

York University Graduate Students in Education Constitution (2022)

The Purpose of this Constitution is:

- a. To provide a general philosophy and rationale for the York University Graduate Students in Education student association.
- b. To provide a general orientation for the membership.
- c. To lend stability and continuity to the York University Graduate Students in Education student association.
- d. To provide an understanding of the operations, practices and procedures carried on within the various parts of the York University Graduate Students in Education student association.

Article 1: Name and Compliance

- a) This organization shall be known as YU Graduate Students in Education (YGSE), the name under which it is officially registered with Student Clubs and Leadership Development. It will hereinafter be referred to as YGSE.
- b) The YGSE is the Faculty of Education Graduate Student Association (GSA).
- c) The Faculty of Education GSA operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

Article 2: Interpretation

The Co-Chairs shall make all determinations and interpretations with due regard to accepted rules of procedure (see [By-Law 1](#)).

Article 3: Preamble

The YGSE represents and advocates for the collective interests of Faculty of Education graduate students in all matters of departmental policy and action at York University and beyond. The YGSE seeks to build community among the graduate students, faculty, and the larger university, with consideration for diverse experiences and interests. Above all, the YGSE works to nourish the environment within which graduate students develop, both professionally and personally while maintaining an open, accessible and democratic voice for students. As an organization that operates and is implicated within a colonial institution, we recognize our responsibilities to Indigenous peoples, Land, and members of marginalized communities. We do so by supporting community projects that have these concerns as central to their initiatives, ensuring equity concerns are prioritized in YGSE matters, and ongoing reflection on and articulation on our relationship with treaty. In this way, we are actively working on noticing and dismantling oppressive structures within YGSE.

Article 4: Membership

The members of the YGSE are Faculty of Education graduate students. Current enrollment in the graduate program is sufficient for membership. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.

Article 5: Meetings

a) The YGSE shall have a minimum of 5 meetings per year. Meetings shall be as follows: two in each of the Fall and Winter terms, and 1 in the spring/summer term. Meetings will be on the first Wednesday of October, November, February, March and June, unless voted otherwise by a majority of the elected officers. Meeting times will be determined at the beginning of the year and must best suit the majority of elected YGSE officers.

i) If the designated meeting date falls on one of [York University's recognized religious holidays](#), the meeting date will be moved to the following week.

- a. Meetings are open to all members of YGSE (i.e., all graduate students in the Faculty of Education). - The Co-Chairs shall notify YGSE members of the time and location (or Zoom Link) of the meeting no less than 7 days in advance via email.
- b. The Co-Chairs shall be the chair(s) of all general meetings, and shall, to the best of their ability, conduct the meeting in accordance with By-Law 1 (i.e., a simplified version of Robert's Rules of Order.) These rules will be forwarded to the YGSE officers and general membership prior to the first meeting of the year.
 - a. Co-chairs are responsible for communicating to council their rights and responsibilities for the upcoming term and provide council members with a general etiquette outline to follow.
- c. The agenda for general meetings shall be set by the Co-Chairs according to [By-Law 1](#). Members may request to have items added to the agenda prior to the start of the meeting. The agenda will be approved at the start of every meeting.
- d. Meetings will be used to share reports and updates from YGSE officers, address community concerns, and as a venue for students to express their needs.
- e. Any votes will take place by show of hands (or equivalent) and all officers shall have speaking and voting privileges (except the co-chairs). All YGSE members are welcome to speak during meetings.
 - a. There will be no proxy voting.
- f. The YGSE reserves the right to decide, by a majority vote or the decision of the chair/ co-chairs, to put any vote to the entire YGSE. In these cases, the issue will be presented via written or electronic memo to all members, and members will be given a pre-specified period of time in which to cast their ballots (in whatever form is appropriate: paper, electronic, or otherwise).
- g. In the case of a tied vote one Co-Chair (determined by coin toss) will have the tie-breaking vote.
- h. The Co-Chairs may call a special or emergency meeting with 48 hours notice.

Article 6: Quorum

A quorum of membership, for all purposes, shall be reached when 2/3rds of voting Council Members are present. Quorum for the June meeting will be set at 50% of voting council members.

Article 7: Elections and Eligibility

- a) The YGSE will hold annual elections for Co-Chairs and the Chief Returning Officer (CRO) once a year. The Election will occur in March and the Co-Chairs' position will be held from September (following the Election) until August. This election is run by the current Chief Returning Officer.
- b) The YGSE will hold annual elections for all positions (except Co-Chairs and CRO) once a year. The Election will occur in September and the positions will be held from September

until August. This election is run by the incoming co-chairs who will take on the duties of the Chief Returning Officer should the CRO position remain unfilled, outlined below.

- c) The co-chairs and CRO will host a pre-election event explaining the open positions, election process, YGSE commitments, and constitution.
- d) Notice of elections will be communicated via email, social media, and website
- e) Elections will be conducted through York University's Machform electronic voting system.
- f) The Chief Returning Officer (CRO) must be a graduate student in the Faculty of Education and may not be a member of the Executive of the YGSE. They shall be responsible for:
 - i) Applications, nominations, and campaigns
 - ii) The election process (voting and counting of votes)
 - iii) Dealing with any challenges to the elections or election procedures or results
- g) The CRO shall preside over the election and shall count all votes.
 - i) The CRO verifies the nominations for eligibility
 - ii) Once the CRO counts all votes, the results will be announced
 - iii) The person receiving the greatest number of votes shall be elected
 - iv) In the case of a tie the nominees may choose to share the position, splitting the duties and any honorarium between them as they see fit OR engage in a run-off election held following as closely as possible to the rules for the original election. If the nominees chose to share the position, any reference to that position in this constitution is to be read as including both individuals, save that the two individuals shall have only one vote with the voter determined by coin toss.
- h) Nominations
 - i) Any graduate student in the Faculty of Education at York University may run for office. They may run for a maximum of 3 positions.
 - ii) The CRO will communicate all nomination guidelines to the membership prior to the start of the nomination period (i.e., eligibility, blurbs, photos, etc.).
 - iii) Such a person may nominate themselves for any position for which they are eligible via an email to the CRO, or through the use of an online application created and maintained by the CRO. This will include a brief written statement about their interest in the role (to be shared via the YGSE website and email to the YGSE membership).
 - iv) The CRO will confirm eligibility.
 - v) If there are positions with no nominees when the nomination period ends, the CRO may extend the nomination period for positions with no nominees up to the day before the election and announce the available positions to the membership.
 - vi) Nominees will be posted on the YGSE website as nominations are received. A master nominees list will be communicated with the YGSE membership via email at the beginning of the campaign period.
- i) Voting shall take place via secret ballot. No proxy voting shall be allowed.
 - i) The Voting Period shall be established by the CRO and shall be 48 hours in length.
 - ii) All graduate students in the Faculty of Education at York University are eligible to vote.
 - iii) All eligible voters receive one vote.
- j) Campaigning regulations
 - i) Campaigning shall take place a week prior to the Election Date following the rules and requirements set out by the CRO.
 - ii) Campaign Guidelines:
 - (1) Candidates may create 1-2 posters that will be shared via the YGSE website.

- (2) Candidates may post a maximum of 2 times in official YGSE channels during the campaign period (WhatsApp, Facebook, Twitter, etc.).
- (3) Candidates may create and post paper campaign posters within the Faculty of Education, following [postering guidelines by York University](#). Candidates are responsible for removing all posters after the campaign period has ended. Candidates may only post a maximum of 20 posters on campus.
- (4) Candidates may campaign via their personal social media networks.
- (5) Campaigning should not occur during class time or in classroom spaces. You may, however, campaign on campus or in common areas.
- (6) All campaign materials should be democratic and collegial focusing on the candidate's skills and not on other candidates. Should a promotional item be judged to be unprofessional or non-collegial by the CRO, the material will be removed. The candidate may be eliminated from the running if they continue to risk the integrity of the election.
- iii) Any candidates seeking an uncontested position shall be acclaimed on the date that nominations close.
- k) In the event of a vacancy the following shall take place:
 - i) Any interested and eligible member shall submit a written statement to the Co-Chairs at any time after the announcement of the Election results
 - ii) A by-election will take place during the first YGSE meeting taking place after the Elections.
 - iii) At the by-election, all members present will be allowed to vote.
 - iv) Where possible, campaigning shall be permitted for by-elections and shall follow the same procedures for a regular election.
 - v) All other election procedures shall be followed for a by-election

Article 8: Elected Council Members

- a) The YGSE council reserves the right to create non-permanent (non-constitutional) positions and committees that do not exceed the length of an elected term. These positions do not have voting rights.
- b) All Council members are elected. The Elected Council Members are composed of 3 groups: Executive Members, Associate Members, Committee Representative Members.
 - i) The executive members shall be the following:
 - (1) Co-Chairs: A Master's Co-Chair and a PhD Co-Chair (2)
 - (2) Secretary (1)
 - (3) Treasurer (1)
 - (4) Community & Professional Development Coordinator (1)
 - (5) Equity and Communications Coordinator (1-2)
 - ii) The associates of the organization shall be the following: Chief Returning Officer, Urban Indigenous Cohort Representative, Dadaab (Kenya) Cohort Representative, Graduate Lounge Manager, Graduate Conference Coordinator(s) (1-2), YUGSA Representatives (3), CUPE Representative(s) (1-2); Journal Managing Editor (1); PhD Representative (1); Master's Representative (1)
 - iii) The committee representative positions of the organization shall be the following: Faculty Council Representative (2); Committee for Faculty Research, Awards, and Grants (1); Coordinating and Planning Committee Representative (1); Admissions Committee

- Representative (1 PhD Student); Hiring Committee (1); Anti-Black Racism Committee Representative (1)
- c) Members may only hold a maximum of 3 positions on council.
 - d) All council members are required to abide by the following Council Norms:
 - i) Act in a respectful and professional manner during all meetings and via all communication channels (official and unofficial, i.e. social media). Address fellow students and council members how they wish to be addressed (i.e., preferred name and pronouns).
 - ii) Abide by the Code of Student Rights & Responsibilities. The YGSE Council will not permit any form of discrimination, harassment, violent or threatening behaviour.
 - iii) Council members will do their best to represent the students within the YGSE and act in good faith on their behalf.
 - e) The Council Members of YGSE must attend at least 3 of 5 regularly scheduled meetings. If unable to attend a meeting, council members should inform the co-chairs and/or secretary with as much notice as possible. The absent member should elect someone to deliver their report in absentia.
 - f) Before meetings, council members should prepare a brief written report outlining major details/updates of their elected position. The report may be in point form and should include any important dates, links, and other information pertaining to YGSE members. This must be submitted to the "Reports" document for that meeting in the shared drive.
 - g) Each member is responsible for providing a minimum one-page summary of their activities to the co-chair before the final YGSE meeting (in June) including an email that they can be contacted at by their replacement.
 - h) Any member who has access to YGSE email accounts for their position, must submit their login information to the Secretary for security protocols. Should login information change, this must also be shared with the secretary. Please consult the email protocols created by the secretary.
 - i) Each member must submit any reimbursement requests by August 31 of their term.

Description of Positions

Co-Chairs (2 positions)

One co-chair must be a student in the Master's program in the Faculty of Education.

The other co-chair must be a PhD student in the Faculty of Education.

The co-chairs are responsible for:

- A. Serving as a liaison between the YGSE and the Graduate Program in Education Executive.
- B. Attending and sharing YGSE reports at the Graduate Executive meetings and Graduate Council Meetings.
- C. Regularly communicating by email with the Graduate Program Director and education graduate students (i.e., important announcements, YGSE meeting dates and meeting minutes).
 - a. These reports are to be done in a business like and professional manner.
 - b. Responding in a timely manner to education graduate students' YGSE related questions and concerns.
- D. Organizing and chairing YGSE meetings and ensuring that all graduate student representatives share reports.

- a. To do this effectively the Co-Chairs will make every effort to learn the contents of the Constitution, Robert's Rules of Order, and [By-Law 1](#).
- E. Speaking in MEd and PhD seminar classes about the YGSE and elections at the beginning of September
- F. Regularly communicating and working with YGSE graduate student representatives and sub-committees (e.g., Graduate Student Governance Committee; Finance Committee)
- G. Assisting the Graduate Conference Coordinator with planning and facilitating the Graduate Conference (and sharing opening remarks at the conference)
- H. Welcoming incoming MEd and PhD students at summer orientation sessions (late July or August)
- I. Organizing a Welcome Social (on campus or digital) for all incoming and returning education graduate students in early/mid-September
- J. Organizing YGSE elections (with the CRO).
- K. Organizing a CUPE 3903 information session for education graduate students in the fall term
- L. Assisting with the Faculty-Graduate Student Meet & Greet in the fall term
- M. Attending Faculty-Graduate Student Events
- N. Maintaining up to date YGSE files to be passed along to the incoming YGSE Co-Chairs.
- O. Submitting a final report to the YGSE, Education Graduate Program Director, and Graduate Council.
- P. Responsible for addressing barriers to participation on the council and maintaining the spirit of equity in enacting governance conventions.
- Q. Assisting the newly elected co-chairs in March with transitioning into their position over the summer.

Secretary (1 position)

The secretary is responsible for:

- a) Taking minutes during each YGSE meeting and sending minutes to the executive and associate members
- b) Maintaining the YGSE website and posting to the YGSE social media accounts.
- c) Set-up designated email accounts for council members along with the proper procedures to maintain the YGSE designated email account(s).
- d) Communicating YGSE events and events that would interest the YGSE membership via the listserv emailing services, website, social media accounts, and WhatsApp Group
- e) Communication with the student body; addressing questions and concerns or forwarding questions/concerns to the appropriate people
- f) Distribute emails to other committee members if needed
- g) Comply with the email protocols policy in the YGSE.

Treasurer (1 position)

The treasurer is responsible:

- a) For submitting the appropriate paperwork to the YUGSA in order to receive our OGF monies (twice a year).
- b) For drafting the YGSE's budget and presenting it to the executive, membership, and YUGSA.
- c) Keeping the YGSE informed of the current budget.
- d) Reporting the details of expenditures and income at each YGSE meeting.
- e) Keeping accurate financial records of all activities of the YGSE.
- f) For reimbursing members' costs in a timely manner (within a month)
- g) For explaining the reimbursement process during the first meeting
- h) Preparing a financial statement report at the end of the term that is ready to be submitted if necessary.

Equity and Communication Coordinator (2 positions, 1 shared vote)

Equity and Communication Co-coordinators are responsible for:

- A. Creating, convening and chairing Equity and Communication Committee Meetings
- B. Acting as a confidential point of contact for students who identify equity issues. Connecting students with support and information on reporting and resources. Bringing concerns to both YGSE meetings and equity committee meetings to bring forth collective, tangible action and support.
- C. Making sure the student council has necessary and relevant training/information about equity issues in the university and organizing one equity themed workshop for the YGSE Council in the fall term.
- D. Acting as a point of contact for the student body and student council who identify equity concerns within YGSE, and working with YGSE to address issues raised. Seeking outside support when needed.
- E. Researching/creating important initiatives in the Faculty of Education that YGSE can support.
- F. Compiling and sharing resources on the YGSE website.
- G. Sitting in or electing members of the equity committee that could participate in allegation committee proceedings.
- H. Updating position responsibilities that fit current equity concerns.
- I. Communicating initiatives and concerns from the year to the next elected Equity and Communication coordinators (with a summative document and a September meeting).

Community & Professional Development Coordinator (1 position)

The Community & Professional Development Coordinator is responsible for:

- a) Organizing and facilitating social and professional development events for the YGSE membership. This includes holding at least 2 events in both the fall term and 2 events in the winter term (a minimum of 4 events total). It is suggested that of these events, the coordinator plans at least 1 event per fall/winter terms to be social and at least 1 event to be professional development.

- b) Coordinating a CPD committee to help plan and facilitate events and meet as necessary. This is a standing committee (see Article 11).
- c) Consulting with the YGSE membership during the Fall term about the types of events that YGSE members would like to have.
- d) Coordinating with other YGSE committees and cohorts to support and facilitate events (i.e., Equity Committee, Dadaab Cohort, Urban Indigenous Cohort, Anti-Black Racism Committee)
- e) Maintaining a list of events, including dates, budget, contact information, and general feedback from the event in the Google Drive. This information must be included in the end of the year report to help inform future CPD coordinators.

Chief Returning Officer (1 position)

The Chief Returning Officer may not hold any other executive position with YGSE. They are responsible for:

- a) Organizing the September election, Co-Chair elections in March and any by-elections that occur.
- b) Receiving nominations and verifying eligibility.
- c) Tabulating votes and announcing election results.
- d) Other duties as per Article 7.

Urban Indigenous Cohort (UIC) Representative (1 position)

(The UIC Representative must be enrolled in the Urban Indigenous Education Masters of Education program.)

The Urban Indigenous Cohort Representative is responsible for:

- a) consulting with fellow cohort members, and acting as a liaison between the cohort and the YGSE

Dadaab (Kenya) Cohort Representative (1 position)

(The Dadaab (Kenya) Cohort Representative must be a graduate student in Dadaab enrolled in the Masters of Education program.)

- a) The representative is responsible for attending meetings, consulting with fellow cohort members, and acting as a liaison between the cohort and the YGSE.

YU-Write Journal Managing Editor

The YGSE Journal, YU-Write is a student-run academic journal associated with the YGSE and the annual graduate conference. The Journal coordinator will serve as the Managing Editor for the journal for that academic year. They will be responsible for:

- a) Chairing the journal's Editorial Team (a.k.a. standing committee, see Article 11) and calling meetings as needed. The Managing Editor will serve as chair of this committee.
- b) Overseeing the peer-review and copyediting process.
- c) Ensuring that the journal calls, submissions, and other important deadlines are clearly publicized.

- d) Ensuring a minimum of one issue is published online each year (post YGSE graduate student conference) with the option of an additional publication during the year.
- e) Managing the finances for the journal and/or allocating this position to an Editorial Board member. All financial decisions should be made in consultation with the YGSE treasurer.
- f) Facilitating the submissions and review processes to foster an equitable, collegial, and collaborative environment.

Graduate Lounge Manager (1 position)

The Graduate Lounge Manager is responsible for:

- a) Regularly checking the Graduate Student Lounge in Winters College and ensuring the space is well stocked with communal items (coffee, tea, sugar, etc.).
- b) Work closely with the Treasurer in order to maintain items.
- c) Reports any issues to the Co-Chairs.

Graduate Conference Coordinator(s) (up to 2 elected positions)

The Graduate Conference Coordinator is responsible for:

- a) Planning and facilitating the Education Graduate Conference. This conference should follow academic standards as well as present innovative ideas and engagement. Authors should have multiple ways to present (i.e., paper, panel, round table, poster, creative works, etc.) and there should be workshops as possible to help graduate students develop their academic skills.
- b) Ensuring that the Conference is inclusive of all graduate students and that the conference runs in a democratic and equitable fashion.
- c) Chairing a standing committee (see Article 11) to help run the conference. The committee should meet as needed. The committee should help make conference decisions in a democratic manner.
- d) Creating a review process for submissions that follows academic standards (i.e., anonymous review process) that is approved by the graduate conference committee
- e) Communicating regular reports to the YGSE
- f) Maintaining records in the shared Google Drive Folder
- g) In their end of year report, the coordinator must include:
 - i) a copy of the proposed budget and the final budget;
 - ii) information on any PD or workshop events, including contact information and costs;
 - iii) a final copy of the program;
 - iv) breakdown of committee members, number of presenters and attendees, and which faculty participated; notes / reflections / feedback / ideas for next year's conference;
 - v) a brief outline of the timeline of planning the conference to assist future coordinators with this planning process.

Masters (1 position) and PhD Representative (1 position)

Masters' and PhD reps are responsible for:

- a) The Masters' Representative represents the interests of masters students while the PhD Representative represents the interests of PhD students.

- b) Preparing an initial survey in October that outlines students' concerns and visions at York that YGSE should attend to in the upcoming year. Creating a report for YGSE members.
- c) Holding at least 1 town hall meeting that responds to issues that emerge within the year. This could be in liaison with other interested parties such as the equity committee. Creating a report on town hall meetings.
- d) Communicating student concerns and feedback (from surveys, town halls, and general communication) with YGSE members, particularly with the equity committee, members on councils, and representative positions (CUPE, YUGSA) to ensure that students' concerns are heard within the faculty and the university.
- e) Researching and reporting on issues that are of concern to the students.
- f) Presenting a brief presentation about the YGSE and YGSE initiatives in at least 2 graduate classes per semester with the approval of the professor.

York University Graduate Student Association (YUGSA) Representative (3 positions)

The YUGSA Representatives are responsible for:

- a) Attending monthly YUGSA meetings.
 - i) Representatives must attend the first YUGSA Meeting & Orientation.
 - ii) Representatives must attend the mandatory anti-oppression training.
 - iii) Representatives must attend at least three meetings during their term as YUGSA representative.
- b) Sharing education graduate student concerns with YUGSA.
- c) Providing a report to YGSE on issues relevant to education graduate students after each YUGSA meeting.
- d) Sharing YUGSA reports with YGSE.

CUPE 3903 Steward (up to 2 elected positions)

(The CUPE 3903 Steward must be a member of Unit 1 of CUPE 3903.)

The CUPE3903 steward is responsible for:

- a) Acting as a liaison between CUPE3903 and education graduate students.
- b) Attending CUPE3903 meetings.
- c) Providing a report to YGSE on issues relevant to education graduate students after each CUPE3903 general and Steward's Council meeting.
- d) Sharing CUPE3903 reports with YGSE.
- e) Other duties as assigned by the Chief Steward of Unit 1, the Steward's Council, and/or the Bargaining Mobilization Committee.

Faculty of Graduate Studies (FGS) Representative (1 position)

FGS council is a meeting of all the faculties of graduate studies including faculty members and student representatives.

The FGS Representative is responsible for:

- a) Attending and participating in monthly FGS meetings.
- b) Voting on motions brought forward at FGS meetings.

- c) Providing a report to YGSE on issues relevant to education graduate students after each FGS meeting.
- d) Sharing FGS reports with YGSE.

Faculty of Education Committee Positions

a) Coordinating and Planning (C&P) Representative (1 position)

The coordinating and planning committee is responsible for making big decisions regarding the faculty of education's structure, direction, and future. These meetings are confidential.

The C&P Representative is responsible for:

- i) Attending Faculty of Education C&P meetings.
- ii) Bringing issues and concerns from education graduate students to C&P.

The student representative is a voting member of the C&P Committee.

b) Faculty Council Representative (1 position)

Faculty council is a meeting of the entire graduate faculty of education. Faculty concerns are discussed.

The Faculty Council Representative is responsible for:

- i) Attending Faculty of Education Faculty Council Meetings

The student representative is a voting member of the Faculty Council

c) Anti-Black Racism Committee

The Anti-Black Racism Committee Representative is responsible for:

- i) Attending and participating in faculty Anti-Black Racism Committee meetings.
- ii) Voting on motions brought forward at Anti-Black Racism Committee meetings.
- iii) Preparing an Anti-Black Racism Committee report to YGSE on issues relevant to education graduate students.

d) Committee for Faculty Research, Awards and Grants (CFRAG) Representative (1 position)

The CFRAG Representative is responsible for:

- i) Attending Faculty of Education CFRAG Committee meetings. Reading and approving of award information documents.
- ii) Making decisions about awards in the faculty of education.
- iii) Attending occasional faculty hosted events.

The student representative is a voting member of the CFRAG Committee. These meetings are confidential.

e) Admissions Committee Representative (1 position for PhD Student)

The Admissions Committee Representative is responsible for:

- i) Attending Faculty of Education Admission Committee meetings. These meetings are confidential.
- ii) Working with faculty members on the Graduate Admissions Committee to adjudicate incoming applications for the M.Ed and PhD programs.

f) Tenure and Promotions (T&P) Committee Representative (1 position for PhD Student)

The T&P Committee Representative is responsible for:

- i) Attending Faculty of Education T&P Committee meetings. These meetings are confidential.
- ii) Working with faculty members on the T&P committee to determine faculty tenure and promotions.

g) Hiring Committee Representative(s) (1 position)

The Hiring Committee Representative is responsible for:

- i) Attending Faculty of Education Hiring Committee meetings. These meetings are confidential.
- ii) Reading applications, interviewing candidates, attending colloquia and deliberations of potential faculty members.
- iii) Completing the Unconscious Bias/Affirmative Action training by Polaris.

Article 9: Replacing Officers and Representatives

- a) If a member serving in an elected position other than the Co-Chairs, resigns or is otherwise unable to fill their position the YGSE Council Members will appoint a replacement to fill the remainder of the term.
 - i) The replacement must be qualified to hold the position to which they are appointed.
 - ii) Any elected member of council may put forward a motion that another member is “unable to fill their position” based on any of the following reasons and if previous attempts at intervention and/or mediation have failed.
 - (1) They have missed two consecutive YGSE meetings without reason
 - (2) They are not completing their duties as outlined in the constitution
 - (3) They are not submitting reports to the secretary/co-chairs, or reports lack completeness
 - (4) They have violated Council Norms (outlined in Article 8. d)
 - (5) They have been contacted about issues with their fulfilment of their position and their behaviour has not changed nor improved
 - iii) Other reasons as deemed “unable to fill their position” by the YGSE membership
- b) If a Co-Chair resigns or is otherwise unable to fill their term, a by-election will be held following all the guidelines and stipulations for a regular election.
 - i) A Co-Chair is deemed “unable to fill their position” through a two thirds approval of a motion to that point by a quorum of voting members at a regularly scheduled or specially called meeting.
 - ii) The replacement must be qualified to hold the position to which they are appointed.
- c) Replacement members for any position, appointed or elected, will serve only until the end of the original term of that position.
- d) Unfilled positions after the September election may be appointed to interested, qualified individuals by the YGSE Council.
- e) In the event of any vacant position (except Co-Chairs), Co-Chairs have discretionary power to appoint a qualified member as acting position holder until the next meeting or for up to four weeks, whichever is less.

Article 10: Finances

- a) YGSE’s fiscal year is from September 1 to August 31.

- b) The YGSE's money will be primarily acquired through funds allocated to the YGSE by YUGSA and the Faculty of Education.
- c) Any expenditures of the YGSE must be in accordance with the YGSE's annual budget, prepared by the Treasurer, presented, debated and approved at the first meeting of the YGSE each year by a vote of Council Members.
- d) Expenditures must be consistent with the YGSE's mandate.
- e) Only if the YGSE exceeds its budget or needs money for a special event may dues be collected.
 - i) This must be approved by a majority (50% +1) of the membership.
- f) All monies belonging to the YGSE shall be deposited and disbursed through a bank account established for the YGSE.
 - i) All funds must be deposited within 31 days of collection.
- g) The Co-Chairs and Treasurer shall be the signing authorities for YGSE.
- h) The Treasurer shall assume responsibility for creating financial reports, with the approval of Executive Members as necessary and maintaining all financial records.
 - i) These records must be available for examination by any Executive member of the council at any time.
- h) The Treasurer with support of the Co-chairs is required to submit copies of the most recent bank statements if required, to the University. If required, this should be submitted annually (on July 1st) or at the University's request.
- i) In the event that YGSE folds any remaining funds will be donated to an organization to be determined by the Executive Members by unanimous vote.

Article 11: Ad Hoc & Standing Committees

Ad Hoc Committees

- a) Ad hoc committees may be created at any time by the decision of the Co-Chairs or a majority vote of YGSE Council members.
- b) Appointments to the ad hoc committee will be the responsibility of the executive committee.
- c) Each ad hoc committee must select a contact person so that YGSE members and others can communicate efficiently with that committee.
- d) All ad hoc committees are responsible for maintaining records of their activities and for reporting pertinent information to members at the YGSE meetings.
- e) When the committee is created, the eligibility for membership will be announced, generally any YGSE member may serve on an ad hoc committee.

Standing Committees

- f) Each standing committee must select a contact person so that YGSE members and others can communicate efficiently with that committee.
- g) All standing committees are responsible for maintaining records of their activities and for reporting pertinent information to members at the YGSE meetings.
- h) Terms of Reference should be reviewed at the beginning of each school year during the first committee meeting.

- i) The list of active standing committees should be posted online with contact information. Terms of Reference should be available on the website here. Terms of Reference should include:
 - i) Name and committee chair
 - ii) Purpose
 - iii) Responsibilities (individual and large group)
 - iv) Authority (what the committee can make decisions on and what needs to be brought to the YGSE)
 - v) Membership composition and eligibility - generally any YGSE member may serve on a standing committee.
 - vi) Key things addressed by the committee
 - vii) Tasks
 - viii) Timelines and meeting frequency
 - ix) Voting procedures (if necessary)

Article 12: Amendments and Revisions to the Constitution

- a) Amendments must be proposed by Council Members-
- b) Amendments must be sponsored by at least two members.
- c) Amendments shall be adopted by a 2/3 vote of the Council Members present at the meeting.
- d) The person who proposes the amendment may motion for the vote to be put to the larger student body and voted on electronically. In this case, the amendment passes with a $\frac{2}{3}$ majority of those who voted. If brought to the larger student body, the student body will be notified of the vote 7 days prior and will have 24 hours to vote on the motion. In this case, all YGSE members and council members can vote. The co-chairs will run a larger student body vote. If passed the motion would come into effect immediately.

Article 13: By-Laws

- a) By-laws must be proposed by Council Members.
- b) By-laws must be sponsored by at least 2 members.
- c) By-laws shall be adopted by a $\frac{2}{3}$ -vote of the Council members present at the meeting.
- d) The person who proposes the by-law may motion for the vote to be put to the larger student body and voted on electronically. In this case, the by-law passes with a $\frac{2}{3}$ majority of those who voted. If brought to the larger student body, the student body will be notified of the vote 7 days prior and will have 24 hours to vote on the motion. In this case, all YGSE members and council members can vote. The co-chairs will run a larger student body vote. If passed the by-law would come into effect immediately.
- e) A record of existing by-laws must be maintained either within the constitution or in a document stored in such a way as to make it as accessible as the constitution.

Existing YGSE by-laws:

By-Law 1: Rules of Procedure

Article 14: Conflict of Interest

- a) A Conflict of Interest exists when a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity exists.
- b) Personal benefit shall include benefits to family or friends of the individual, and not be restricted to financial benefits, but also include intangible benefits such as in acceptance of gifts.
- c) Should a member find themselves in a conflict of interest they must notify a member of the Executive as soon as they recognize the conflict of interest.
- d) When a conflict of interest may affect the role of any member the Co-Chairs shall call a meeting wherein all details of the conflict of interest are disclosed to members and a vote takes place.
- e) The individual with the alleged conflict of interest may address members regarding the issue.
- f) A vote will then be held to decide
 - i) Whether there exists a conflict of interest
 - ii) Whether full disclosure is sufficient to alleviate the conflict
- g) If the majority decided that full disclosure is insufficient to alleviate the conflict the Co-chairs shall take any steps necessary to eliminate the conflict of interest.
- h) Failure to declare a conflict of interests shall be grounds for disciplinary action as per Article 15.

Article 15: Procedures Regarding Allegations of Wrongdoing and Disciplinary Action

Reporting Allegations

- a) Any member of YGSE may submit allegations regarding the conduct of any other member in writing to the Secretary (for a breach of the Constitution: member is not fulfilling their role appropriately or sufficiently, member is not in compliance with group norms, conflict of interest, etc.).

Conflict Resolution Between Affected Parties:

- a) Any YGSE member who has a conflict or dispute with another member should first aim to resolve the dispute directly with the other member. If not comfortable resolving their conflict with the other member, the complainant should proceed with a formal allegation.

Submission of a Formal Allegation:

- b) Should conflict resolution between the parties directly involved in the dispute fail, the YGSE member may submit a formal allegation of wrongdoing to the YGSE Secretary as follows:
 - I. Specify the name(s) of the YGSE member(s) submitting/party to the allegation
 - II. Specify the name(s) of the YGSE member(s) responding to the allegation
 - III. Indication of the sections of the YGSE Constitution which are in breach
 - E.g. The member is not fulfilling their role appropriately/sufficiently
 - E.g. The member is not in compliance with group norms

- E.g. The presence of a conflict of interest
- IV. Indication of dates and details of the wrongdoing
- V. An outline of what attempts at conflict resolution has been attempted in the past
- VI. How parties to the dispute can move forward with the YGSE in good standing
- c) If the allegation is directed at the Secretary, the allegation shall be submitted to the YGSE Co-Chairs instead.
- d) If the allegation is directed at the Secretary and both Co-chairs, the allegation should be made in writing to YUGSA's Vice President Internal: internal@yugsa.ca.

Assembly of a YGSE Dispute Resolution Committee

- e) Upon receipt of a formal allegation, the Secretary will notify all council members via email for the need to assemble a Dispute Resolution Committee (DRC). Identifying information/details regarding the dispute will not be shared to protect the privacy of parties involved.
- f) 4 volunteers from the YGSE Council will step forward to serve on the DRC. Volunteers should not have a conflict of interest with parties to the dispute. If possible, a member of the equity committee should serve on the dispute resolution committee. The DRC will be chaired by a member of the DRC. The chair will be decided by the committee members and will not have voting rights.

The formal allegation will then be forwarded to members of the DRC who will have the following responsibilities:

- I. Investigate the allegations within a reasonable timeframe (i.e., 1 week)
- II. Document the investigation process (bullet form will suffice)
- III. Support the mediation of parties
- IV. Vote on an outcome: reparations or disciplinary action (e.g., censure, suspension, impeachment, etc.) should reparations not be made (with consideration for precedent if applicable)
- V. Share a written report (to support precedent-building) and high-level update (excluding identifying information) at the next YGSE Council meeting

Appeals

The decision(s) made by the committee may be appealed by affected parties through writing to the secretary. A new DRC will be formed and review the allegation and resolution. The new committee may choose to change the first ruling or maintain it. Should a party wish to pursue the matter further, they may contact YUGSA (internal@yugsa.ca) to escalate this allegation and/or resolution.

Article 16: Special Conditions and Emergencies

- a) In cases where adherence to constitutional requirements is made impossible due to unforeseen circumstances, such as strikes or epidemics, the YGSE council will attempt to follow the constitution as closely as possible.
- b) If in-person meetings of YGSE are not possible the meetings will occur as scheduled using alternate means, such as Zoom. In this case the Co-Chairs are responsible for arranging for the service and ensuring contact information (such as Zoom links) are transmitted to all members.

Article 17: Constitution Requirements

- a) All elected members of YGSE must be provided with a copy of the constitution 7 days before the first meeting.
- b) The first order of business at the first meeting after the election should be to review the constitution and for each council member to sign a document confirming their understanding.
- c) Any changes to the constitution must be shared with the Vice Provost, Students or designate and YUGSA within 14 days following any change.
- d) York University Graduate Students' Association (YUGSA) will be considered the "Custodian of the Constitution" for purposes of continuity between elected officials and for ensuring timely review and reporting regarding the Constitution.

Revisions:

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Revised August – September 2021 by Ryan Collis and approved on 6 October 2021

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