

THE CONSTITUTION OF THE ORGANIZATION FOR ARTS STUDENTS AND INTERDISCIPLINARY STUDIES

PREAMBLE

Whereas the undergraduate students of the Faculty of Arts at the University of Alberta recognize the merits of representative student governance bodies empowered to advocate for their interests in university and student governance, enhance and engage the Arts community, and improving our university experience;

Whereas many governance functions may only be carried out effectively at the faculty-wide level;

Whereas the University of Alberta Students' Union has delegated powers to the Organization of Arts Students and Interdisciplinary Studies pursuant to Students' Union Bylaw 8100 Article VIII;

We, the undergraduate students of the Faculty of Arts, do establish this Constitution.

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Article I. DEFINITIONS

Section I "Department Associations" or "Departmental Associations" shall refer to student representative associations for undergraduate programs and departments in the Faculty of Arts of the University of Alberta.

Section II "Students' Union" shall refer to the University of Alberta Students' Union.

Section III "Faculty of Arts" shall refer to the Faculty of Arts of the University of Alberta.

Section IV "OASIS" shall refer to the Organization for Arts Students and Interdisciplinary Studies.

Article II. MISSION STATEMENT

Our purpose is to help create for Arts students the social, extracurricular, and academic environment necessary to attain the highest level of satisfaction, enjoyment, and success in their time at the University of Alberta. In pursuit of this goal, we strive to provide excellent events and engagement opportunities for students, generous granting to enable students and student groups to pursue their own worthy goals, and effective advocacy to all levels of government for the legitimate interests of Arts students.

Article III. MEMBERSHIP

Section 3.01 All undergraduate students registered in the Faculty of Arts at the University of Alberta shall be automatically granted membership in OASIS.

Section 3.02 Membership shall become effective on an individual's first day of their first academic semester and shall be rescinded upon the last day of their last academic semester in the faculty of Arts.

Section 3.03 A Member may terminate their membership in OASIS through written notice to the Vice-President Internal, becoming effective immediately upon receipt or on the date specified by the Member.

Section 3.04 A Member may regain membership through the same process described in section 3.3.

Section 3.05 No Member may be expelled from OASIS.

Article IV. EXECUTIVE COMMITTEE

Section 4.01 The Executive Committee shall be composed of one (1) President and five (5) Vice Presidents; Vice-President Outreach, Vice-President Finance, Vice-President Academic, Vice-president Internal, and Vice-President External;

Section 4.02 The Executive Committee shall be elected in accordance with Article VI;

Section 4.03 Any member of the Executive Committee may resign by submitting a letter to the Council effective immediately or at the date specified by the letter;

Section 4.04 Any member of the Executive Committee may be impeached pursuant to Article 5 Section 8(c):

- (a) Impeachment is effective immediately;
- (b) The responsibilities of a Member of the Executive Committee who is impeached or resigns shall be delegated to other members of the Executive Commercial or a temporary provisional, non-voting member of the Executive Committee until the election of a new Member of the Executive Committee as pursuant to Section 6, at its discretion.

Section 4.05 No member of the executive shall hold more than one (1) position in OASIS;

Section 4.06 The term of the Executive Committee shall begin no earlier than April 30th and shall end no later than April 30th;

Section 4.07 No member of the Executive Committee shall hold the same position for more than two (2) consecutive terms;

- (a) Any tenure of a member of the Executive Committee that does not exceed four (4) months shall not be considered to constitute a term.

Section 4.08 The Executive Committee shall have the power to create and eliminate Directorships, ad-hoc Committees, and Standing Committees at the request of a member of the Executive Committee for the purposes of assistance or advice in their position:

- (a) The Executive Council shall have the power to dismiss and appoint directors and members of Standing Committees and ad-hoc Committees at its discretion and the duty to do so in response to violations of Article IX ;

Section 4.09 The Executive Committee shall form annually, and may not dissolve, the following mandatory committee:

- (a) The Granting Committee
 - (i) *The Granting Committee will be composed of one student from each discipline in the Faculty of Arts (Fine Arts, Humanities, and Social Sciences), one representative of the OASIS Council, and the Vice-President Finance*
 - (ii) *The Granting Committee shall have the following powers and duties:*
 - 1) To distribute the Granting Budget as assigned by the Annual Budget of OASIS

To oversee the Vice-President Finance in their correspondence with grant applicants and recipients

Section 4.10 Each member of the Executive Committee has the following responsibilities:

- (a) To make themselves available for a minimum of one (1) regularly scheduled hour every week of the fall and winter semesters to the general membership, with reasonable exceptions for holidays, personal activities, or scheduled academic breaks;
- (b) To submit a detailed and guiding transition report at the end of their final term to their successor, and to otherwise assist with transition as may be required;
- (c) To be a member of Arts Faculty Council;
- (d) To attend all Executive Committee meetings, Council meetings, and General Meetings, and Arts Faculty Council, with reasonable exceptions.

Section 4.11 The duties and powers of the President shall be as follows:

- (a) To direct the vision and strategy of OASIS, including but not limited to strategic planning and goal setting which shall be in accordance with Section 2;
- (b) To manage the activities of OASIS, including but not limited to coordinating the activities of other members of the Executive Committee and positions and bodies to which they delegate authority, and ensuring that they are completing their duties and goals, pursuant to the aims of Section 4.7.1;
- (c) To be a signing authority on behalf of OASIS;
- (d) To represent OASIS on the following student and university governance bodies:
 - (i) *The Executive Committee of the Faculty of Arts;*
 - (ii) *The Senior Board of the Council of Faculty Associations;*
- (e) To represent OASIS to the University, the Students' Union, the media, and the public, in conjunction with other relevant members of the Executive Committee.

Section 4.12 The duties and powers of the Vice-President Outreach shall be as follows:

- (a) To plan, coordinate, and oversee all events, services, and outreach activities provided by, or in conjunction with, OASIS;
- (b) To delegate their duties and authority to ad-hoc directorships and committees of OASIS in accordance with section 4.08 to assist with their duties;
- (c) To represent OASIS on the following student and university governance bodies:
 - (i) *The Members' Services Working Group of the Council of Faculty Associations.*

Section 4.13 The duties and powers of the Vice-President Finance shall be as follows:

- (a) To create of an annual budget detailing all predicted and actual expenses and revenues of OASIS for the next calendar year to be presented for approval by:
 - (i) *The OASIS Council as defined by Section 5.06(b);*
 - (ii) *A General Meeting of OASIS as defined by Section 7.*

- (b) To be a signing authority on behalf of OASIS;
- (c) To create and chair meetings of the Granting Committee in accordance with section 4.09(a);
- (d) To represent OASIS on the following student and university governance bodies:
 - (i) *The Finance and Administration Working Group of the Council of Faculty Associations*

Section 4.14 The duties of the Vice-President Academic shall be as follows:

- (a) To liaise with Departmental Associations and provide support for their activities;
- (b) To facilitate the creation and growth of Departmental Associations;
- (c) To help facilitate a healthy undergraduate academic culture, by means including but not limited to coordinating and supporting events and initiatives relating to undergraduate research and creative activities;
- (d) To coordinate advocacy concerning academic matters in coordination with other relevant members of the Executive Committee;
- (e) To represent OASIS on the following student and university governance bodies:
 - (i) *The Academic Affairs Committee of the Faculty of Arts;*
 - (ii) *The Advocacy Board of the Council of Faculty Associations.*

Section 4.15 The duties of the Vice-President Internal shall be as follows:

- (a) To oversee the operations and condition of physical infrastructure belonging to OASIS, including but not limited to:
 - (i) *Microwave ovens;*
 - (ii) *Lockers;*
 - (iii) *Office space.*
- (b) To publish the meeting minutes of the Council in accordance with Article 5 Section 3(e);
- (c) To take minutes and maintain records of the meetings of the Executive Committee in accordance with Article IX Section 1;
- (d) To record the withdrawal of members of OASIS as defined in Article 2 s. 3.03
- (e) To maintain and update the Master Copies of the Constitution and Bylaws of OASIS pursuant to Article X.

Section 4.16 The duties of the Vice-President External shall be as follows:

- (a) To coordinate the advocacy and external policy initiatives of OASIS;
- (b) To be the first point of contact with all external groups and individuals corresponding with OASIS;
- (c) To represent OASIS on the following university and student governance bodies:
 - (i) *The Executive Committee of the Faculty of Arts;*
 - (ii) *The Council of Faculty Associations.*

Article V. COUNCIL

Section 5.01 The Council shall be composed of ten (10) Councillors, three (3) of each being enrolled in fine arts, social sciences, and humanities programs, respectively, and one (1) being enrolled in an interdisciplinary program offered through the Office of Interdisciplinary Studies, or the Bachelor of Arts in Mathematics;

Section 5.02 All Councillors shall be elected pursuant to Article VI;

Section 5.03 The Council shall appoint a Chair at the first opportunity after each election cycle.

- (a) The Chair shall be a Councillor;
- (b) The responsibilities of the Chair shall include the following:
 - (i) *Ruling on disputes arising in Council, referring to the Standing Orders of Council and this Constitution;*
 - (ii) *Organizing Council meetings.*
- (c) No Councillor shall vote while serving as the Chair;
- (d) The Chair shall rotate every meeting alphabetically by the first initial of the last name of Councillors, beginning at the start of the alphabet for the first meeting after the beginning of the term of a new Council;
- (e) The Chair of the previous meeting shall be responsible for taking accurate minutes of the current meeting and sending them to the Vice-President Internal at the first possible convenience.

Section 5.04 A councillor may represent only one (1) disciplinary area, even if they are enrolled in more than one (1);

Section 5.05 The Council shall be elected in accordance with Section 6;

Section 5.06 Councillors may resign by submitting a letter to the Vice President Internal;

Section 5.07 The term of Councillors shall begin no earlier than April 30th and shall end no later than April 30th;

Section 5.08 Quorum shall be a minimum of six (6) councillors or two-thirds of sitting councillors, whichever is greater, with a quorum of eight (8) councillors required for impeachment proceedings under Section 5(c);

Section 5.09 The powers and obligations of the council shall include the following:

- (a) To have the power to pass bylaws governing, and resolutions regarding, the operation of OASIS.
 - (i) *Bylaws may not limit the powers of the Executive Committee or its members as outlined by this Constitution,*
 - (ii) *Bylaws must be passed by a minimum of a simple majority vote in a quorate council,*

- (iii) *In the case of a tied vote on the Council, the President or a certified delegate shall cast the deciding vote,*
- (iv) *Bylaws may be introduced to Council by any Councillor or Member of the Executive Committee,*
- (v) *No bylaw may contradict the Constitution,*
- (vi) *All bylaw changes must be sent by the Chair at the first possible convenience to the Vice President Internal pursuant to Article X Section 4.*
- (b) To vote to approve or disapprove the annual budget of OASIS pursuant to Article VII Section 2 prior to the Annual General Meeting;
 - (i) *The annual budget may not be voted upon during the same Council meeting at which it is introduced.*
- (c) To impeach any member of the Executive Committee or the Returning Officer for a reason that must include exceptional negligence, exceptionally poor job performance, breaches of ethics pursuant to Article IX, or, in the case of the Returning Officer, mismanagement of the election pursuant to Article VI Section 2;
 - (i) *Articles of impeachment must be submitted by a Councillor or a member of the Executive Committee.*
 - 1) Articles of impeachment must explain the reason for impeachment.
 - (ii) *Arguments for impeachment shall be presented by the submitter of the articles of impeachment (Hereafter referred to as the Prosecution);*
 - (iii) *The Member of the Executive Committee being impeached (Hereafter referred to as the Defendant) must be given an opportunity to argue against impeachment to Council during the impeachment proceedings.*
 - 1) Both the arguments for and against impeachment may be supported by witnesses called by either the Prosecution or the Defendant;
 - (iv) *The articles of impeachment may only be passed with the support of two-thirds of present councillors or six councillors, whichever is less.*
- (d) To create and amend the Standing Orders governing the procedures of council.
 - (i) *The Standing Orders must include provisions for the taking and publication of minutes pursuant to Section 9.*

Section 5.10 Any member of Council may be expelled from Council through the same process as a Member of the Executive Committee may be impeached with as described in Section 8(c).

Section 5.11 Each Councillor shall have the following responsibilities:

- (a) Attending all meetings of Council, with reasonable exceptions;
- (b) Sitting on Arts Faculty Council;
- (c) Assuming one (1) directorship if requested by the Executive Committee.

Article VI. ELECTIONS

Section 6.01 An Election must be held every year during the winter semester prior to the start of new Executive and Council terms as defined by Article IV Section 6 and Article V Section 6;

Section 6.02 All Members as defined in Article III receive one vote in OASIS elections;

Section 6.03 The Executive Committee shall appoint a Returning Officer each year before the Annual General Meeting to oversee the elections of the following year, who shall be remunerated a reasonable amount of money. The duties and powers of the Returning Officer shall include:

- (a) To create rules, budgets, deadlines, and guidelines for all candidates running in the OASIS election or all campaigns for any referendum which must ensure that:
 - (i) *All candidates have been nominated pursuant to Section 3(b)*
 - (ii) *All candidates and campaigns receive equal funding, which shall be provided by OASIS;*
 - (iii) *All candidates and campaigns receive equal opportunities to communicate with students;*
 - (iv) *No candidate or campaign abuses their role in another organization or group to gain an advantage;*
 - (v) *No candidate or campaign sabotages or interferes with the campaign of another candidate or campaign.*
- (b) To produce, distribute, and collect nomination forms prior to the campaign period which must require:
 - (i) *All candidates for the Executive Committee to be nominated by 20 signatures of Members;*
 - (ii) *All candidates for Council to be nominated by ten (10) signatures of Members;*
 - (iii) *All candidates to submit a brief biography;*
 - (iv) *All candidates to provide their Student Identification Number and preferred email address.*
- (c) To disqualify candidates and campaigns who violate the rules described in Section 3(a) and Section 5. The ability to interpret rules described in Section 3(a) and section 5, which can be appealed to the Students' Union's Discipline, Interpretation, and Enforcement Board;
- (d) The coordination with the Returning Officers of the Students' Union to coordinate the use of the Students' Union Elections system for OASIS elections in accordance with Section 4;
- (e) To take measures to impartially promote the election and encourage voter turnout;
- (f) To take measures to impartially promote nominations and encourage Members to run;

- (g) The holding of an information session for all registered candidates prior to the start of the campaign period.
- (h) To hold a forum to allow questions to be asked of the candidates by Members as defined in Article III;
- (i) To cast a tie breaking vote in the case of a tie between two candidates.
 - (i) *If a Conflict of Interest exists for the Returning Officer, the election shall be decided by a coin toss.*

Section 6.04 By-elections shall be held within ten (10) days of classes of the effective date of resignation of a Member of the Executive Committee or Council;

- (a) There shall be a minimum of five (5) days of class in the campaign period

Section 6.05 The Returning Officer may be impeached through the same process as an executive member as described in Article 5 Section 5.06(c) for acts endangering the fairness, impartiality, or efficiency of the operation of OASIS elections;

Section 6.06 All candidates in OASIS elections are to conduct themselves in accordance with the minimum ethical standards outlined in Article IX Section 3;

Section 6.07 All OASIS elections shall be held by preferential secret ballot using the Students' Union Election System, with exceptions only out of necessity;

Article VII. GENERAL MEETINGS

Section 7.01 OASIS shall hold an Annual General Meeting after the annual election as outlined in Article VI, but before the end of the terms of the current Executive Committee and Council as outlined in Article IV Section 6 and Article V Section 6,

Section 7.02 General Meetings shall be open to all Members of OASIS as defined by Article III,

Section 7.03 Each member of the Executive Committee shall provide a report on their progress throughout the year at the Annual General Meeting,

Section 7.04 The Membership shall vote on the following items at the Annual General Meeting:

(a) The annual budget, which shall be presented by the Vice President Finance in accordance with Article VIII Section 2(a),

(b) Any amendments to the Constitution as outlined in accordance with Article X.

Section 7.05 To call the Annual General Meeting to order, there must be a minimum of thirty (30) Members of OASIS as defined by Article III present, including members of the Executive Committee and the Council,

Section 7.06 The Executive Committee may call an General Meeting at any other time, provided that:

(a) There is a pressing issue that may only be resolved by a General Meeting,

(b) There is a minimum of two weeks of notice provided to the Membership.

Article VIII. FINANCES

Section 8.01 The fiscal year of OASIS shall be from May 1st to April 30th;

Section 8.02 The Vice-President Finance or a proxy shall submit an annual budget detailing all projected and proposed revenue, expenses, and liquid assets for the following fiscal year prior to the second-last OASIS council meeting prior to the Annual General Meeting;

- (a) The annual budget shall be voted upon by the Membership, as defined in Article III, in attendance at a General Meeting;
 - (i) *A two-thirds majority shall be required to approve the budget.*
- (b) If the Membership does not vote to approve the Budget, the following is to occur:
 - (i) *The Vice-President Finance or a proxy must collect feedback and concerns about the budget;*
 - (ii) *The Vice-President Finance must create a new budget;*
 - (iii) *The Budget must be voted upon at a subsequent General Meeting called at the first possible convenience pursuant to Article VII Section 6.*
- (c) Prior to being voted upon at a General Meeting, the annual budget shall be voted upon by OASIS Council pursuant to Article V Section 8(b);
- (d) If the Council does not pass the budget, then the following is to occur:
 - (i) *Council must report its' justification and concerns to the Vice-President Finance;*
 - (ii) *The Vice-President Finance must prepare a new budget and present it to Council at the first convenience.*

Section 8.03 The Vice-President Finance shall subject the financial affairs of OASIS to oversight by the Students' Union Audit Committee annually pursuant to Students' Union Bylaw 8200;

Section 8.04 All financial statements and records of OASIS are to be preserved for seven (7) years in a well-organized and accessible format, with original hard copies maintained of the following items:

- (a) Receipts for withdrawals of money;
- (b) Receipts for reimbursed expenses;
- (c) Receipts for direct expenses;
- (d) Receipts for any online cash transfer.

Section 8.05 All financial statements and records must be available to any Member as defined in Article III at the Member's request;

Section 8.06 All transactions made by OASIS must be approved by the Vice-President Finance and the President;

Section 8.07 The Executive Committee may allot a budget to committees or directorships created under Article IV Section 8;

- (a) Any committee or director with an independent budget must make either:

- (i) A budget submission each semester to the Vice-President Finance in the case of standing committees and directorships;*
- (ii) A final budget submission upon closure of the committee in the case of ad-hoc committees and directorships lasting less than one fiscal year.*

Section 8.08 All individuals making approved purchases on behalf of OASIS shall be reimbursed at the first possible convenience:

- (a) The recipient of a reimbursement shall provide a receipt to the Vice President Finance;
- (b) Reimbursements shall be issued by cheque

Section 8.09 OASIS shall never borrow a quantity of money greater than the balance of OASIS' current liquid assets.

Article IX. ETHICS

Section 9.01 All minutes recorded of Executive Committee and Council meetings must be made public at the first possible convenience by the Vice-President Internal;

Section 9.02 No Councillor, Member of the Executive Committee, Director, or Member of an Ad-Hoc or Standing Committee may use OASIS funds for personal benefit;

Section 9.03 No Councillor, Member of the Executive Committee, Director, or Member of an Ad-Hoc or Standing Committee shall violate the provisions of the University of Alberta Code of Student Behaviour;

Section 9.04 No Councillors and Members of the Executive Committee, Ad-Hoc and Standing Committee Member, and Directors may intentionally use their position to influence the decisions or actions of another individual, group, or organization, unless they are doing so in their official capacity representing the legitimate interests of OASIS;

Section 9.05 All Councillors and Members of the Executive Committee, Ad-Hoc and Standing Committee Member, and Directors shall recuse themselves from any vote or decision on any OASIS body affecting:

- (a) Another student group in which they are a regular, participating member, with the following exceptions:
 - (i) *The Student's Union;*
 - (ii) *Departmental Associations*
- (b) Their direct financial interests beyond those which they share with all Members as defined in Article III.

Section 9.06 All candidates in OASIS elections shall observe the following standards:

- (a) No candidate or campaign shall use language or media that:
 - (i) *Attacks the character of another candidate;*
 - (ii) *Seeks to embarrass or humiliate another candidate;*
 - (iii) *Refers in any negative manner to the race, gender, sexual orientation, body type, class, or any other involuntary societal grouping to which another candidate belongs;*
 - (iv) *Intentionally libels or slanders another candidate.*

Section 9.07 Any Councillor, Member of the Executive Committee, Member of a standing or ad-hoc committee, or director who has knowledge of violations of any provision of Article IX must inform Council and the Executive Committee at the first possible convenience;

Section 9.08 The Executive Committee shall remove any Director or Member of a Standing or Ad-Hoc Committee, pursuant to Article 4 Section 8(a), found to have intentionally violated any provision of Article IX;

Section 9.09 Any intentional violation, past or present, of a provision of Article IX shall consist of a legitimate reason for impeachment of a Member of the Executive Committee pursuant to Article 5 Section 8(c)(i)(1).

Section 9.10 Any alleged actions violating the provisions of Article IX may be referred to the Students' Union's Discipline, Interpretation, and Enforcement Board in addition to processes internal to OASIS.

Article X. STORAGE AND AMENDMENT OF CONSTITUTION AND BYLAWS

Section 10.01 All amendments to the Constitution must be approved by a simple majority of either the Executive Committee or the quorate Council and a two-thirds majority of a General Meeting pursuant to Article VII to be ratified.

- (a) All Constitutional Amendments become valid upon the closing of the General Meeting at which they are approved, unless otherwise specified by
 - (i) *the amendment in question*
 - (ii) *the motion to approve the amendment*

Section 10.02 All amendments of bylaws must occur through the same process as the passage of a bylaw pursuant to Article V Section 8,

Section 10.03 A Master Copy of the current Constitution shall be kept in a paper format by the Vice-President Internal,

- (a) The Master Copy of the Constitution must be immediately updated immediately following the passage of an amendment at a General Meeting.
- (b) A digital copy of the Master Copy of the Constitution must be uploaded by the Vice-President Internal to the Bear's Den webpage and the OASIS webpage at the first possible convenience.

Section 10.04 A Master Copy of all bylaws shall be kept in a digital or paper format by the Vice-President Internal.

- (a) The updated Master Copy of the Bylaws must be immediately updated upon receipt of the changes sent from the Chair of OASIS Council pursuant to Article V Section 8(a)(vi).
- (b) The updated Master Copy of the Bylaws must be posted to the OASIS webpage by the Vice-President Internal at the first possible convenience.

Article XI. CONTINGENCIES

Section 11.01 Any disputes concerning the interpretation or consistency of the Constitution or Bylaws must be referred to the Discipline, Interpretation, and Enforcement Board of the University of Alberta Students' Union.

- (a) If an inconsistency between a Bylaw and the Constitution or two (2) or more bylaws is found to exist, the OASIS Council must, at the next meeting of Council, prepare a bylaw amendment to resolve the inconsistency,
- (b) If an inconsistency is found to exist between the Constitution and a superior document, the Executive Committee must, at their next meeting, prepare an amendment to resolve the inconsistency which shall be presented at the next General Meeting in accordance with Article X Section 1.

Section 11.02 Should all members of the Executive Committee become incapacitated or resign, OASIS shall default to the control of the University of Alberta Students' Union with its assets held in trust until a new Executive can be elected pursuant to Article VI.

Section 11.03 Should, during a byelection,

Section 11.04 OASIS may be dissolved by decision of the University of Alberta Students' Union, or the Government of Alberta through the dissolution of the Students' Union.

- (a) Once OASIS is dissolved, its assets shall be held in trust by the Students' Union; If the Students' Union is also dissolved the assets of OASIS shall be treated as assets of the Students' Union.