

FACULTY OF MUSIC STUDENTS' ASSOCIATION

# Constitution

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Revised 2018

**University of Manitoba  
Desautels Faculty of Music**

## **1.0 Name**

- 1.1** The name of the organization representing the students of the Desautels Faculty of Music shall be *Faculty of Music Students' Association*, herein referred to as "FMSA"

## **2.0 General Membership**

- 2.1** The FMSA shall be comprised of all students enrolled in an undergraduate or graduate degree or diploma program in the Desautels Faculty of Music, herein after referred to as "students" or "the students"

## **3.0 Purpose**

- 3.1** To advocate for the rights and better education of FMSA students
- 3.2** To represent student interests to faculty and administration
- 3.3** To act as liaisons between the students and the administration
- 3.4** To plan student social events
- 3.5** To foster a welcoming and inclusive environment within the Faculty of Music

## **4.0 FMSA Council Members**

- 4.1** The FMSA Council, herein after referred to as "Council", shall be comprised of the following voting members:

- 4.1.1** Senior Stick
- 4.1.2** Vice Stick
- 4.1.3** Treasurer
- 4.1.4** Secretary
- 4.1.5** Director of Programming
- 4.1.6** Director of Communications
- 4.1.7** University of Manitoba Students' Union Councillor, herein after referred to as "UMSU Councillor"
- 4.1.8** University of Manitoba Student Senator, herein after referred to as "Senator"
- 4.1.9** Desautels Faculty of Music Jazz Studies Representative, herein referred to as "Jazz Representative"

- 4.2** The Council shall also include the following appointed non-voting members appointed in accordance with section **6.0**:

- 4.2.1** One representative from students enrolled in their first year of study in the classical stream
- 4.2.2** One representative from students enrolled in their first year of study in the jazz stream
- 4.2.3** A representative from the graduate level
- 4.2.4** Faculty of Music Radio Programmer
- 4.2.5** Any other community representatives that council determines are necessary. (ex. International Students Representative, First Nations Students Representative, Students with Disabilities Representative, etc.)

## **5.0 Duties of Councillors**

### **5.1 Senior Stick**

- 5.1.1** Prepares agendas for all Council meetings
- 5.1.2** Facilitates and chairs Council meetings
- 5.1.3** Ensures that all of Council is familiar with the FMSA Constitution
- 5.1.4** Acts as liaison between the FMSA and the Faculty of Music Administration
- 5.1.5** Holds co-signing authority with Treasurer and Vice Stick on FMSA account
- 5.1.6** Sits on Faculty of Music Council
- 5.1.7** Sits on Endowment Fund Committee
- 5.1.8** Attends UMSU Board of Senior Sticks meetings

### **5.2 Vice Stick**

- 5.2.1** Assists Senior Stick with items **5.1.1** and **5.1.2**
- 5.2.2** Organizes student representation on faculty and administrative committees including, but no limited to:
  - 5.2.2.1** Facilities and Equipment Use Committee
  - 5.2.2.2** Ensemble Committee
  - 5.2.2.3** Appeals Committee
  - 5.2.2.4** Curriculum Committee
  - 5.2.2.5** Music Education Committee
  - 5.2.2.6** Recruitment Committee
  - 5.2.2.7** Endowment Fund Committee
  - 5.2.2.8** Graduate Committee
  - 5.2.2.9** Music Library Committee
- 5.2.3** Collects reports from all sub-committees and Ad Hoc committees
- 5.2.4** Appoints Faculty of Music Radio Coordinator
- 5.2.5** Holds co-signing authority with Senior Stick and Treasurer on FMSA account
- 5.2.6** Maintains a working knowledge of advocacy resources and student support services on campus
  - 5.2.6.1** Maintains a record of advocacy resources and student support services on campus to distribute to students
- 5.2.7** In the event of the removal or resignation of the Senior Stick, the Vice Stick shall assume the responsibilities of the Senior Stick until a replacement is elected

### **5.3 Treasurer**

- 5.3.1** Keeps current and orderly records of the FMSA financial account via issued receipts, bills, cheques, etc.
- 5.3.2** Keeps all financial records on file for a minimum of seven years
- 5.3.3** Attends UMSU Treasurer training sessions to receive student fee cheque
- 5.3.4** Collects all receipts pertinent to FMSA purchases
- 5.3.5** Holds co-signing authority with Senior Stick and Vice Stick on FMSA account
- 5.3.6** Keeps treasurer's registry up to date and submits the final registry to the UMSU accounting manager

#### **5.4 Secretary**

- 5.4.1** Takes minutes of all Council meetings and distributes those minutes to the Council members prior to the next meeting
- 5.4.2** Publicly posts all minutes so that they may be readily accessed by the students
- 5.4.3** Keeps official copies of minutes signed by the Senior Stick and Vice Stick

#### **5.5 Director of Programming**

- 5.5.1** Organizes and carries out all FMSA social events
- 5.5.2** Attends UMSU Board of Social Events meetings

#### **5.6 Director of Communications**

- 5.6.1** Writes and distributes bi-weekly FMSA E-Newsletter
- 5.6.2** Maintains up-to-date FMSA email list
- 5.6.3** Creates all necessary signage for FMSA needs
- 5.6.4** Maintains FMSA social media accounts

#### **5.7 UMSU Councillor**

- 5.7.1** Attends a minimum of two thirds (2/3) of UMSU meetings during term served
- 5.7.2** Relays all information from UMSU meetings to Council
- 5.7.3** Acts on behalf of the students at all UMSU meetings

#### **5.8 Senator**

- 5.8.1** Attends a minimum of two thirds (2/3) of Senate meetings during term served
- 5.8.2** Relays all information from Senate meetings to Council
- 5.8.3** Speaks on behalf of the students at all Senate meetings
- 5.8.4** Attends Student Senate Caucus meetings

## **5.9 Jazz Studies Representative**

**5.9.1** Acts as liaison between the jazz studies program and council

**5.9.2** Represents the specific interests of Jazz Studies students

**5.9.3** Sits on Faculty of Music Council

**5.9.4** Sits on Jazz Faculty Council

## **5.10 First Year Representatives (Non-Voting)**

**5.10.1** Represent the specific interests of first year students

**5.10.2** Act as a liaison between first year students and council

## **5.11 Graduate Student Representative (Non-Voting)**

**5.11.1** Represents the interests of Faculty of Music graduate students

**5.11.2** Acts as a liaison between graduate students and council

**5.11.3** Sits on the Faculty of Music Council

**5.11.4** Sits on Graduate Committee

## **5.12 Faculty of Music Radio Programmer (Non-Voting)**

**5.12.1** Manages production of a Faculty of Music radio show on CJUM 101.5 UMFM (UMFM)

**5.12.1.1** Coordinates hosts, co-hosts, guests, special segments, interviews, etc.

**5.12.1.2** Programs material pertinent to the interests and endeavours of the students

**5.12.2** Acts as liaison between the Faculty of Music and UMFM

**5.12.3** Promotes Faculty of Music and student works, events, interests, etc.

**5.12.4** Can be filled by a current council member, or a Music student at large.

## **6.0 Appointment of Non-Voting Members**

**6.1** All interested students shall submit a letter of intent, the parameters of which will be established by the Vice-Stick in consultation with Council

**6.2** The appointment of non-voting members shall be decided by a ranked ballot vote of all voting members of council

## **7.0 Meetings**

### **7.1 Quorum**

**7.1.1** Two thirds (2/3) of the FMSA voting members must be present to

constitute quorum. Non-voting members do not count towards quorum.

**7.1.2** Quorum must be met for FMSA Council meetings to proceed

## **7.2** Voting

**7.2.1** Only voting members are eligible to cast votes in FMSA meetings.

**7.2.2** Voting will be by show of hands unless otherwise stipulated by the Chair.

**7.2.3** Voting members must be physically present at FMSA meetings in order to vote

**7.2.3.1** Exceptions may be made in extenuating circumstances at the discretion of the chair

**7.2.4** Unless otherwise stipulated, all motions shall be approved by simple majority

**7.3** Meetings shall occur regularly and frequently throughout the academic year

**7.4** All meeting times will be made readily available to students

**7.5** All open session minutes from Council meetings will be made available to FMSA members

**7.5.1** Minutes taken in closed session will appear separately from open session minutes, but are to be filed together. Closed session minutes are distributed to voting members of Council only, and will not be made public.

**7.6** Meetings shall follow the procedures and practices outlined in the most recent edition of Robert's Rules of Order

**7.7** All meetings of Council may be attended by all FMSA members

**7.7.1** Non-councillors may be granted speaking privileges at the discretion of the chair but are not entitled to full speaking rights

## **8.0** General Assembly

### **8.1** Definition and Parameters:

**8.1.1** The General Assembly shall be the ultimate governing body for the FMSA

**8.1.2** Decisions taken by the General Assembly are binding and may not be overturned by any action of Council except in circumstances where such a decision would be in contravention of FMSA by-laws

**8.1.3** The General Assembly shall be composed of all FMSA members outlined in **2.0**

### **8.2** Procedures of the General Assembly

**8.2.1** Quorum shall be defined as ten percent (10%) of the membership of the FMSA

- 8.2.2** Upon the determination of quorum, the assembly shall select a chair and minute taker through a process of nomination and vote
- 8.2.3** All votes shall occur by show of hands
  - 8.2.3.1** Roll call or balloted votes may occur at the discretion of the chair or by request of a member of the assembly
  - 8.2.3.2** All votes shall be determined by a simple majority unless stipulated by by-laws
- 8.2.4** All FMSA members are entitled to move, second, and vote on any motions
- 8.2.5** All FMSA members have full speaking rights in accordance with **8.6**
- 8.2.6** The meeting shall proceed in accordance with **8.6**
- 8.2.7** Minutes shall be made available to all students promptly following the meeting

### **8.3 Frequency**

- 8.3.1** The General Assembly shall be convened at least once in Fall Term and once in Winter Term

### **8.4 Responsibilities**

- 8.4.1** The General Assembly shall dictate the terms of any referendums undertaken by the FMSA
- 8.4.2** The General Assembly shall approve any and all constitutional amendments
- 8.4.3** The General Assembly shall have the authority to call for student walkouts or strikes
- 8.4.4** The General Assembly shall have authority over all matters of Council and have the ability to supersede any decisions taken by Council

## **9.0 Elections**

**9.1** Only members of the FMSA may run for an elected position on Council

**9.2** Prior to the elections, Council shall appoint a Chief Returning Officer, herein referred to as “CRO”

**9.3** The CRO shall be elected by a minimum of two thirds (2/3) majority vote of Council

**9.4** The CRO’s responsibilities shall include:

- 9.4.1** Determining the schedule and dates of the nomination period, campaign period, and voting days
- 9.4.2** Obtaining a registered voters list from the Faculty of Music Registrar
- 9.4.3** Scheduling and running an all-candidates forum during the campaigning period
- 9.4.4** Publicizing all pertinent election information and FMSA Election rules and procedures during nomination week

- 9.4.5** Enforcing FMSA Election rules and procedures
- 9.4.6** Receiving and approving all nomination forms
- 9.4.7** Organize FMSA Election poll station schedule

**9.5** Nomination Regulations for all positions except Senator:

- 9.5.1** The nomination period shall last for a minimum of five (5) weekdays prior to the campaign period
- 9.5.2** Nomination forms require the printed names, signatures and the accompanying student numbers of 10 members of the FMSA, as well as the signatures of two current voting members of Council
  - 9.5.2.1** A Council member running for re-election may not sign their own nomination form
- 9.5.3** There shall be no campaigning during nomination week
- 9.5.4** Candidates may not seek nomination for multiple positions

**9.6** Nomination Regulations for Senator:

- 9.6.1** The current Senior Stick shall liaise with the Office of the University Secretary to secure the nominations materials and a voter's list
- 9.6.2** Nominations shall occur in accordance with university by-laws and guidelines imposed by the Office of the University Secretary

**9.7** Campaign Regulations

- 9.7.1** Campaigning shall only occur for the three weekdays immediately prior to the voting days
- 9.7.2** Candidates may put up no more than 20 posters
- 9.7.3** Candidates may not distribute free food or other gifts to voters during the campaign
- 9.7.4** Candidates are barred from incurring campaign expenses of any kind, except for poster printing.
- 9.7.5** Penalties for infringement of the campaign rules will be decided by Council
- 9.7.6** No candidate in the election is permitted to sit at the polling booth or campaign in the same room as the polling booth on voting days

**9.8** Voting regulations:

- 9.8.1** Polling stations shall be open for a minimum of twelve (12) hours over the span of two consecutive weekdays
- 9.8.2** Candidates for uncontested positions will be approved with a simple yes/no vote
- 9.8.3** Voters must present photo identification in order to vote
- 9.8.4** Voters' names shall be crossed off the official voters' list



- 9.8.5** Ballots will be numbered and initialled by the CRO
- 9.8.6** The ballot box shall remain locked until the end of the last voting day
- 9.8.7** Immediately following the last day of voting, the CRO and a minimum of one other student not eligible for election shall count the ballots
  - 9.8.7.1** Candidates are entitled to scrutinize the ballot counting
- 9.8.8** The candidate who receives the greatest number of individual votes for their position shall be declared the winner
  - 9.8.8.1** In the event of a close result, a candidate may request a recount to be granted at the discretion of the CRO
  - 9.8.8.2** The recount shall follow the procedures outlined in **9.5.6**
- 9.8.9** Election results shall be made public immediately following the ballot count and notification of all candidates
  - 9.8.9.1** Upon completion of the count and notification, all ballots will be destroyed
- 9.8.10** Voting for the position of Senator shall occur in accordance with the by-laws of the university as well as the Office of the University Secretary
  - 9.8.10.1** The Senior Stick shall be responsible for ratifying the results of the Senator election and furnishing the Office of the University Secretary with the necessary paperwork

## **10.0 By-Elections**

- 10.1** If a position on Council is not filled through the election process, a by-election shall be held no later than September 30<sup>th</sup> of the following academic year
- 10.2** If a position on Council becomes vacant, a by-election shall be called within one week of the vacancy
- 10.3** All by-elections shall be held in accordance with the procedures outlined in section **8.0**

## **11.0 Sub and Ad Hoc Committees**

- 11.1** Sub Committees
  - 11.1.1** Sub committees are long standing committees focused on specific duties of council. (ex. Budget, Social Events, Advocacy)
  - 11.1.2** An Sub Committee may be struck at any time by the Senior Stick in consultation with the Vice Stick
  - 11.1.3** Sub Committees will submit regular reports to the Vice Stick for presentation to Council
- 11.2** Ad Hoc Committees
  - 11.2.1** Ad Hoc committees are short term committees struck to discuss one-time

events or issues. (Eg. Swing Thing, Holiday Festivities, Practice Room Signups)

**11.2.2** An Ad Hoc Committee may be struck at any time by the Senior Stick in consultation with the Vice Stick

**11.2.3** Ad Hoc Committees will submit regular reports to the Vice Stick for presentation to Council

## **12.0 Terms of Office**

**12.1** The Term of Office for all Council positions, excepting the Senator, shall begin at the turnover meeting and end at the turnover meeting of the following

**12.2** The Term of Office for the Senator shall be in accordance with the by-laws of the university and the Office of the University Secretary

**12.3** The Senior Stick may only be elected for two terms

**12.4** Turnover Meeting

**12.4.1** The turnover meeting shall occur in accordance with **8.6**

**12.4.2** The meeting shall be scheduled at a time agreeable to all outgoing and incoming Council members. All outgoing and incoming Council members are expected to be in attendance

**12.4.3** At the end of the meeting a motion will be made by the outgoing Senior Stick to pass authority to the incoming Council members

## **13.0 Discipline of Council Members**

**13.1** Should a disciplinary action be required, the action must be decided upon and approved by council in a formal meeting

**13.1.1** All members of council, save the councillor in question, shall be present at the meeting

**13.1.2** Disciplinary action shall be debated and determined in closed section

**13.1.3** The councillor in question shall be barred from the meeting

**13.1.4** Decisions regarding disciplinary actions shall be approved by a two thirds (2/3) majority vote carried out through secret ballot

**13.1.5** All other procedures of the disciplinary meeting shall occur in accordance with **8.6**

**13.2** Disciplinary measures may include but not be limited to:

**13.2.1** A probationary period

**13.2.2** Removal of office access and privileges

**13.2.3** Removal of signing authority

**13.2.4** Forfeit of honorarium

**13.2.5** Removal from council position

**13.3** In the event of the removal of a councillor:

**13.3.1** The councillor in question shall be barred from re-election in any and all future elections

**13.3.2** The councillor in questions shall surrender all keys, passwords, documents, or items related to council and council business immediately

**14.0** **Referendums**

**14.1** In the event of a referendum, the question shall be written and decided by the Council

**14.1.1** The question must be approved by simple majority

**14.2** Referendums shall occur in accordance with the procedures outlined in **8.0**

**14.2.1** In lieu of candidates, the procedures shall apply to official referendum sides

**14.3** Referendum sides shall be nominated in the same manner as **8.5**

**15.0** **Council Appreciation Fund**

**15.1** The treasurer will budget \$30/council member (both voting and non-voting) each year for council appreciation.

**15.2** This fund may be used for any food/social event that the council decides on, or simply as \$30 cheques written to each member of council

**15.3** The use of the fund each year must be decided by consensus of council.

**16.0** **Constitution Amendments**

**16.1** All constitutional amendments shall be approved by the General Assembly

**16.2** Amendments may be proposed by any FMSA member

**16.3** All proposed amendments must be submitted to Council for distribution at least seven (7) days prior to the meeting of the General Assembly.