copy material).

Duties:

* To ensure that all documentations and forms are available in the office;
* To record and edit meeting minutes and distribute it within 72 hours of the meeting;
* To compile a record and archive all meeting minutes;
* To keep track of attendance at LSG meeting and notify the Council as per Article 8.1
* To procure all office supplies needed by LSG;
* To produce a budget for office supplies and expenses;
* Shop for office supplies as requested by executives with a budget of $50.00 without needing a vote. Unless the Executive Committee has accepted or voted otherwise on said purchase. Also, the budget set out by the Treasurer must be adhered to.
* Set and distribute the agenda for meetings at least 48 hours prior the meeting date.
* Scheduling meetings (exec and general meetings);
* Collecting schedules from members schedules;
* Booking rooms for exec meeting and team meetings;
* Setting deadlines for projects and tasks;
* Keeping the team on task during meetings;
* Creating a Raise Your Voice schedule for office hours;
* Creating a calendar with all events, class time, and all team meetings between members;
* Hold accountability of e-mail secretary@govlassonde.ca;

###### Article 3.1.6: Social Director

Purpose: Coordinate and plan all events hosted by LSG.

Duties:

* To be available during the Summer session and Orientation;
* To be responsible for the creation of events and services intended for the cultural and academic enrichment of all Lassonde students; and may work in conjunction with Bethune Student Council and Lassonde Student Services to plan events including orientation.
* Coordinate and enlist the help of club event coordinators and interested associates to plan events for the organization and its membership.
* Ensure events are run safely and in accordance with the rules of York University.
* Mandatory involvement with Lassonde’s Week Zero as O-Chair.
* Hold accountability of e-mail social@govlassonde.ca;

###### Article 3.1.7: Club Director

Purpose: Act as a liaison between LSG and the clubs and any other persons or organizations in contact with the clubs.

Duties:

* To be available during the Summer session and Orientation;
* To assist the Social Director in the coordination of club event coordinators and interested associates to plan events for the organization and its membership.
* To act as a main liaison between LSG and clubs or other student governments at York University.
* Hold accountability of e-mail clubdirector@govlassonde.ca;

###### Article 3.1.8: Student Senators

Purpose: Act as a liaison between LSG and the Senate.

Duties:

* To attend all Senate meetings as a Lassonde Student representative and therefore perform the duties of that office accordingly;
* To report to LSG on any pertinent matters discussed at the Senate;
* Produce End-of-Semester reports on top 10 matters discussed in the Senate and share with the LSG executives;
* ATTEND AT LEAST ONE EXEC MEETING IN A MONTH.
* Play an active role in Raise Your Voice – weekly office hours (30min minimum), and bi-weekly meetings;
* Hold accountability of e-mail senator@govlassonde.ca;

###### Article 3.1.9: Lassonde Faculty Council Student Representatives

Purpose: Act as a liaison between LSG and the Lassonde Faculty Council.

Duties:

* To attend all Lassonde Faculty Council meetings and report on any pertinent matters discussed at the Faculty Council;
* Will serve on one standing committee of the Lassonde Faculty Council.

###### Article 3.1.9: Excel Lassonde Initiative Leader

Duties:

* To attend all Lassonde Faculty Council meetings and report on any pertinent matters discussed at the Faculty Council;
* Will serve on one standing committee of the Lassonde Faculty Council.

###### Article 3.1.9: Social Lassonde Initiative Leader

Duties:

* This role is automatically assigned to the Social Director of LSG. Please review Article 3.1.6.

###### Article 3.1.9: WISE Initiative Leader

Duties:

* TBD

###### Article 3.1.9: Industry Insights Initiative Leader

Duties:

* TBD

###### Article 3.1.9: Raise Your Voice Initiative Leader

Duties:

* Schedule and attend bi-weekly meetings with Assistant Dean and Vice-Dean of Lassonde to update on all LSG matters.

### Article 4.0: Election of Executive members

Article 4.1 Terms of Elected Positions
A single term of the executive positions shall be May 1st to April 30th.

*Article 4.1.1 Dissolution of Elected Positions*
The power of the elected members are to be dissolved at the end of the academic year (April 30).

All access to govlassonde social avenues such as website, Instagram, Twitter, Facebook page, and email accounts need to be revoked.

Article 4.2 Appointment of Chief Returning Officers (CRO’s)
The LSG shall appoint a CRO who are non-returning executives from the current executive team.

Article 4.3 NominationsNominations will be called one month prior to the general elections. Nominees to be considered in the election must:

1. include a Letter of Intent which outlines the related experiences, qualifications, goals and objectives for the position being applied for;
2. Fill out a nomination form;
3. Must be a current member of LSG.

A single candidate for one position shall be acclaimed when nominations are closed.

##### Article 4.4 Voting

Ballot voting shall be used for the elections using York’s evote platform. LSG members must adhere to the guidelines related to evote or face sanctions including disqualification.

##### *Article 4.5 Validation of Votes*

The Chief Returning Officer is responsible for the reporting of the results which will be done within 2 days after the completion of voting. In any case that two nominees running for the same position obtain the same number of votes, a coin will be flipped by the CRO with one candidate calling heads or tails.

###### Article 4.5.1 By-Elections

Whenever an elected position is not filled during the annual general elections or if a position is deemed vacant by September 30th, the LSG will hold a by-election in October. If the position is not filled during a by-election, LSG may fill the position by appointment.

##### Article 4.6 Installation of New Office

The new executive team shall come into power upon the dissolution of the old executive team as per Article 4.1.1.

###### Article 4.6.1 Transition of Executives

The transition period will be in the month of April where existing executive members will train the incoming executives. The training will be provided for a minimum of two hours per week.

### Article 5.0: Meeting Procedures

##### Article 5.1: LSG Establishes Procedures

The LSG shall establish additional rules and regulations concerning the procedures of the LSG as a non-profit, Faculty-based organization, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.

#####  Article 5.2: Robert’s Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the LSG in all cases to which they are applicable and in which they are not inconsistent with the Constitution or other subsidiary regulations, including any special rules or order the LSG may adopt. The LSG shall keep a copy of the Robert’s Rules in the main office at all times for consultation.

#####  Article 5.3: Nature of Meetings

The Chair unless a different officer is appointed, shall preserve order and decorum, and shall decide questions of order following Robert’s Rules. However, it is strongly recommended that in order to preserve the spirit of free and open discussion that a speaker’s list is kept.

##### Article 5.4: General Meetings

The general members shall meet at least once every two (2) months in the Fall/Winter terms, excluding exam periods.

##### Article 5.5: Executive Meetings

Executive Committee will hold at least two (2) meetings during the summer semester, announced a minimum of two (2) weeks prior to the meeting. In the fall/winter, the Executive will have scheduled meetings at least once every two weeks, except during exam period.

###### Article 5.5.1: Constitutional Meetings

Executive Committee must attend annual mandatory Constitutional Meetings. Failure to attend has consequences as defined in Article 8.1

#####  Article 5.6: Meeting Times

All dates and times for the next meeting shall be decided before the organization adjourns a current meeting, unless otherwise specified. These meetings will not exceed 1 ½ hours unless otherwise specified.

##### Article 5.7: Emergency Meetings

In the case of an emergency meeting, notice must be given to the Chair no less than 48 hours in advance of the scheduled meeting. The Vice Chair must post electronic notices on the LSG’s website. As well as other main communication means to the executives.

##### Article 5.8: Meetings shall have an Agenda

The LSG shall, at the beginning of a meeting, formally adopt the prepared agenda and thereafter, any changes to the agenda shall require a majority vote.

#####  Article 5.9: Distribution of Agenda

The Chair, or the Vice Chair shall prepare the agenda for each meeting of the LSG, and distribute to the members of the LSG no less than 48 hours prior to any meeting. The agenda of the meeting will be accompanied by any relevant supporting materials sufficiently detailed to inform each member of the matters to be discussed at that meeting.

##### Article 5.10: Items on the Agenda

Members may submit items to be placed on the agenda to the Chair, no less than 72 hours prior to the meeting, unless amendments are made and motioned for by the organization at the current meeting.

##### Article 5.11: Adoption of Minutes

The minutes of each meeting shall be reviewed by the members and adopted, with or without amendments, at the next meeting of the LSG. The minutes, being a statement of the facts and events which occurred at such meeting, may be amended only to reflect those facts and events better. Upon adoption by the LSG, the minutes shall be signed by the Chair and Secretary, or substitute for the Secretary and the Chair. The minutes of any meeting of LSG, upon being signed, shall be prima facie evidence of the facts therein stated.

##### Article 5.12: Attempt for Consensus

For voting purposes, the Chairperson shall at all times attempt to see if consensus has been reached by the LSG. Failing consensus, all motions shall be passed by a simple majority vote of those members present and voting.

##### Article 5.13: Public Nature of Meetings

All meetings are open to every member of York University unless the Council determines to go in camera, as per Robert’s Rules of order

##### Article 5.14: Proxy Votes

 Proxy votes are not permitted.

### Article 6.0: Quorum

A quorum of membership for voting purposes shall be reached when those present equal 50% + 1 of the Executive committee along with the assurance that the entire membership has been notified.

### Article 7.0 Conflict of Interest

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

* + 1. An interference with the objectives exercise of his/her duties in LSG.
		2. A gain or an advantage by virtue of his or her position in LSG.

Members are expected to declare conflicts of interest and recuse themselves of voting. Allegations of conflict of interest will be directed to the Chair and Vice Chair. In the event of a conflict of interest amongst the Executives, the Executive Committee will decide on an appropriate course of action. The decision will be voted on and passed with a two-thirds majority vote.

### Article 8.0 Disciplinary Actions and Impeachment Laws

##### Article 8.1: Impeachable Offences

Charges may be brought against an officer by any member of the organization. Any member of the Executive will be considered for impeachment if:

* A member borrows or steals from the LSG cash boxes or bank account;
* Dereliction of the duties assigned in the constitution or by motion
* Exhibiting behaviour in a manner which is a breach of the student code of rights and responsibilities or the constitution;
* If they are absent from three consecutive meetings of the LSG without sending regrets.

##### Article 8.2: Process of Impeachment

Notice of a discussion of impeachment of any member must be accepted orally prior to a meeting as well as in writing at the emergency meeting, in which the issue is to be discussed. LSG shall discuss the issue in an emergency meeting as outlined by Article 5.7.

###### Article 8.2.1 Approval of Impeachment

It will take a majority vote of the Executive committee, excluding the accused officer and the accusing officer, to further pursue the case of impeachment. The impeached officer shall then be provided with due opportunities for defense.

###### Article 8.2.2 Voting for Impeachment

A two-thirds (2/3) vote of the voting body is then required to affect the resignation of the officer. Only those executives who have attended three (3) executive meetings are permitted to participate in such proceedings.

Article 8.3 Filling Vacancies
Any position can be filled by a present member of the LSG by holding a special election to fill those vacancies; (refer to Article 4.7).
In the event that such an election cannot be held within a reasonable amount of time the Chair shall appoint the replacement from within the executive membership. The candidate must be a member of the LSG.

### Article 9.0: Financial Responsibility

The Chair and Treasurer share cheque-signing authority related to all financial transactions, as stated in Article 3.1. Furthermore, both the Chair or the Treasurer must sign any cheque or transaction agreement involving LSG to validate it. Any cheque amount of fifty dollars or more requires the approval of the Executive committee.

### Article 10.0: Constitution

##### Article 10.1: Amendments

Notice of amendments must be made 21 days in advance to the General Membership.

Amendments to the Constitution must be passed by a 2/3 majority vote of the voting members present at a General Meeting.