

MUSEUM STUDIES STUDENT ASSOCIATION CONSTITUTION

Updated: September 2013 after September 12, 2013 Annual General Meeting



		Page
Preamble		
Definition	Article I	1
Membership	Article II	1
Financial Responsibility	Article III	1
Mission and Composition	Article IV	2
Elections	Article V	3
Committees	Article VI	4
MUSSA Meetings & Procedure	Article VII	4
Amendments	Article VIII	5

PREAMBLE

We, the students of the Museum Studies Program within the Faculty of Information at the University of Toronto, do hereby adopt the following constitution:

DEFINITION

Article I:

- A) The student government of the Museum Studies Program shall hereinafter be known as the Museum Studies Student Association or MUSSA.

MEMBERSHIP

Article II:

- A) Only students registered in the Museum Studies Program may be elected or appointed as officers of MUSSA unless otherwise stated by this Constitution. Only members in good standing as determined by the University of Toronto may be selected or appointed to all other positions under the jurisdiction of MUSSA, unless otherwise stated by this Constitution.

FINANCIAL RESPONSIBILITY

Article III:

- A) MUSSA's funds are the responsibility of the President and the Treasurer, once elected.
 - S1) MUSSA shall be responsible for all debts incurred by itself.
- B) The President and/or Treasurer will deposit MUSSA's funds in an account at a nearby bank.
- C) The President, Vice-President and Treasurer shall be given signing rights, once elected.
- D) The President must report on the financial status of MUSSA at the Annual General Meeting. The Treasurer must report on the financial status of MUSSA at every MUSSA meeting thereafter.

MISSION AND COMPOSITION

Article IV:

- A) MUSSA shall:
 - S1) Foster unity, sociability, and friendship among members of MUSSA and Faculty of Information (iSchool) community;
 - S2) Provide the members to represent Museum Studies students' interests within the Museum Studies program, Faculty of Information, the School of Graduate Studies, the Graduate Students' Union, and the University of Toronto community at large;
 - S3) Seek representation on decision-making bodies of the Museum Studies Program;
 - S4) Seek representation on decision-making bodies and Council Committees of the Faculty of Information (iSchool);
 - S5) Promote the advancement of museum studies; and,

- S6) Facilitate professional relations between members and the museum community.
- B) MUSSA's term of office (for President, Vice President, Social Chair, Second-Year Representative, *Musings* Co-editor, MISC-MUSSA Liaison, and committee representatives) shall be from April 15th to April 14th of the following year, with the exception of the Secretary, Treasurer, and First-Year Representative, whose terms begin after elections in September.
Note: See Article V Elections for exceptions.
- C) MUSSA shall consist of the following:
- S1) The President, who:
- ssa) Coordinates MUSSA members
 - ssb) Calls MUSSA's Annual General Meeting
 - ssc) Sets the Agenda for MUSSA meetings
 - ssd) Chairs MUSSA's meetings
 - sse) Serves as a signing authority of MUSSA
 - ssf) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA
 - ssg) Sits on the Faculty Council with the Vice-President
 - ssh) Officially represents MUSSA
 - ssi) Is accountable to members of MUSSA
 - ssj) Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant
- S2) The Vice-President, who:
- ssa) Assists the President in the execution of that office
 - ssb) Is acting President in the latter's absence
 - ssc) Assumes the duties of the President should the President leave office
 - ssd) May serve as a signing authority for MUSSA
 - sse) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA
 - ssf) May be the Graduate Students' Union (GSU) representative
 - ssg) Sits on the Faculty Council with the President
 - ssh) Serves as the Chief Returning Officer overseeing all electoral logistics and regulations
 - ssi) Officially represents MUSSA
 - ssj) Is accountable to members of MUSSA

ssk) Administers MUSSA's web presence

S3) The Secretary, who:

ssa) Takes minutes at all MUSSA meetings

ssb) Distributes the minutes within 48 hours of the last meeting to MUSSA members and files a hard copy in MUSSA's filing cabinet

ssc) Ensures online posting of meeting minutes

ssd) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA

sse) May be the GSU representative should the Vice President be unavailable

ssf) Officially represents MUSSA

ssg) Is accountable to members of MUSSA

S4) The Treasurer, who:

ssa) Manages the finances of MUSSA

ssb) Serves as a signing authority of MUSSA

ssc) Presents a financial report at each MUSSA meeting

ssd) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA

sse) May be the GSU representative should the Vice-President be unavailable

ssf) Officially represents MUSSA

ssg) Is accountable to members of MUSSA

S5) The Social Chair, who:

ssa) Assists in the planning, coordination, and execution of events

ssb) Helps to promote MUSSA events and serves as a contact point for those events

ssc) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA

ssd) Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant

sse) Officially represents MUSSA

ssf) Is accountable to members of MUSSA

S6) The First-Year Representative, who:

ssa) Represents first-year interests and concerns to MUSSA

ssb) Coordinates the Mentorship Program with the Second-Year

- Representative
 - ssc) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA
 - ssd) Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant
 - sse) Officially represents MUSSA
 - ssf) Is accountable to members of MUSSA

- S7) The Second-Year Representative, who:
 - ssa) Represents second-year interests and concerns to MUSSA
 - ssb) Organizes merchandise for students by the end of the academic year
 - ssc) Coordinates the Mentorship Program with the First-Year Representative
 - ssd) Sits on iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA
 - sse) Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant
 - ssf) Officially represents MUSSA
 - ssg) Is accountable to members of MUSSA

- S8) The *Musings* Editor-in-Chief, who:
 - ssa) Leads the production of the *Musings* blog and is responsible for the content, design, production, promotion, and finances
 - ssb) Works in collaboration with a faculty representative (when possible/available) and with the *Musings* Committee (Please see Article VI, Section S10)
 - ssc) Will report on current museology trends, Museum Studies Program news, and alumni news, as well as encourage submissions from students and faculty. The content and focus is at the discretion of the editor and faculty representative and the accepted editing policies
 - ssd) Shall ensure the production of *Musings* as often as is appropriate in an online setting
 - sse) Along with the faculty representative, manages and coordinates an editorial team of students
 - ssf) Officially represents MUSSA
 - ssg) Is accountable to members of MUSSA

- S9) The MISC-MUSSA Liaison
 - ssa) Nominations and elections for this position shall be co-organized

- with the Masters of Information Student Council (MISC)
- ssb) Shall encourage collaboration and conversation between the councils and the student bodies.
- ssc) May be involved in planning joint events
- ssd) Officially represents MUSSA
- sse) Is accountable to members of MUSSA

S10) The Social Assistant who:

- ssa) Assists in the planning, coordination and execution of events
- ssb) Leads development and coordination of social events targeted at fundraising
- ssc) helps promote MUSSA events through development newsletters, digital and physical marketing tools and serves as a secondary contact point for those events
- ssd) sits on the iSchool Committees as requested by MUSSA & reports on Committees' actions to MUSSA
- sse) Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant
- ssf) Officially represents MUSSA
- ssg) Is accountable to members of MUSSA

- D) The Secretary, Treasurer, and First-Year Representative shall be first-year students. The President, Vice-President, Social Chair, Second-Year Representative, and *Musings* Editor-in-Chief shall be second-year students. The MISC-MUSSA Liaison must be a Concurrent Registration Option (CRO) student but may be from any year of study.
- E) Elections to fill any vacancies will occur within two (2) weeks of any resignations.

ELECTIONS

Article V:

- A) The President will announce the nomination and election dates, subject to the approval of MUSSA.
- B) The President, Vice-President, Social Chair, Second-Year Representative, *Musings* Editor-in-Chief, MISC-MUSSA Liaison, and all committee representatives (with the

exception of the first-year Tech Fund Representative) shall be elected in April.

- C) The Secretary, Treasurer, First-Year Representative, and first-year Tech Fund Representative shall be elected by September 30th.
- D) Nominations shall open at least one week before the election.
- E) Members may only nominate themselves for one council position and/or one committee representative position. If there are unfilled positions on any committee after the election period, members may acclaim those unfilled positions.
- F) Online voting will be held over the course of a week after the nominations period.
- G) MUSSA council shall hold a referendum open to all members of the Museum Studies Program in order to increase a fund or to create a new fund.

COMMITTEES

Article VI:

- A) Representatives from the Museum Studies Program for the following committees shall be elected after the Annual General Meeting:
 - S1) Student Technology Fund Representatives
 - ssa) Two representatives, one first-year and one second-year, shall represent the Museum Studies Program
 - S2) Graduate Student Union Representative
 - ssa) This position is filled by the Vice-President. If the latter is unable to serve, the Secretary or Treasurer may assume the position
 - S3) Alumni Association Representative
 - S4) Admissions Committee Representative
 - S5) Faculty Council Representatives
 - ssa) MUSSA holds two positions on the Faculty Council which will be filled by the President and Vice-President
 - S6) Information Services Representative

- S7) Life and Times Committee Representative
- S8) Programs Committee Representative
- S9) Committee on Standing Representative
- S10) *Musings* Committee
 - Ssa) Led and managed by the Musings Editor-in-Chief, the Musings Committee, will consist of the Musings Administrator, and Contributing Editors.
 - Ssb) The Musings Administrator is responsible for the administrative requirements of Musings between its committee, MUSSA, and the wider community. This includes but is not limited to: taking minutes at committee meetings for submission to MUSSA; documenting strategic plans; assisting with the organization of meetings and event planning, as well as outreach, email correspondence, and the web content development; the administrator may represent the Musings Editor-in-Chief at MUSSA council meetings when the former is unavailable
 - Ssc) The Contributing Editors are acclaimed positions (unlimited) for an academic year; these positions may include the execution of blog columns and/or editing of publicly sourced posted
 - Ssd) Actively partake in the blog activities and dialogue
 - Sse) Officially represent MUSSA
 - ssf) Is accountable to members of MUSSA
- S11) Other ad hoc committees

MUSSA MEETINGS & PROCEDURE

Article VII:

- A) MUSSA holds at least one Annual General Meeting each academic year, usually during the month of September.
- B) After the Annual General Meeting, MUSSA Council shall meet once a month until the end of the academic year (April), at which time formal meetings cease, not resuming until the next Annual General Meeting.

AMENDMENTS

Article VIII:

- A) This constitution may be amended, modified, or translated by a decision of the members present at an Annual General Meeting, provided that:
 - S1) It was publicized that constitutional changes would be submitted at the Annual General Meeting;
 - S2) The proposed constitutional changes were advertised to the members prior to the meeting;
 - S3) Fifty one percent (51%) of the members present vote in favour of the constitutional changes.

- B) MUSSA can dissolve itself following the procedures set for constitutional amendments.