

Constitution of the Music Graduate Students' Society

Preamble

*To fulfill the needs and desires of our graduate student community at the Schulich School of Music at McGill University,
And to provide spirited representation as a Post-Graduate Student Association within the Post-Graduate Students'
Society of McGill University,
We, the members of the Music Graduate Students' Society, enact this constitution.*

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Article I – Founding Provisions

- 1.1 The name of this organization shall be the Music Graduate Students’ Society.
 - 1.1 The Music Graduate Students’ Society may be referred to as “MGSS”.
- 1.2 The fundamental objectives of MGSS are:
 - 1.2.1 To represent the interests of its membership to the Schulich School of Music and McGill University.
 - 1.2.2 To allocate money collected by the Student Life Fund from MGSS members, according to the interests of MGSS members and in accordance with the rules of the Post-Graduate Students’ Society of McGill (or “PGSS”).
 - 1.2.3 To organize events on behalf of the MGSS Membership, including but not limited to:
 - 1.2.3.1 An orientation events series prior to the Fall Semester for new and returning MGSS members.
 - 1.2.3.2 An annual academic symposium.
 - 1.2.3.3 A General Assembly each term.
- 1.3 MGSS shall be affiliated with PGSS as a Post-Graduate Student Association (or “PGSA”), as outlined in the PGSS Constitution and the associated bylaws.
 - 1.3.1 Nothing in this constitution nor in the work of MGSS shall contravene the PGSS Constitution.
 - 1.3.2 While MGSS is a constituent organization of PGSS, it is also an autonomous governing body capable of taking its own meaningful positions.
 - 1.3.3 MGSS may choose to be affiliated with other bodies as its membership sees fit, following a majority vote in favour at a General Assembly.
- 1.4 MGSS shall encourage the participation of students from diverse backgrounds and experiences in all aspects of membership life, to broaden the scope of ideas and perspectives that contribute to the community.

Article II – Rights and Obligations of Members

- 2.1 All graduate students currently registered in the Schulich School of Music are members of MGSS.
 - 2.1.1 The rules of membership in PGSS shall apply to MGSS as well.

- 2.2 MGSS shall not discriminate in any way deemed unlawful according to the laws of Canada and Québec, and the Canadian Charter of Rights and Freedoms, guidelines set by McGill University, PGSS, and the Schulich School of Music, or additional guidelines set by the Executive Council of MGSS;
 - 2.2.1 Members of MGSS have the right to be free from discrimination on the grounds of language, gender identity, religion, sexual orientation, ethnicity, nationality, economic status, disability, or age.

- 2.3 All members shall have the right to attend General Assemblies, at which they may propose, speak, and vote upon motions.

- 2.4 All members shall have the right to attend and observe meetings of the Executive Council.

- 2.5 The total number of graduate students registered at the Schulich School of Music shall be published by MGSS at the start of each term.

Article III – The Executive Council

- 3.1 The Executive Council is the governing body of MGSS. The Executive Council consists of the following officers, with each position being capable of exercising a single vote:
- 3.1.1 President of the Executive Council.
 - 3.1.2 Vice-President of Social Affairs.
 - 3.1.3 Vice-President of Communications.
 - 3.1.4 Vice-President of Administration.
 - 3.1.5 Vice-President of Finance.
 - 3.1.6 Vice-President of Equity and Diversity.
 - 3.1.7 Performance Department Representative.
 - 3.1.8 Research Department Representative.
 - 3.1.9 Vice-President of the Symposium.
- 3.2 Delegates from MGSS to PGSS and AGSEM shall be granted seats upon the Executive Council. Each delegate may exercise a single vote upon all issues proposed before the Council.
- 3.2.1 The number of delegates to PGSS and AGSEM shall vary according to MGSS membership in these respective organizations.
 - 3.2.2 AGSEM and PGSS delegates shall be given the same rights and responsibilities as any other member of the Executive Council.
- 3.3 A Council Chair shall be elected.
- 3.3.1 The Council Chair shall sit as a member the Executive Council but may not vote on any proposal brought before it.
- 3.4 Executive Council positions listed in Article 3.1 may be shared as a co-officer pairing of two individuals.
- 3.4.1 A co-officer pair may not serve as delegate to AGSEM.
 - 3.4.2 A co-officer pair may not serve as delegate to PGSS.
 - 3.4.3 A co-officer pair may not serve as Council Chair.
 - 3.4.4 A co-officer pair shall exercise only one, joint vote.
 - 3.4.5 If a co-officer pair disagrees on a matter being voted upon, the Council Chair shall declare their vote to be an abstention.
 - 3.4.6 The duties and voting rights of a co-officer pair can be exercised by one member of the co-officer pair, in the absence of the other co-officer.

- 3.5 The expectations of all members of the Executive Council are:
 - 3.5.1 To attend MGSS Executive Council meetings.
 - 3.5.2 To submit reports, upon request, updating the Executive Council on one's area of responsibility.
 - 3.5.3 To discuss motions regarding MGSS policies, spending, and events.
 - 3.5.4 To propose new initiatives, workshops, and events that would benefit the MGSS membership.
 - 3.5.5 To comport oneself with a manner that respects the rights of MGSS members as a member of the Executive Council.
 - 3.5.6 To submit a final report to the Council Chair which must be shared with their successor.

- 3.6 No Executive Officer may hold more than one position on the Executive Council at one time.

- 3.7 All Officers of the Executive Council are required to attend meetings called by the President.
 - 3.7.1 Absences are excusable with written prior notice.
 - 3.7.1.1 Excessive unexcused absences may be grounds for censure or removal from office as outlined in Article 9.1 and 9.2 respectively.

- 3.8 Honoraria for the Executive Council members can be permitted.
 - 3.8.1 All honoraria must be approved at a General Assembly.
 - 3.8.2 Any honorarium shall be distributed at the end of term.
 - 3.8.3 Should the budget be in deficit, no honoraria may be distributed.

- 3.9 The term of all Executive Council Members shall be from the first of June of one year until the thirty-first of May of the following year.

Article IV – Elections

- 4.1 Elections for the Executive Council shall be held once per year in the Winter semester.
 - 4.1.1 The date of the election shall be announced by the first of April.

- 4.2 Elections for Area Representatives, Committee Representatives, and other non-Executive positions shall be held at the first General Assembly in the Fall semester.
 - 4.2.1 Positions which are not filled by election at the first General Assembly may be reopened to nominations at subsequent General Assemblies.
 - 4.2.2 Non-Executive Positions may be held by members of the Executive council concurrently.
 - 4.2.2.1 The Performance Department Representative and Research Department Representative may not serve as Area Representatives.

- 4.3 Public notice of an open position shall be given at least two weeks in advance of the nomination deadline.
 - 4.3.1 The nomination deadline shall be no earlier than 4 weeks before the election, and no later than 2 weeks before the election.
 - 4.3.2 Should no nominations be received for a position, an additional public notice shall be issued and the nomination deadline shall be extended for three days.
 - 4.3.3 Any member of MGSS may self-nominate or nominate another for an open elected position.
 - 4.3.4 After the nomination deadline has passed, nominees shall be notified of their nomination. Nominees shall be granted two full business days after this notification to accept or decline their nomination. Nominees who accept shall be considered official candidates and be listed on the ballot for election.
 - 4.3.5 Rules on advertisements and campaigning shall be published by the Executive Council and be made publicly available at the end of the nomination period and start of the general campaigns.
 - 4.3.6 MGSS members shall vote on each position separately; slates of candidates to fill multiple positions are not permitted. MGSS members may vote in favour of only one candidate or co-officer pairs in each open position, or may abstain from voting.

- 4.4 Any member of MGSS may seek election for open positions, provided that:
 - 4.4.1 They are currently a member of MGSS, and that they will continue to be a member for the entire academic year for which they seek election
 - 4.4.1.1 In the case of AGSEM delegates, all nominees must fulfill the requirements of that organization, as outlined by AGSEM.
 - 4.4.1.2 In the case of the Performance Department Representative, all nominees must come from the Department of Performance at the Schulich School of Music.
 - 4.4.1.3 In the case of Research Department Representative, all nominees must come from the Department of Research at the Schulich School of Music.

- 4.4.1.4 In the cases of area representatives, all nominees must come from the area which they seek to represent.
- 4.4.2 No member of MGSS may seek election for more than one open position.
 - 4.4.2.1 Should a member be elected to more than one position, they shall have to choose a single position to represent.
- 4.5 MGSS elections will ordinarily use the online voting system provided by PGSS, which shall be open for voting for at least 72 weekday hours.
 - 4.5.1 Secret ballots shall be used the General Assembly which shall be counted by the Council Chair and verified by two non-candidate members of MGSS.
- 4.6 Executive Council and non-Executive positions shall be considered separately; slates of candidates to fill multiple positions are not permitted.
 - 4.6.1 MGSS members may vote in favour of only one candidate or co- candidate pair per open position or may abstain from voting.
- 4.7 Quorum for elections shall be 7% of the membership of the MGSS.
 - 4.7.1 Votes of abstention will count towards quorum.
 - 4.7.2 A vote which does not meet quorum shall be considered null and void.
- 4.8 The candidate or co-candidate pair earning a simple majority of votes for any given position wins the election.
 - 4.8.1 In the event of a tie, a re-election will be conducted where MGSS members are asked to vote for one of the tying candidates or co-candidate pair(s).
 - 4.8.2 In the event of another tie between the reduced tying candidates or co-candidate pair(s), the decision will be made by coin toss administered by the President of the Executive Council.
- 4.9 Results of the election shall be disseminated to all MGSS members no later than the last day of the Winter semester during which the regular election occurred.
- 4.10 Results for the Executive Council elections shall be forwarded to PGSS Student Life Coordinator and the office of the Dean of the Schulich School of Music by the President within two weeks of the end of elections.

Article V– Duties of Executive Officers

- 5.1 The duties of the President are:
 - 5.1.1 To be the official representative of MGSS to all external entities.
 - 5.1.2 To oversee relations with the Schulich School of Music and PGSS.
 - 5.1.3 To meet periodically with the Dean and Director of Graduate Studies of the Schulich School of Music as needed.
 - 5.1.4 To represent MGSS at events.
 - 5.1.5 To present public speeches at appropriate events upon request
 - 5.1.6 To request and review reports of Executive Officers, ensuring goals are completed;
 - 5.1.7 To attend and vote on non-confidential matters at monthly meetings of the Faculty Council of the Schulich School of Music, representing the needs and interests of all graduate students of the Schulich School of Music;
 - 5.1.8 To oversee the election for Officers of the Executive Council for the following year;

- 5.2 The duties of the Vice-President of Social Affairs are:
 - 5.2.1 To oversee and organize an Orientation events series, in the week prior to the first day of classes in the fall semester
 - 5.2.2 To chair and facilitate the Event Series Sub-Committee, who shall initiate, organize, advertise, and execute events for the MGSS Membership, as it sees fit. It shall be comprised of the following members:
 - 5.2.2.1 Vice-President of Social Affairs, as Chair
 - 5.2.2.2 Performance Department Representative
 - 5.2.2.3 Research Department Representative
 - 5.2.2.4 Vice-President of Equity and Diversity.
 - 5.2.3 Acquire permissions deemed necessary for events by the Event Series Sub-Committee, including but not limited to:
 - 5.2.3.1 Food
 - 5.2.3.2 Drink (Alcoholic and/or Non-Alcoholic)
 - 5.2.3.3 Transportation
 - 5.2.4 Coordinate with the Vice-President of Administration to facilitate room bookings in a timely manner;
 - 5.2.5 Coordinate with the Vice-President of Communications to facilitate advertisements in a timely manner;

- 5.3 The duties of the Vice-President of Administration are to:
 - 5.3.1 Transcribe minutes of Executive Council meetings and of General Assemblies;
 - 5.3.1.1 Minutes of previous meetings must be sent to all members of the Executive Council at least one week prior to the next scheduled meeting,

- 5.3.1.2 Minutes of the preceding General Assemblies shall be distributed to all members of MGSS
 - 5.3.1.3 Minutes which have been approved by the Executive Council or the General Assembly shall be sent to the Vice-President of Communications, within two full business days of their approval by the Executive Council
 - 5.3.2 Organize and schedule meetings of the Executive Council, subject to the approval of the Executive Council;
 - 5.3.3 Assist the President as necessary for the election of Officers of the Executive Council for the following year;
 - 5.3.4 Book rooms as deemed necessary for the function of the Executive Council or an Event Series.
 - 5.3.5 Make forms freely available to allow students to request funding for special projects,
- 5.4 The duties of the Vice-President of Communications are:
- 5.4.1 To manage regularly the communication systems of MGSS, including but not limited to:
 - 5.4.1.1 Social Media
 - 5.4.1.2 Mail (electronic and postal)
 - 5.4.1.3 Website
 - 5.4.1.4 Notification Boards, within the Schulich School of Music;
 - 5.4.2 To announce Executive Council meetings and General Assemblies in a timely manner;
 - 5.4.3 To publish approved minutes of previous meetings, making them freely available in a timely fashion;
 - 5.4.4 To publish lists of current members of the Executive Council, making them freely available in a timely fashion;
 - 5.4.5 Assist all Executive Officers by the creation and distribution of advertisements, requests, and notices.
- 5.5 The duties of the Vice-President of Finance are:
- 5.5.1 To maintain a bank account for the use of MGSS;
 - 5.5.2 To maintain a spreadsheet with all MGSS expenses, available to the Executive Council;
 - 5.5.3 To maintain a physical record of all transactions;
 - 5.5.4 To correspond with the Student Life Coordinator of the PGSS
 - 5.5.4.1 To ensure finances of events meet with PGSS standards
 - 5.5.4.2 To request funds
 - 5.5.4.3 To submit copies of receipts deemed necessary
 - 5.5.4.4 After the approval of the previous year's budget by the Executive Council, to submit a copy of it to the Student Life Coordinator
 - 5.5.5 To draft a proposed budget for the following year, subject to the approval of a General Assembly
 - 5.5.5.1 To allocate funding for special projects, to be released during the year upon receipt and approval of requests.

- 5.5.6 To ensure all financial accounts and records are transferred to the subsequent Vice-President of Finance, following their election.

- 5.6 The duties of the Vice-President of Equity and Diversity are:
 - 5.6.1 To connect with MGSS members on issues relating to:
 - 5.6.1.1 Equity.
 - 5.6.1.2 Diversity.
 - 5.6.1.3 Inclusion.
 - 5.6.1.4 Accessibility.
 - 5.6.1.5 Student Wellbeing (Mental & Physical).
 - 5.6.2 Represent the interests of MGSS members on committees within Schulich and McGill that pertain to the portfolio
 - 5.6.3 Serve on the Event Series Sub-Committee and Symposium Sub-Committee.
 - 5.6.4 To ensure that all the rights of the members of MGSS are upheld where MGSS is empowered.
 - 5.6.5 To advocate for the rights of members of MGSS where and when it necessary.
 - 5.6.6 Be given training in equity and diversity.
 - 5.6.7 To act as Council Chair in circumstances when the Council Chair is absent.

- 5.7 The duties of the Performance Department Representative are to:
 - 5.7.1 Attend monthly meetings of Schulich School of Music's Department of Performance Graduate Sub-Committee, voting on non-confidential matters and representing the needs and interests of all MGSS members in the Department of Performance
 - 5.7.2 Attend meetings of the Schulich School of Music's Academic Committee on Teaching and Programs as a non-voting member
 - 5.7.3 Communicate regularly with Area Chairs
 - 5.7.4 Coordinate with Music Undergraduate Students' Association (MUSA) and the Vice-President of Communications on behalf of MGSS regarding the allocation of practice rooms
 - 5.7.5 Serve on the Event Series Sub-Committee.
 - 5.7.6 Communicate with, receive reports from, and update council on Area Representatives under their jurisdiction, as listed in Article 8.1.1.4

- 5.8 The duties of the Research Department Representative are to:
 - 5.8.1 Attend monthly meetings of Schulich School of Music's Department of Research Graduate Sub-Committee, voting on non-confidential matters and representing the needs and interests of all MGSS members in the Department of Performance;
 - 5.8.2 Attend meetings of the Schulich School of Music's Academic Committee on Teaching and Programs (ACTP) as a non-voting member;

- 5.8.3 Communicate regularly with Area Chairs;
 - 5.8.4 Serve on the Event Series Sub-Committee.
 - 5.8.5 Communicate with, receive reports from, and update council on Area Representatives under their jurisdiction, as listed in Article 8.1.1.5
 - 5.8.6 Organize and co-ordinate with VP Social Affairs for colloquium receptions as needed
- 5.9 The duties of the Vice-President of the Symposium are to:
- 5.9.1 Organize the annual MGSS Symposium, including but not limited to:
 - 5.9.1.1 Publishing a Call for Papers;
 - 5.9.1.1.1 Featuring students and early-career professionals, selected on the merits of abstract submissions;
 - 5.9.1.1.2 Featuring two keynote addresses: One related to the discipline of music research, one related to the discipline of music performance;
 - 5.9.1.2 Managing abstract submissions through a reading panel;
 - 5.9.1.2.1 The reading panel shall decide abstracts by a ranking system designed by the Vice-President of the Symposium;
 - 5.9.1.2.2 The reading panel shall evaluate abstract submissions solely on the basis of merit and subject matter and shall not make decisions on the basis of name, gender, educational institution, or other identifying information.
 - 5.9.1.3 Drafting a budget, along with grant applications;
 - 5.9.1.4 Booking rooms and facilities for Symposium;
 - 5.9.1.5 Chair the Symposium Sub-Committee, which shall advise and assist the Symposium Chair on the preparation, advertisement, and execution of the MGSS Symposium. It shall be comprised of the following members:
 - 5.9.1.5.1 Vice-President of the Symposium, as Chair
 - 5.9.1.5.2 Executive Officer of Equity and Diversity
 - 5.9.1.5.3 Vice-President of Communications
 - 5.9.1.5.4 Should the need arise, the Symposium Chair may, with the assent of the Officers above, add a fourth person to the Sub-Committee
 - 5.9.1.6 Co-ordinate with the Council Chair of Communications to maintain accurate event information on MGSS media;
 - 5.9.1.7 Create Symposium programs and publicity.
- 5.10 The duties of the Post-Graduate Students' Society (PGSS) Council Representatives are to:
- 5.10.1 Regularly attend PGSS General Assemblies and Council Meetings, representing MGSS and its membership;
 - 5.10.2 Fulfill the duties of a PGSS Council Representative as articulated in the PGSS Bylaws and Manuals;
 - 5.10.3 Consider and vote on issues affecting PGSS as a whole;

- 5.11 The duties of the Association of Graduate Students Employed at McGill (AGSEM) Delegates are to:
 - 5.11.1 Regularly attend AGSEM General Assemblies and Delegate Council meetings, representing MGSS and its membership;
 - 5.11.2 Fulfill the duties of an AGSEM delegate as articulated in the AGSEM Constitution and the AGSEM Collective Agreements;
 - 5.11.3 Consider and vote on issues affecting AGSEM as a whole;

- 5.12 The duties of the Council Chair are to:
 - 5.12.1 Call to order MGSS Executive Council meetings and General Assemblies.
 - 5.12.2 Draft and distribute, in a timely manner, an agenda of Executive Council meetings and General Assemblies.
 - 5.12.3 Mediate debates during meetings
 - 5.12.3.1 To ensure impartiality, the Council Chair may not vote during Executive Council meetings or General Assemblies.
 - 5.12.3.2 The Council Chair is permitted to vote at elections and referenda which are open to the full MGSS membership.
 - 5.12.4 Be given training in equity and rules of order.

Article VI – Meetings

- 6.1 There are two types of meetings used for MGSS: An Executive Meeting and a General Assembly.
- 6.2 The Executive Council shall hold an Executive Meeting at least once per month.
 - 6.2.1 Notice shall be given to all Executive members and to the MGSS membership at least a week prior to the Executive Meeting.
 - 6.2.2 Members of the Executive Council listed in Articles 4.1 & 4.3 are entitled to vote during Formal Meetings, unless otherwise prohibited by the constitution.
 - 6.2.2.1 Votes at Executive Meetings shall be carried with a simple majority of at least over fifty-percent.
 - 6.2.3 Quorum at all Executive Council meetings shall be 50 percent of Officers of the Executive Council.
 - 6.2.3.1 A co-officer pair counts as one person for the purposes of calculating quorum at Executive Council meetings.
 - 6.2.3.2 Quorum is calculated on the basis of voting members in attendance to a meeting.
 - 6.2.3.4 Should quorum not be met, no vote regarding the business of the Executive Council may be held.
 - 6.2.4 Executive Meetings shall follow the newest edition of Robert’s Rules of Order. In cases of dispute regarding the Rules, the Council Chair shall act as arbiter. This decision cannot be appealed.
 - 6.2.5 Executive Meetings of the Executive Council shall be considered open to the membership.
 - 6.2.6 Additional Meetings may be called by the President of the Executive Council, provided that they follow the rules enumerated here above.
 - 6.2.7 In cases where an Executive meeting has been called and quorum has not been met, the Executive Council may choose, by majority vote of those present, to meet informally.
 - 6.2.7.1 Should a quorum be found during an informal meeting, an Executive Meeting may be called to order.
- 6.3 There shall be at least one General Assembly of the MGSS in each of the Fall and Winter terms. The first General Assembly will be held in the Fall term no later than the first week of October.
 - 6.3.1 The General Assembly shall be called by decision of the Executive Council.
 - 6.3.2 The Executive Council may call to order more than one General Assembly per semester.
 - 6.3.3 Members of the MGSS outside of the Executive Council may call to order a General Assembly in special circumstances through a petition containing 15% of the membership of the MGSS.
 - 6.3.4 Notice of a General Assembly shall be given at least one week before the meeting.
 - 6.3.5 Quorum for the General Assembly shall be 7% of the membership of the MGSS.
 - 6.3.5.1 Quorum shall be calculated on the basis of voting members in attendance to a meeting.
 - 6.3.5.2 The precise number of individuals required for quorum shall be declared at the Executive Council occurring prior to the General Assembly.

- 6.3.5.3 Should quorum not be met, no vote on the business of the Assembly shall occur.
- 6.3.6 All motions shall be passed upon a simple majority of 50% + 1 vote
 - 6.3.6.1 Amendments to the MGSS Constitution shall be exempt from this and must follow the procedures outlined in Article XII.
- 6.3.7 General Assemblies shall follow the newest edition of Robert's Rules of Order. In cases of dispute regarding the Rules, the Council Chair shall act as arbiter. Their decision cannot be appealed.
 - 6.3.7.1 To facilitate a General Assembly at which all MGSS members may participate, the Executive Council shall publish and make available to all in attendance a copy of Robert's Rules of Order. Prior to the beginning of the General Assembly, the Council Chair may briefly explain the rules.
- 6.3.8 In cases where a General Assembly has been called and quorum has not been met, the General Assembly may choose, by majority vote of those present, to meet informally.
 - 6.2.7.1 Should a quorum be found during an informal meeting, a General Assembly may be called to order.
 - 6.2.7.2 Minutes of an informal meeting shall be taken.

Article VII – Policy Manual

- 7.1 MGSS shall publish a policy manual relating to the operations of MGSS, the Executive Council, Area Representatives, Committee Representatives, and other representatives as may be outlined in the Policy Manual.
- 7.2 Policies may be proposed by one (1) Executive Council member at any meeting, or any one (1) member of MGSS at a General Assembly. The names of those proposing a policy must be entered into the record.
- 7.2.1 The Council Chair may not propose a policy.
- 7.3 Policies may be passed at any meeting of MGSS, provided they carry the support of fifty-percent (50%) of those present, and quorum has been established.
- 7.4 No policy in the Policy Manual may contradict the Constitution of MGSS.
- 7.5 The Policy Manual shall be freely accessible to all MGSS members.
- 7.6 The Policy Manual shall outline a process by which members may apply for funding for Special Projects.
- 7.6.1 All members have the right to a clear and ordered process by which their applications will be evaluated, as well as have the right to request comments on their application.
- 7.7 Any new Executive Council shall have the right to adopt or reject the Policy Manual of the prior Executive Council.

Article VII – Finance

- 7.1 McGill University shall collect Student Life Fund fees from the MGSS membership on behalf of MGSS.
- 7.2 MGSS may conduct fundraising activities for programs and events to supplement its finances as it sees fit.
- 7.3 MGSS may seek funding directly from the PGSS in accordance with that body's funding guidelines, if deemed necessary.
- 7.4 The fiscal year of the MGSS shall begin on the first day of June and shall end on the last day of May of the preceding year.
- 7.5 To comply with PGSS guidelines, MGSS shall maintain a chequing account with two joint signing officers, the Vice-President of Finance and the President of the Executive Council.
- 7.5.1 The MGSS President shall forward the name and contact information of these two (2) signing officers to the PGSS Student Life Coordinator no later than September 30th after the start of the fiscal year.
- 7.5.2 Additional signing officers may be agreed upon with the joint nomination of the President of the Executive Council and Vice-President of Finance, with the approval of the Executive Council.
- 7.6 Budgets and financial statements shall be presented at General Assemblies:
- 7.6.1 The first Fall term General Assembly, the prospective budget for the current fiscal year shall be presented and approved, subject to amendments by the Assembly, and the previous year's financial statement shall be presented;
- 7.6.2 The Winter term General Assembly, the final financial statement for the ending fiscal year shall be presented and approved, subject to amendments by the Assembly and a prospective budget for the new fiscal year shall be presented, amended as needed, and approved.
- 7.6.2.1 The newly elected or re-elected President shall forward the approved budget and final annual financial statement of the previous financial year to the PGSS Student Life Coordinator no later than September 30th.

Article VIII – Non-Executive Representation

- 8.1 Area representatives will be elected but will not be considered members of the Executive Council:
 - 8.1.1 The duties of Area Representatives are to:
 - 8.1.1.1 Attend and vote on non-confidential matters in faculty meetings for their respective areas, as well as all relevant MGSS meetings.
 - 8.1.1.2 Keep in regular contact with students in their areas, relay input from other students to the faculty in their respective areas and vote to reflect the needs and interests of all graduate students within their respective areas.
 - 8.1.1.3 Notify their area chair that they are serving in this capacity and request to be informed about area meetings.
 - 8.1.2 The list of area representatives and to whom they shall report shall be enumerated in the Policy Manual.

- 8.3 Committee Representatives will be elected but will not be considered members of the Executive Council.
 - 8.3.1 A list of committees to which one may be elected shall be contained in the Policy Manual.
 - 8.3.2 The duties of Committee Representatives shall be to:
 - 8.3.3.1 Attend and vote on non-confidential matters in meetings of standing committees of Faculty Council of the Schulich School of Music
 - 8.3.3.2 Relay input from other music graduate students to their committees and vote to reflect the needs and interests of all graduate students within the Schulich School of Music
 - 8.3.3.3 The President of the Executive Council of MGSS shall be responsible for notifying the organizers of these committees when a student representative is elected to serve on the committee.

Article IX – Reprimands, Vacancies, Appointments

- 9.1 An Executive Officer considered derelict in their duties may be censured by the Executive Council.
- 9.1.1 Two Executive Officers shall present a motion in Council, which must detail the offences by the offending officer, and providing the offending officer with instructions to remedy their offense. This motion must pass with at least fifty-percent (50%) of all Council members.
- 9.1.1.1 The offending Executive Officer may not vote on the motion.
- 9.1.1.2 Censure of a single member of a Co-Officer Pair may be considered
- 9.1.1.2.1 The non-offending member of the Co-Officer Pair may not vote on the motion to censure.
- 9.1.2 Should an officer rectify their standing, a motion to withdraw censure may be considered, and must pass with fifty-percent (50%) of all council members.
- 9.1.2.1 Should an officer not rectify their standing, the Executive Council may use the offences detailed in the motion of censure to move that the officer be removed from office.
- 9.2 An Executive Officer considered severely derelict in their duties may be removed from office by the Executive Council.
- 9.2.1 Three Executive Officers shall present a motion in Council to convene an extraordinary meeting, that shall exclude the offending member. This motion must detail the offences by the offending officer.
- 9.2.1.1 This motion must pass with at least fifty-percent (50%) of all Council members.
- 9.2.1.1.1 The offending officer must abstain from this vote.
- 9.2.1.2 The motion must make mention of a place and time when the meeting shall occur, taking place no later than two weeks and three days after this vote occurs.
- 9.2.1.3 The duties of the offending officer shall be divided among the Executive Council during the removal.
- 9.2.2 The offending officer shall be informed of the motion passed by the Executive Council, by both verbal and written means within four (4) days. The offending officer must be presented with the detailed offences as enumerated in the motion.
- 9.2.3 The offending officer must be given the right of reply, by written means. The written reply must be no longer than one-thousand (1000) words and must be submitted twenty-four (24) hours prior to the start of the meeting in order to be considered.
- 9.2.4 The extraordinary meeting shall occur. The sole item for debate on the agenda shall be the removal from office of the offending officer.
- 9.2.5 Should a member of a co-officer pair be offending, both members of the co-officer pair must be notified in the manner above, and both must abstain from a vote relating to the removal of their counterpart.
- 9.2.5.1 Should a member of a co-officer pair be removed, the remaining member of the co-officer pair may request that their position continue as a co-officer pair, and a vacancy may be declared and filled in the usual manner for that co-officer's seat.

9.2.5.2 Removal of a co-officer pair jointly is permitted.

9.3 Any Executive Officer or person holding a non-Executive position may resign at any time by providing written notice to the Council Chair and President of the Executive Council.

9.3.1 In a co-officer pairing, if one member of the pair resigns, the other member shall assume full responsibility for the duties of the office which they hold.

9.3.1.1 Should the remaining co-officer pair request that their position continue as a co-officer pair, a vacancy may be declared and filled in the usual manner for that co-officer's seat.

9.4 Vacancies during the year and/or any positions not filled during the regular election shall be filled by an Interim Officer, as appointed through a motion in the Executive Council.

9.4.1 Interim Officers shall hold their position until the next General Assembly, where their position shall be open to nomination.

9.4.2 No Interim Officer shall hold their position outside of the term of the Executive Council which appointed them.

Article X – Amendments

- 10.1 Amendments to this Constitution shall be considered solely at General Assemblies.
 - 10.1.1 Amendments to the MGSS Constitution shall be ratified by open ballot.
 - 10.1.2 All proposed amendments must be distributed to the membership at least one (1) week before the General Assembly at which it will be considered.
 - 10.1.3 All amendments must pass with a supermajority of at least seventy-percent (70%) of those present.

- 10.2 Amendments may be proposed by any member of the Executive Council.
 - 10.2.1 The Council Chair may not propose an amendment.

- 10.3 Any changes to the constitution shall be forwarded by the President to the PGSS Student Life Coordinator within one (1) month of their ratification.

- 10.4 Should the amendment pass, it shall be adopted with immediate effect.

- 10.5 Amendments passed at a General Assembly must be a Special item on the agenda at the subsequent General Assembly, to ensure the amendments' efficacy.

Article XI – Dissolution

- 11.1 Dissolution of MGSS shall be considered if:
 - 11.1.1 The Executive Council votes, by a majority of two-thirds of all members of the Executive Council, to dissolve MGSS.
 - 11.1.2 The Executive Council receives a petition, signed by 51% of the entire MGSS membership.
- 11.2 Should the conditions for either Article 11.1.1 or Article 11.1.2 be met, notices shall be issued to the entire MGSS membership of a special General Assembly, to be held no later than two weeks after either the vote of the Executive Council or the receipt of the petition.
- 11.3 The special General Assembly shall follow the rules regarding General Assemblies except where Article XI supersedes it.
- 11.4 The only order of business shall be the dissolution of MGSS.
- 11.5 The vote shall be by open ballot. Two-thirds of those present shall be required to pass the motion. Quorum at this special General Assembly will be thirty (30) percent.
- 11.6 Should the motion pass, the President of the Executive Council shall inform the PGSS and the Schulich School of Music. All assets of MGSS shall become property of the PGSS, to be held in trust by the PGSS for a minimum period of two years.
 - 11.6.1 If, within the two years, a new PGSA be founded to represent the Graduate Music students of the Schulich School of Music, the trust shall be dissolved, and the assets shall be handed over to the new PGSA.
 - 11.6.2 If, after two years, the trust has not been dissolved, the assets may be used at the full discretion of PGSS.