

Official Constitution

University of Toronto

Anthropology Students' Association

v. 1.0.0

Written by: Branden Rizzuto
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Original Ratification

2012 – 2013 Executive Council

Upper Executive Council

Branden Rizzuto – Co-President

Jordan Hodgins – Co-President

Sarah Holub – Vice-President

Lower Executive Council

Felipe Gonzalez – Treasurer

Michal Laszczuk
– Head of Administration

Shannon McKechnie
– Head of Communications

Nyima Gyalmo – Head of Events

Sajal Kohly – Head of Fundraising

Elaine Gillis – Secretary

Dana Morrad
– Editor-In-Chief of Anthropology Undergraduate Journal

Contents

Original Ratification	2
Article I: Name	4
Article II: Definitions	4
Article III: Object, Duties and Function	5
Article IV: Membership	5
Article V: Executive Positions	7
Article VI: Minister Positions	10
Article VII: Council	11
Article VIII: Procedures	12
Article IX: ASSU Council	16
Article X: Anthropology Undergraduate Journal	17
Article XI: Finance	17
Article XII: Elections	17
Article XIII: Amendments and Extensions	20
History of Amendments	21

Article I: Name

The organization shall be known as the “Anthropology Students’ Association”, hereinafter referred to as the “ASA”. The following organization shall function under the title known as the “Arts and Science Students’ Union”, hereinafter referred to as the “ASSU”.

Article II: Definitions

Anthropology Community – Refers to the body composed of all potential ASA Core-Members and General-Members

Anthropology Undergraduate Journal – Refers to the ASA subsidiary that annually publishes a collection of University of Toronto St. George Undergraduate Student articles dealing with or related to the academic discipline of Anthropology

ASSU Council – Refers to the body composed of the ASSU Executive and two (2) representatives from every course union officially recognized by the ASSU

ASSU Executive – Refers to the body of elected individuals who collectively compose the chief governing body of the ASSU

Core-Member – Refers to all ASA Registered Members whom are University of Toronto St. George Undergraduate Students officially enrolled in one (1) or more Undergraduate Subject POSTs officially or formerly offered by the Department of Anthropology

Department of Anthropology – Refers to the specific body within the Faculty of Arts and Science charged with governing all University matters in the realm of Anthropology academia

Executive – Refers to the title granted to individuals occupying an Executive Position

Executive Council – Refers to the body composed of the ASA’s ten (10) Executive Positions

Executive Position – Refers to a Position on the ASA’s Executive Council

Executive Vote – Refers to the voting procedure in which only Executives may exercise a vote in an official ASA meeting

Extended Executive Council – Refers to the body composed of both the ASA’s Executive Council and all official ASA Minister Positions

Extended Vote – Refers to the voting procedure in which Executives and Ministers may exercise a vote in an official ASA meeting

Faculty – Refers to the University of Toronto St. George’s Faculty of Arts and Science

General-Member – Refers to all ASA Registered Members whom do not fulfill the criteria necessary to be granted Core-Member status

Lower Executive Council – Refers to the portion of the Executive Council composed of all Executive Positions excluding both the Co-President Executive Positions and the Vice-President Executive Position

Member – Refers to an individual who has officially registered with the ASA

Minister – Refers to the title granted to an individual occupying an ASA Minister Position

Minister Position – Refers to a Position attached to and directly under a corresponding Executive Position

Open Council – Refers to the body composed of both the ASA’s Extended Executive Council and all official ASA Core-Members

Open Vote – Refers to the voting procedure in which Executives, Ministers, and Core-Members may exercise a vote at an official ASA meeting

University – Refers to the University of Toronto St. George

Upper Executive Council – Refers to the portion of the Executive Council composed of both the Co-President Executive Positions and the Vice-President Executive Position

Article III: Object, Duties and Functions

Section 1: The ASA shall have three overarching objects listed in order of highest priority to lowest priority as follows:

- a) The primary object of the ASA shall be to improve, and to provide services for the improvement of, the education and academic life of all undergraduate students in the Department of Anthropology, defined in Article IV, Section 3 as those individuals eligible for Core-Membership within the organization.
- b) The secondary object of the ASA shall be to act as the central organizing body, and provide resources, for the growth and development of an Anthropology Community consisting of both Core-Members and General-Members as defined in Article IV, Sections 3 and 4.
- c) The third and final object of the ASA shall be to promote the awareness of Anthropology as a global academic discipline, and to serve as an introductory medium for those individuals interested in the subject of Anthropology or who wish to become more involved with the Anthropology Community.

Section 2: Toward the objects stated in Section 1 of this Article, the ASA shall:

- a) Act as the liaison between all University undergraduate students and the Department of Anthropology.
- b) Act as the liaison between the University’s anthropology undergraduate student body and the ASSU.
- c) Provide academic, career, and social functions for the University’s anthropology undergraduate student body with a primary focus on benefiting Core-Members and a secondary focus on benefiting General-Members.
- d) Generate, administer, and distribute funds wisely and appropriately.
- e) Not sanction or allow the use of ASA space, resources, or funds for the benefit of any other third-party group that is not an ASA subsidiary or direct component of the Department of Anthropology (i.e. Department of Anthropology Faculty and Staff)
- f) Not advertise, promote, or affiliate itself with third-party groups whom promote ideologies or an environment harmful to the Objects of the ASA, or to whom activities are of no benefit to ASA Members
- g) Act in the distribution and preparation of anthropology-course evaluations.
- h) Promote the ASA’s representation on Faculty and Department of Anthropology committees, as well as any other committees within or outside the University as deemed appropriate.

- i) Provide all other services as deemed necessary or appropriate.

Article IV: Membership

Section 1: The ASA shall grant two (2) membership titles; Core-Member and General-Member, and each will be associated with a different set of privileges as deemed by the Executive Council and in adherence with this Constitution

Section 2: Core-Members shall always have preference and priority over General-Members in the distribution of resources and services

Section 3: Individuals who fulfill the following criteria shall be eligible to hold the title of Core-Member:

- a) The individual is a registered part-time or full-time undergraduate student at the University of Toronto, St. George Campus.
- b) The individual is enrolled in one or more Subject POSTs – specialist, major, or minor – offered or formally offered by the Department of Anthropology.

Section 4: Individuals who fulfill the following criteria shall be eligible to hold the title of General-Member:

- a) The individual has a general or greater interest in Anthropology as an academic discipline.
- b) The individual is not eligible to hold the title of Core-Member.

Section 5: Individuals shall register with the ASA to hold the title of either Core-Member or General-Member and to also receive the privileges associated with each respective title

Section 6: To register, individuals shall contact the ASA and disclose the following seven pieces of information (as applicable to the individual) to a member of the ASA whom holds the title of Executive or Minister:

1. First Name
2. Last Name
3. Academic Status
 - a. University of Toronto St. George Undergraduate Student
 - b. Non – University of Toronto St. George Undergraduate Student
 - c. University of Toronto St. George Graduate Student
 - d. Non – University of Toronto St. George Graduate Student
 - e. University of Toronto St. George Faculty
 - f. Non – University of Toronto St. George Faculty
 - g. University of Toronto Alumni
 - h. Other
4. Year of Study as Recognized by the University Based on Total Earned FCEs (Applicable only to University of Toronto St. George Undergraduate Students)

5. All Currently Enrolled Subject POSTs as Displayed on the ROSI (Applicable only to University of Toronto St. George Undergraduate Students)
6. Email of Which to Contact or Communicate with the Individual

Section 7: The ASA shall use registration information appropriately and only for ASA-related matters

Section 8: The ASA shall respect the privacy of Members and shall not share or release any registration information; in any way or format that would allow information to be traced back to any specific Member or Members without the direct consent of those Members in question, to a third party or other ASA Members of whom do not hold the title of Executive or Minister

Section 9: All Members of the ASA shall have the right to access any and all data the ASA generates from Members' registration information provided it does not violate Section 8 of this Article

Article V: Executive Positions

Section 1: All Executive Positions shall be fulfilled via the electoral procedure outlined in Article XII

Section 2: The individual who occupies a given Executive Position shall hold both the title of Executive and the title associated with the specific Executive Position of which they are occupying

Section 3: The term of office for each Executive Position shall commence on the first day following the last day of the April Examination Period of each academic year, and continue for a time period of approximately one (1) year until the last day of the April Examination Period of the following academic year

Section 4: It shall be recommended that newly elected Executives retain counsel from previous Executives during the summer semesters to facilitate an easier transition and working knowledge of ASA functions and duties

Section 5: The Executive Positions and their respective duties shall be as follows:

a) The two (2) Co-Presidents shall:

- i) act as the top authorities and representatives of the ASA in all ASA related matters and events;
- ii) act as the primary liaisons between the University's anthropology undergraduate student body and the Department of Anthropology, as well as between the University's anthropology undergraduate student body and the ASSU;
- iii) address specific problems in the Department of Anthropology which threaten the educational quality of the University's anthropology undergraduate student body,

informing Members and the University's anthropology undergraduate student body of such problems and implementing action if necessary;

- iv) be responsible for drafting and fulfilling ASA policy;
- v) monitor all other Executives and Ministers to ensure they are fulfilling their required responsibilities;
- vi) monitor the planning and execution of ASA events for the benefit of Members and the Anthropology Community, delegating responsibility to others when further assistance is required;
- vii) help to prepare each semester's ASA budget with the Treasurer;
- viii) solicit a wide range of involvement in ASA activities from all levels of the Department of Anthropology by specifically addressed emails, meetings, and other communications;
- ix) manage and operate the ASA's official email account;
- x) solicit input from other Executives in drafting an agenda for meetings;
- xi) call to order and chair all meetings of the ASA;
- xii) ensure that meetings proceed in an orderly manner and that the agenda is adhered to;
- xiii) ensure that ASA events proceed in accordance with the terms and conditions set out in the ASA and the ASSU Constitution;
- xiv) educate other Executives and Ministers on all matters, tasks, and duties as they arise;
- xv) oversee and manage the Anthropology Undergraduate Journal with the aid of the Editor-in-Chief of the Anthropology Undergraduate Journal;
- xvi) delegate tasks and responsibilities to Executives and Ministers as deemed necessary;
- xvi) participate in ASA events and attend meetings.

b) The one (1) Vice-President shall:

- i) share in the responsibilities of day-to-day activities with the Co-Presidents and other Executives and Ministers;
- ii) Assume the duties of the Co-Presidents when called upon or when one or both are unable to do so;
- iii) directly oversee that the history of ASA activities is recorded and preserved as it takes place in real-time, preserving all relevant documents and information for future reference;
- iv) participate in ASA events and attend meetings.

c) The one (1) Secretary shall:

- i) record the minutes of all matters brought forward at ASA meetings;
- ii) ensure that the minutes of all meetings are available in the ASA Office, and are emailed to the Co-Presidents to be distributed to all Members within a period of 48 hours;
- iii) organize and post ASA office hours on the office door;
- iv) organize and maintain Executive and Minister contact lists;
- v) work under the Vice-President in recording and preserving a history of ASA activities as it takes place in real-time, preserving all relevant documents and information for future reference;
- vi) participate in ASA events and attend meetings.

d) The one (1) Treasurer shall:

- i) prepare budget requests for the ASSU, with the consultation of the Co-Presidents;
- ii) keep an up-to-date list of financial contacts and their contact information;
- iii) maintain up-to-date and accurate records detailing ASA financial operations;
- iv) ensure that a minimum of \$50.00 is in the ASA bank account at all times;
- v) be responsible for writing cheques;
- vi) be responsible for transferring the bank account rights to the new Treasurer at the end of his or her term of office;
- vii) participate in ASA events and attend meetings.

e) The one (1) Head of Administration shall:

- i) take on the responsibilities of any other Executive (including the Co-Presidents if the Vice-President is unable to do so) if one is unable to fulfill their duties when necessary;
- ii) maintain term tests for the ASA past tests collection;
- iii) be responsible for the organization and management of the ASA Office;
- iv) be responsible for communication with the Department of Anthropology Administration concerning use of ASA space resources;
- v) participate in ASA events and attend meetings.

f) The one (1) Head of Events shall:

- i) play a lead role in organizing and monitoring all ASA events with the assistance of other Executives and Ministers;
- ii) ensure all events are advertised at least one (1) week in advance and are open to all appropriate parties;
- iii) ensure that the ASA meets its minimum number of academic events per annum as dictated by the ASSU;
- v) participate in ASA events and attend meetings.

g) The one (1) Head of Fundraising shall:

- i) organize and monitor all ASA fundraising events with the assistance of other Executives and Ministers;
- ii) ensure all fundraising events are advertised at least one (1) week in advance and are open to all appropriate parties;
- iii) ensure that sufficient funds are raised to cover all ASA events per annum;
- v) participate in ASA events and attend meetings.

h) The one (1) Head of Communications shall:

- i) maintain the ASA website, posting all pertinent information and advertising all ASA meetings and events;
- ii) maintain and use appropriately all ASA-related social media
- iii) be responsible for ensuring that proper announcements are made in Anthropology classes;

- iv) play a lead role in promoting the ASA and in encouraging individuals to register as members
- v) participate in ASA events and attend meetings.

i) The one (1) Editor-in-Chief of the Undergraduate Anthropology Journal shall:

- i) directly oversee all operations and attend to all matters concerned with the Undergraduate Anthropology Journal with the aid of the Co-Presidents;
- ii) manage a hierarchy of editors, educating and instructing them on their tasks and responsibilities;
- iii) organize a Journal-completion time-frame and see to it that all tasks are completed by specified due-dates;
- iv) solicit University undergraduate students to submit papers for publication;
- v) ensure that the Anthropology Undergraduate Journal is published annually and made available by the end of their term of office;
- vi) inform the ASA concerning Anthropology Undergraduate Journal progress as appropriate;
- vii) participate in ASA events and attend meetings.

j) All of the Executives shall:

- i) ensure that they attend as many meetings as they can, without conflicting with their educational requirements;
- ii) consult with the Co-Presidents if they find their ASA duties are detracting from their academic obligations so that additional assistance can be provided;
- iii) contact the Co-Presidents if they will be late or absent for an ASA meeting or other ASA requirement;
- iv) consult the Co-Presidents regarding any missed meetings, so that they may be informed of upcoming events, tasks to be completed, and responsibilities;
- v) inform the Co-Presidents of items or concerns that they would like addressed during ASA meetings, in advance, so that these items may be added to the agenda;
- vi) attend all ASA events and actively participate in the planning, set-up, operation and subsequent clean up of events, when it is possible;
- vii) contribute opinions and ideas at meetings as appropriate;
- viii) assist in the distribution of advertising materials, as well as in the word-of-mouth advertising of ASA activities;
- ix) hold office hours.

Article VI: Minister Positions

Section 1: All Executive Positions of the Lower Executive Council as outlined in Article VII, Section 3, with the exception of the Editor-in-Chief of the Anthropology Undergraduate Journal, shall have two (2) attached Minister Positions, with the exception of the Treasurer and Secretary whom shall have one (1) attached Minister Position each

Section 2: An individual who is occupying a Minister Position will hold the title of Minister, as well as one of the following titles as specific to the Executive Position of

which that Minister Position is attached to: Minister to the Secretary, Minister to the Treasurer, Minister of Administration, Minister of Events, Minister of Fundraising, Minister of Communication

Section 3: The term of office for each Minister Position will commence on the first day of being appointed the position by the Co-Presidents, and continue until the last day of the April Examination Period of that academic year

Section 4: An individual may fulfill a Minister Position if and when all of the following criteria are met:

- a) The individual is an officially registered ASA Core-Member, or both Co-Presidents have confirmed that the individual is sufficiently involved in the Department of Anthropology and Department of Anthropology courses to occupy a Minister Position.
- b) The individual has been interviewed and deemed appropriate for the Minister Position by the Executive associated with that Minister Position.
- c) The individual has been interviewed and deemed appropriate for the Minister Position by both Co-Presidents.

Section 5: All Ministers shall:

- a) Report directly to their associated Executive.
- b) Make themselves knowledgeable of their Minister Position and the associated Executive Position.
- c) Perform to the best of their abilities all tasks, duties, and responsibilities placed upon them by their associated Executive.
- d) Augment the tasks, duties, and responsibilities of their associated Executive.
- e) Contact one (1) or both Co-Presidents concerning any issues with their tasks and responsibilities and/or associated Executive.
- f) Hold office hours.
- g) Participate in ASA events and attend meetings.

Article VII: Council

Section 1: The Executive Council will refer to the body composed of the ten (10) Executive Positions as detailed in Article V, Section 5, and each Executive Position shall be occupied by one (1) individual via the electoral procedure described in Article XII

Section 2: The Executive Council will act as the major governing body of the ASA in fulfilling all tasks, duties, and responsibilities as stated in this Constitution and as adopted by the Executive Council itself

Section 3: The Executive Council will be partitioned into the Upper Executive Council and Lower Executive Council, where the Upper Executive Council will be composed of both Co-President Executive Positions and the Vice-President Executive Position, and the

Lower Executive Council will be composed of all remaining Executive Positions as specified in Article V, Section 5

Section 4: The Extended Executive Council will refer to the body composed of both the Executive Council and all official Minister Positions, where each available Minister Position will be occupied by one (1) individual via the procedure described in Article VI

Section 5: The Open Council will refer to the body composed of both the Extended Executive Council and all officially registered ASA Core-Members

Article VIII: Procedures

Section 1: The ASA shall hold weekly meetings in room AP102 or an equivalent and appropriate meeting space. It shall be mandatory for all Executives and Ministers to attend all meetings unless legitimately unable to do so. All ASA Members and potential Members shall be welcomed to attend weekly meetings

Section 2: An agenda of matters of attention and concerns shall be prepared and presented at each weekly meeting by both Co-Presidents, who shall also chair all weekly meetings. Executives shall contact one (1) or both Co-Presidents to address any matters they would like added to the weekly agenda prior to weekly meetings

Section 3: Each meeting shall begin with each Executive of the Lower Executive Council presenting a brief summary of the status and progress of their ASA activities as appropriate, also distributing prepared reports to other Executives as deemed appropriate. Systematic presentation, discussion, and if necessary voting, of all items on the agenda shall follow

Section 4: The following shall be the systematic procedure for executing each and every item on the agenda at weekly meetings:

1. The Co-Presidents shall present the item and all pertinent information to all meeting attendees
2. The Co-Presidents shall open the floor for meeting attendees to speak freely on the item one at a time and in an organized manner. Though any individual present at the meeting may speak on the item, Executives shall have preference for speaking. If the Co-Presidents deem that an individual is not adhering to the current item when speaking, he or she may lose their privilege to contribute to the item
3. At any time after the Co-Presidents have opened the floor, any Executive may motion to put a proposal concerning the item to a vote. The Executive shall indicate whether the motion pertains to an Executive Vote, Extended Vote, or Open Vote. The proposal shall be clearly stated and addressed to all meeting attendees, and one (1) Executive from both the Upper Executive Council and the Lower Executive Council shall second and third the proposal for voting to commence. Failure to have the appropriate Executives second and third the

- proposal shall result in the proposal being withdrawn and the floor shall once again be opened for all meeting attendees to speak freely on the item
4. If a proposal is voted on and successfully passed via the process outlined in Section 5 of this Article, then the Co-Presidents shall present the next item and the process shall be repeated until all items on the agenda have been successfully executed. If a proposal is voted on and fails, then the floor shall once again be opened for all meeting attendees to speak freely on the item

Section 5: The following shall be the systematic procedure for voting on proposals at all ASA meetings:

1. It shall be determined whether the vote is Executive, Extended, or Open and those individuals present who are eligible to exercise a vote towards the proposal
2. Via a show of hands, and as identified by the Co-Presidents, individuals present at the meeting and eligible to vote on the proposal shall indicate whether they: vote in favour, vote against, or abstain. For all official Executives and Ministers not present at the meeting, their votes shall automatically be recorded as abstaining
3. For a proposal to pass, a majority of votes in favour shall be obtained from both the Upper Executive Council and from all remaining eligible and present voters outside of the Upper Executive Council. If this criterion is not met, the proposal fails

Section 6: At the first official ASA meeting of every academic year, the titles of Biological Anthropology Representative, Archaeology Representative, and Socio-Cultural Anthropology Representative shall be granted to three (3) Executives. Executives shall not hold more than one (1) of the above titles, and each title shall only be held by one (1) Executive. To be granted the title, the Executive must be enrolled in an Anthropology Subject POST associated with the respective above title. If no Executive fulfills this requirement, then it shall be waved and any Executive shall be eligible to hold the title. If more than one Executive volunteer for a title, then it shall be granted to the Executive with the higher number of completed FCEs. The responsibility of individuals with the above titles shall be to ensure that equal representation of all Anthropology sub-disciplines is maintained in all ASA activities. It shall be the responsibility of the Executives with these titles to address the Executive Council if they determine that equal representation is not being adhered to.

Section 7: Unless discussed and adopted at an official ASA meeting via the procedure outlined in this Article, both Co-Presidents shall collectively handle and execute all ASA matters and concerns in which a restricted time-frame requires the item to be dealt with before it can be presented at an official ASA meeting. In this manner, unless discussed and adopted at an official ASA meeting via the procedure outlined in this Article, both Co-Presidents shall collectively handle and execute all matters and concerns in real-time at all official ASA events

Section 8: If required, the following shall be the standard procedure for the removal of an Executive from their title and Position:

1. At an official ASA meeting, an Executive shall motion for the dismissal of the Executive in question, clearly identifying why they believe that Executive should be removed from their title and Position
2. One (1) Executive from both the Upper Executive Council and the Lower Executive Council shall second and third the proposal. If this criterion is not met, the motion fails
3. The Executive in risk of dismissal shall be given an opportunity to defend him or herself by speaking freely to all meeting attendees
4. One week shall be allowed to pass, at which point another meeting shall be held
5. The Executive in risk of dismissal shall once again be given an opportunity to defend him or herself by speaking freely to all meeting attendees
6. An Executive Vote shall be held via secret ballot, in which each Executive shall indicate whether they: vote in favour, vote against, or abstain. For all official Executives not present at the meeting, their votes shall automatically be recorded as abstaining, unless indicated via proxy prior. For the motion to pass, two-thirds (2/3) of both the Upper Executive Council and Lower Executive Council shall vote in favour of the motion. The Executive in risk of dismissal shall not exercise a vote
7. If the motion passes, the Executive in question shall be stricken of their title and removed from their Position immediately
8. Bi-elections shall take place within no more than three (3) weeks time

Section 9: If required, the following shall be the standard procedure for the removal of a Minister from their title and Position:

1. The Executive associated with the Minister in question shall report to both Co-Presidents discretely why they believe the Minister in question should be dismissed
2. Both Co-Presidents shall collectively investigate the actions of the Minister in question
3. Both Co-Presidents shall collectively determine whether or not dismissal of the Minister in question is required. If it is determined that dismissal is required, both Co-Presidents shall meet with the Minister in question discretely, dismissing the Minister in question and outlining the reasons for doing so. If it is deemed that dismissal is not required, both Co-Presidents shall meet with the Minister in question, also discretely, to discuss how the incident or similar incidents can and should be avoided in the future

Section 10: If required, the following shall be the standard procedure for the removal of a Member from their title:

1. Upon being approached or contacted by any other Member, Minister, or Executive, both Co-Presidents shall investigate the actions of the Member in question
2. Both Co-Presidents shall collectively determine whether or not dismissal of the Member in question is required. If it is determined that dismissal is required, the Member shall be contacted and informed of their dismissal. If dismissal is not

required, the Member may still be contacted and issued a warning, with repeat infractions leading to possible dismissal in the future

Section 11: Should any Member, Minister, or Executive of the ASA be found in serious violation of this constitution, demonstrate a serious neglect of their respective responsibilities, or commit a major offence against the ASA – including theft, vandalism, or fraud – that individual will be immediately stripped of their title at the discretion of the Co-Presidents. Should the individual in question hold the title of Co-President, then he or she will be stripped of their title at the discretion of the remaining Co-President and the Vice-President

Section 12: If required, the following shall be the standard procedure for the bestowment of emergency powers upon both Co-Presidents:

1. In the event of an emergency or a time-period in which decisions and action must be implemented and executed with haste, an Executive of the Lower Executive Council shall motion to bestow emergency powers upon both Co-Presidents, clearly announcing to all meeting attendees the time-frame in which emergency powers will be bestowed and the reasoning for doing so
2. One (1) Executive from both the Upper Executive Council and the Lower Executive Council shall second and third the proposal. If this criterion is not met, the motion fails
3. An Executive Vote shall be held via a show of hands, in which each Executive shall indicate whether they: vote in favour, vote against, or abstain. For all official Executives not present at the meeting, their votes shall automatically be recorded as abstaining, unless indicated via proxy prior. For the motion to pass, two-thirds (2/3) of both the Upper Executive Council and Lower Executive Council shall vote in favour of the motion
4. If the motion passes, Articles V through VIII of this Constitution shall be nullified, with both Co-Presidents collectively executing all ASA matters as they deem appropriate for, and only for, the time-period specified in the original motion without requiring the standard consensus of the Executive Council
5. Even after emergency powers have been bestowed upon both Co-Presidents, weekly meetings shall still be held in which both Co-Presidents shall report their actions to all meeting attendees. The Co-Presidents may not personally extend the time-frame of which emergency powers have been bestowed upon them, but the Executive Council may do so via the procedure outlined in this Section

Section 13: Emergency meetings shall be called at the collective judgment of both Co-Presidents. It shall be the responsibility of all Executives and Ministers to attempt to attend. If attendance is not possible, it shall be the responsibility of all Executives and Ministers to make themselves knowledgeable of the items brought forth at the meeting immediately afterwards

Section 14: An up-to-date copy of the Constitution shall be on-hand at every official ASA meeting or nearby, so that it may be consulted as necessary

Article IX: ASSU Council

Section 1: The ASA shall have two (2) representatives on the ASSU Council, appointed systematically following the below procedure:

- a) Both Executives with the title of Co-President shall represent the ASA on the ASSU Council.
- b) If one of the Executives with the title of Co-President is unable to represent the ASA on the ASSU Council, the Executive with the title of Vice President shall temporarily replace the absent Executive in representing the ASA on the ASSU Council.
- c) If one of the Executives with the title of Co-President is unable to represent the ASA on the ASSU Council, and the Executive with the title of Vice President is also unable to represent the ASA on the ASSU Council, then the absent Executive with the title of Co-President shall appoint an Executive of the Lower Executive Council to temporarily replace him or her in representing the ASA on the ASSU Council.
- d) If both Executives with the title of Co-President are unable to represent the ASA on the ASSU Council, then the Executive with the title of Vice President and an appointed Executive of the Lower Executive Council shall temporarily replace the absent Executives in representing the ASA on the ASSU Council.
- e) If both Executives with the title of Co-President and the Executive with the title of Vice President are unable to represent the ASA on the ASSU Council, then two (2) Executives of the Lower Executive Council shall temporarily be appointed to replace the absent Executives in representing the ASA on the ASSU Council.

Section 2: The ASA must fill at least fifty percent (50%) plus one (1) of their seats at the ASSU Council meetings from September to January, inclusive, as per the ASSU Constitution, Article VI, Section 3

Section 3: Without restricting the generality of the ASSU Council's authority or the authority of the Executive Council, the duties of the ASA's representatives shall include:

- a) Representing the ASA and its members in all decisions respecting the general policy of the ASSU.
- b) Representing the ASA and its members in all decisions respecting the approval of the annual budget of ASSU and the general supervision of the financial affairs of the ASSU.
- c) Representing the ASA and its members when electing all members of the ASSU Executive.
- d) Representing the ASA and its members when the ASSU Council appoints all the employees of the ASSU upon the recommendation of the ASSU Executive.

Article X: Anthropology Undergraduate Journal

Section 1: The Anthropology Undergraduate Journal will operate as an ASA subsidiary organization maintained, operated, and directed under the ASA

Section 2: The object of the Anthropology Undergraduate Journal shall be to publish annually a compilation of scholarly papers in the field of Anthropology or a closely related field, written by University of Toronto St. George undergraduate students

Section 3: The Editor-in-Chief of the Anthropology Undergraduate Journal shall oversee, exercise, and direct all major operations undertaken by the organization, as well as recruiting, leading, and if necessary dismissing, all those individuals within the organizations hierarchy

Section 4: The Editor-in-Chief of the Anthropology Undergraduate Journal shall be selected annually via the procedure described in Article XII of this Constitution

Section 5: The Editor-in-Chief of the Anthropology Undergraduate Journal shall serve as an Executive on the ASA Executive Council and will report directly to both Co-Presidents

Section 6: The Editor-in-Chief of the Anthropology Undergraduate Journal shall perform all tasks necessary to ensure that the Journal is published annually provided that they do not conflict with this Constitution and are sanctioned by both Co-Presidents

Article XI: Finance

Section 1: At the commencement of each term of office, the Co-Presidents, Vice-President, and Treasurer shall receive signing privileges from the financial institution containing ASA funds by means of a written letter of consent from the previous Co-Presidents, Vice-President, and Treasurer, respectively. If consent is not obtained, the permission to grant signing privileges to the new appropriate Executives must be obtained from the ASSU Executive.

Section 2: At the end of each term of office, it shall be the responsibility of the Co-Presidents, Vice-President, and Treasurer to leave a written letter of consent with the new appropriate Executives

Section 3: All transactions from the ASA account shall be approved and signed by two Executives with financial signing privileges as according to the ASSU and University of Toronto Policy

Article XII: Elections

Section 1: Elections concerning the occupation of Executive Positions shall be held annually no earlier than three (3) weeks and no later than one (1) week prior to the final day of classes of the Winter Academic Semester

Section 2: The election date, once voted upon and confirmed by the Executive Council, must be announced to the ASSU and the Anthropology Undergraduate Student Body no later than two (2) weeks prior to the election date

Section 3: Eligible candidates who wish to run for an Executive Position/s shall submit all required and completed election forms no later than one (1) week prior to the election date. During the final week before the election date, election forms shall only be accepted if direct consent from one (1) of the Co-Presidents is obtained

Section 4: If the deadline for elections forms passes and there are Executive Positions of which no candidates have applied to run for, then the deadline for election forms for those specific Executive Positions shall be extended to two (2) days prior to the election date. If the extended deadline for election forms passes and there are again still no candidates that have applied for those specific Executive Positions, then elections shall proceed as normal with bi-elections being held at the beginning of the Fall Academic Semester for the vacant Executive Positions

Section 5: Each Executive Position shall be occupied by the one (1) candidate successfully elected to that Executive Position via the process outlined in this Article

Section 6: For candidates to be deemed eligible to run for an Executive Position, they must fulfill all of the following criteria:

- a) The individual is an officially registered ASA Core-Member, or both Co-Presidents have confirmed that the individual is a qualified student who plans to enroll in an Anthropology Subject POSt by the beginning of the Fall Academic Semester or continue to take further Anthropology Department courses
- b) The individual has completed and returned all election forms and other required documents to the ASA Office by the specified deadlines or under other appropriate circumstances described in this Section.
- c) The individual shall be enrolled as a part-time or full-time Anthropology Student within the proceeding Fall Academic Semester.

Section 7: If at any time prior, during, or after elections, or during the candidate's term of office, the criteria in Section 6 of this Article is not fulfilled, the respective candidate shall not be allowed to run for an Executive Position or shall be vacated from their Executive Position – whichever applies – with bi-elections occurring immediately within the near future

Section 8: Candidates may run for more than one (1) Executive Position but shall not occupy more than one (1) Executive Position. If a candidate is successfully elected for more than one Executive Position, then that candidate shall choose immediately which Executive Position they would like to occupy, with the other Executive Positions being occupied by the successful runner-up candidates

Section 9: To run for the Chief-in-Editor of the Anthropology Undergraduate Journal Executive Position, the candidates in question shall fulfill all criteria stated in Section 6

of this Article and shall have previously served as an Editor for the Anthropology Undergraduate Journal for a minimum of one (1) semester or equivalent. If no candidates have applied to run for this Executive Position when the deadline for election forms has been reached, then candidates who do not meet the requirement of having previously served as an Editor for the Anthropology Undergraduate Journal for a minimum of one (1) semester or equivalent shall be allowed to run for this Executive Position during the extended deadline – or bi-elections if required – as specified in Sections 3 and 4 of this Article

Section 10: When running for either Co-President Executive Position, the candidates in question shall fulfill all criteria stated in Section 6 of this Article and it is strongly recommended that they have previously occupied and served at least one (1) term as an official ASA Executive Position.

Section 11: Elections shall be held on the officially announced election date in an appropriate area where a sufficiently sized group of individuals may congregate. At the designated start-time for the elections, each candidate shall be given an opportunity to address all individuals present with a short speech. Once all speeches have been made, one (1) ballot – designed and accepted by the ASA prior to the elections – shall be administered to each eligible voter present. Voters shall complete their ballot and submit it anonymously as per the instructions present on the ballot itself. Voting polls must remain open for a minimum of two hours after all speeches have been made. Once the voting polls have been closed, the ballots shall be brought to the ASA office where both Co-Presidents, the Head of Administration, and a Core-Member who does not hold an Executive or Minister Position will count the ballots in secrecy. If any of the individuals just named are running for an Executive Position, then they shall not participate in the counting of the ballots and their participation shall be replaced with another appropriate individual. Once the ballots have been counted and confirmed by the four individuals, the Co-Presidents (or equivalent) will announce to the congregation all successful candidates and the results will be published on all ASA social-media immediately.

Section 12: With the exception of the candidate speeches outlined in Section 11 of this Article, candidates shall be prohibited from campaigning or soliciting votes from individuals while the election polls are open. Failure to comply will result in the immediate disqualification of the candidate in question

Section 13: For an individual to be eligible to vote on the election date, the individual must be an officially registered ASA Core-Member or both Co-Presidents have confirmed that the individual is sufficiently involved in the Department of Anthropology and Anthropology courses to be given a vote

Section 14: Individuals may submit a proxy vote by email provided they fulfill the criteria outlined in Section 12 of this Article and inform the ASA no later than 48 hours prior to elections. The individual shall provide in the email a legitimate reason why they are unable to vote in person, which must be approved by the Co-Presidents for the proxy vote to be granted to the individual. Proxy votes shall not be accepted any earlier than 24

hours prior to elections – unless discussed with and sanctioned by both Co-Presidents – and shall not be accepted once the election polls have closed

Section 15: A minimum of twenty (20) ballots – excluding proxy votes – shall be cast at all elections. Failure to make this quota shall result in the elections being declared unrepresentative with bi-elections occurring between three (3) and seven (7) days later as decided upon by the Executive Council

Section 16: The election ballots must be kept in the ASA office for a minimum of three (3) weeks after the election and a two (2) week period will be allowed for any appeals to be made regarding the election results. If no appeals have been made after the two (2) week time period has ended, then the election results will be officially ratified by the Executive Council immediately

Article XIII: Amendments and Extensions

Section 1: Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds (2/3) of both the Upper and Lower Executive Council, present and voting in favour

Section 2: Any and all proposed amendments to this Constitution shall be posted in the ASA Office no less than one (1) week prior to the ratification of an amendment

Section 3: Any amendments to this Constitution shall come into effect immediately following ratification

Section 4: All amendments to this Constitution shall be properly documented on the last page of this Constitution

Section 5: A copy of the updated Constitution shall be submitted to the ASSU within one (1) week of ratification of an amendment

Section 6: Amendments that conflict with the ASSU Constitution shall not be ratified

Section 7: The Constitution shall be ratified by the Executive Council at the beginning of each academic year

Section 8: The following external documents shall be considered extensions of this Constitution and followed accordingly:

History of Amendments

Amendments	Modifier	Date	New Version Code