

MASTER OF MUSEUM STUDIES STUDENT ASSOCIATION CONSTITUTION

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PREAMBLE

The Master of Museum Studies Student Association (MUSSA) acknowledges the past and ongoing role of museums in colonialism and are committed to overcoming and reforming oppressive practices within the iSchool and larger museum community. MUSSA operates on the traditional lands of the Mississaugas of the Credit, Wendat peoples, Haudenosaunee, and Anishnaabe. We are thankful to be situated on Turtle Island and for the opportunity to learn and work on the land.

MUSSA is a student association of the University of Toronto and as such is committed to the university's goals of equity, human rights, and respect for diversity. All members of the learning environment should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with one another, and respect one another's differences. The University of Toronto does not condone discrimination, violence or harassment against any persons or communities. As University of Toronto students, MUSSA members are bound by the University of Toronto's Code of Student Conduct and are expected to act in a manner that is appropriate and respectful while fulfilling their role on MUSSA.

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

Article I: DEFINITION

1. The student government of the Master of Museum Studies Program in the Faculty of Information at the University of Toronto shall hereinafter be known as the Master of Museum Studies Student Association or MUSSA.

Article II: MEMBERSHIP

1. A “member” of MUSSA is any registered Master of Museum Studies and Combined Degree Program (CDP) student. These students are collectively referred to herein as “Museum Studies students.”
2. An “officer” of MUSSA is an elected individual in an executive or committee position on MUSSA’s council. MUSSA’s council of officers is herein referred to as “MUSSA council”.
3. Only students registered in the Museum Studies program, including CDP students, may be elected or appointed as officers of MUSSA unless otherwise stated by this Constitution. Only students in good standing as determined by the University of Toronto may be selected or appointed to all other non-council positions under the jurisdiction of MUSSA, unless otherwise stated by this Constitution.
4. MUSSA welcomes, and does not discriminate against, individuals of all ages, sexes, gender identities, sexual orientations, disabilities, races, skin colours, lands of origin, and religions, and citizenship, immigration, and veteran status.

Article III: FINANCIAL RESPONSIBILITY

1. MUSSA’s funds are the responsibility of the President and the Treasurer, once elected. The President and Treasurer must both be involved in all financial decisions related to MUSSA’s funds, including but not limited to: third party payments, spending within MUSSA, and reimbursements.
 - a. MUSSA shall be responsible for all debts incurred by itself.
2. The President and/or Treasurer will deposit MUSSA’s funds in an account at a nearby bank.
3. The President, Vice President and Treasurer shall be given signing authority, once elected.
4. The President must report on the financial status of MUSSA at the Annual General Meeting. The Treasurer must report on the financial status of MUSSA at every MUSSA council meeting thereafter.
 - a. The Treasurer must produce and publicly publish on the MUSSA website an end-of-year financial report indicating incoming account balance, expenditures and income, and outgoing account balance.
5. MUSSA’s fiscal year follows the term of office of council and shall be from May 1st to April 30th of the following year.
6. All payments and reimbursements must be processed in a timely manner.

7. MUSSA's financial governance must adhere to MUSSA's financial policies, which are published on the MUSSA website and can be updated on an annual basis at the discretion of the President and Treasurer.

Article IV: MISSION AND COMPOSITION

1. The mission of MUSSA is to:
 - a. Represent Museum Studies and CDP Students in the Faculty of Information;
 - b. Foster unity, sociability, and friendship among members of MUSSA council, the Museum Studies community, and Faculty of Information community;
 - c. Provide the members to represent Museum Studies students' interests within the Museum Studies Program, Faculty of Information, the School of Graduate Studies, the Graduate Students' Union, and the University of Toronto community at large;
 - d. Seek representation on decision-making bodies of the Museum Studies Program;
 - e. Seek representation on decision-making bodies and Council Committees of the Faculty of Information;
 - f. Promote the advancement of the Museum Studies program;
 - g. Facilitate professional relations between Museum Studies students and the museum community;
 - h. Stand in solidarity with, and amplify the voices of, Black, Indigenous and People of Colour within the Museum Studies program and wider Faculty of Information; and
 - i. Foster relationships with Museum Studies students and the museum community that promote racial justice, diversity, equity, and inclusion.
2. MUSSA council is composed of officers who hold executive and committee positions. Executive positions are defined in Article IV. Committees and their representatives are defined in Article V.
3. MUSSA's term of office shall be from May 1st to April 30th. See Article VI for terms of office in specific positions.
4. MUSSA executive officers shall consist of the following:
 - a. The President, who:
 - i. Coordinates MUSSA officers;
 - ii. Calls MUSSA's Annual General Meeting;
 - iii. Sets the agenda for MUSSA council meetings until Secretary is elected;
 - iv. Schedules and chairs MUSSA council meetings;
 - v. Serves as a signing authority of MUSSA;
 - vi. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - vii. Sits on the Faculty Council with the Vice President;
 - viii. Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second-Year Representative, and Social Assistant and Social Media Manager;
 - ix. Reports on a regular basis to the Director of the Museum Studies program;

- x. Works with the Vice President to maintain the MUSSA Gmail account and respond to internal and external inquiries;
 - xi. Is responsible for retrieving all MUSSA mail;
 - xii. Is expected to attend all monthly council meetings;
 - xiii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - xiv. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - xv. Is accountable to members of MUSSA in fulfilling their assigned duties.
- b. The Vice President, who:
- i. Assists the President in the execution of that office;
 - ii. Is acting President in the latter's absence;
 - iii. Assumes the duties of the President should the President leave office;
 - iv. Serves as a signing authority for MUSSA;
 - v. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - vi. Serves as the Graduate Students' Union (GSU) representative;
 - 1. Is responsible for applying to grants from the GSU.
 - vii. Sits on the Faculty Council with the President;
 - viii. Sits in on other council and committee meetings as required;
 - ix. Serves as the Chief Returning Officer (CRO) overseeing all electoral logistics and regulations;
 - x. Administers MUSSA's online presence through the MUSEletter and website (e.g. meeting minutes);
 - xi. Works with the President to maintain the MUSSA Gmail account and respond to internal and external inquiries;
 - xii. Is expected to attend all monthly council meetings;
 - xiii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - xiv. Officially represents MUSSA council and upholds its values in all in-person and online interactions related to MUSSA;
 - xv. Is accountable to members of MUSSA in fulfilling their assigned duties.
- c. The Secretary, who:
- i. Collects officer updates to create the agenda for MUSSA council meetings;
 - ii. Takes minutes at all MUSSA council meetings;
 - iii. Distributes the minutes within 48 hours of the last meeting to MUSSA officers;
 - iv. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - v. May be the GSU representative should the Vice President be unavailable;
 - 1. If called upon, is responsible for helping the Vice President with grants.
 - vi. Is expected to attend all monthly council meetings;

- vii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - viii. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - ix. Is accountable to members of MUSSA in fulfilling their assigned duties.
- d. The Treasurer, who:
- i. Manages the finances of MUSSA while adhering to MUSSA's financial responsibility in Article III;
 - ii. Administers and updates MUSSA's financial policies on an annual basis;
 - iii. Serves as a signing authority of MUSSA;
 - iv. Presents a financial report at each MUSSA council meeting;
 - v. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA council;
 - vi. May be the GSU representative should the Vice President be unavailable;
 - 1. If called upon, is responsible for helping the Vice President with grants.
 - vii. Submits an end-of-year financial report to the outgoing/incoming councils;
 - viii. Works with Second-Year Representative regarding merchandise finances;
 - ix. Monitors incoming e-transfers in the MUSSA Gmail account to reconcile with the budget and bank statements;
 - x. Is expected to attend all monthly council meetings;
 - xi. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - xii. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - xiii. Is accountable to members of MUSSA in fulfilling their assigned duties.
- e. The Social Chair, who:
- i. Is responsible for the planning, coordination, and execution of social and professional development events and trips;
 - ii. Helps to promote MUSSA events and serves as a contact point for those events;
 - 1. Works with the Social Media Manager for the promotion of MUSSA events on social media;
 - iii. Oversees the work of the Social Assistant;
 - iv. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA council;
 - v. Forms the MUSSA Social Committee together with the First Year Representative, Second-Year Representative, President, Social Assistant, Social Media Manager, and Social Media Assistant;
 - vi. Is expected to attend all monthly council meetings;
 - vii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - viii. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;

- ix. Is accountable to members of MUSSA in fulfilling their assigned duties.
- f. The Social Assistant, who:
 - i. Assists the Social Chair in the planning, coordination and execution of social and professional development events;
 - ii. Leads development and coordination of social events targeted at fundraising;
 - iii. Helps promote MUSSA events through digital (social media) and physical marketing tools and serves as a secondary contact point for those events;
 - iv. Sits on the Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - v. Updates the program calendar on the fifth floor;
 - vi. Forms the MUSSA Social Committee together with the Social Chair, First Year Representative, Second-Year Representative, President, Social Media Manager, and Social Media Assistant;
 - vii. Sits on the Faculty of Information Conference committee (iConference) if applicable;
 - viii. Is expected to attend all monthly council meetings;
 - ix. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - x. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - xi. Is accountable to members of MUSSA in fulfilling their assigned duties.
- g. The Social Media Manager, who:
 - i. Promotes MUSSA events through digital (social media) and physical (e.g. posters) marketing tools;
 - ii. Manages the Social Media platforms (Facebook, Twitter, Instagram);
 - iii. Oversees the work of the Social Media Assistant;
 - iv. Upon request, acts as the official *Musings* photographer;
 - v. Attends MUSSA events, shares event photos and videos on MUSSA's social platforms, and shares content with the Vice President to post on MUSSA's website;
 - vi. Sits on the Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - vii. Forms the MUSSA Social Committee together with the Social Chair, First-Year Representative, Second-Year Representative, President, and Social Assistant;
 - viii. Is expected to attend all monthly council meetings;
 - ix. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - x. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - xi. Is accountable to members of MUSSA in fulfilling their assigned duties.
- h. The Social Media Assistant, who:

- i. Assists the Social Media Manager in promoting MUSSA events through digital (social media) and physical (e.g. posters) marketing;
 - ii. Attends MUSSA events and shares event photos and videos on MUSSA social platforms and website;
 - iii. Forms the MUSSA Social Committee together with the Social Chair, Social Assistant, First-Year Representative, Second-Year Representative, President, and Social Media Manager;
 - iv. Is expected to attend all monthly council meetings;
 - v. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - vi. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - vii. Is accountable to members of MUSSA in fulfilling their assigned duties.
- i. The First-Year Representative, who:
- i. Represents first year interests and brings concerns to MUSSA council;
 - ii. Makes weekly announcements and reminders to first year classes;
 - iii. Sits on Faculty of Information Committees as requested by MUSSA and reports on Committees' actions to MUSSA council;
 - iv. Forms the MUSSA Social Committee together with the Social Chair, Second-Year Representative, President, Social Assistant, Social Media Manager, and Social Media Assistant;
 - v. Assists Second-Year Representative with organization and management of merchandise orders and sales for students throughout the academic year;
 - vi. Is expected to attend all monthly council meetings;
 - vii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - viii. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - ix. Is accountable to members of MUSSA in fulfilling their assigned duties.
- j. The Second-Year Representative, who:
- i. Represents second year interests and brings concerns to MUSSA council;
 - ii. Organizes and manages merchandise orders and sales for students throughout the academic year;
 - 1. Works with the Treasurer regarding merchandise finances.
 - iii. Makes weekly announcements and reminders to second year classes;
 - iv. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA council;
 - v. Forms the MUSSA Social Committee together with the Social Chair, First-Year Representative, President, Social Assistant, Social Media Manager, and Social Media Assistant;
 - vi. Is expected to attend all monthly council meetings;

- vii. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - viii. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - ix. Is accountable to members of MUSSA in fulfilling their assigned duties.
- k. The MISC-MUSSA Liaison, who:
- i. Is appointed by the President(s) of both Master of Information Student Council (MISC) and MUSSA from a pool of applicants following the spring election cycle;
 - 1. Nominations for this position shall be co-organized with MISC (See Article VI for details on the nomination process).
 - ii. Shall encourage collaboration and conversation between the councils and the student bodies;
 - iii. Is involved in planning joint events;
 - iv. Is expected to attend all monthly council meetings;
 - v. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - vi. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - vii. Is accountable to members of MUSSA in fulfilling their assigned duties.
5. The Secretary, Treasurer, Social Assistant, First-Year Representative, and Social Media Assistant shall be first year students or second year CDP students. The President, Vice President, Social Chair, and Second-Year Representative shall be second year students or third year CDP students. Social Media Manager may be from any year of study. The MISC-MUSSA Liaison must be a Combined Degree Program (CDP) student but may be from any year of study.

Article V: COMMITTEES

1. Representatives from the Museum Studies program for the following committees shall be elected or appointed by MUSSA, subject to existence of the committee in any given academic year:
 - a. *Musings* Committee
 - i. Consists of the *Musings* Co-Editors-in-Chief, *Musings* Communication Officer, and Contributing Editors.
 1. The *Musings* Co-Editors-in-Chief, who:
 - a. Lead and manage the committee;
 - b. Lead the production of the *Musings* blog and are responsible for the content, design, production, promotion, and finances as a two-person leadership team;
 - i. The Copy Editor, who edits and provides feedback on submitted works by contributing editors to ensure quality, assists the Administrative Editor when needed, and supports the *Musings* team.

- ii. The Administrative Editor, who coordinates the scheduling of *Musings* editors and meetings, assists the Copy Editor when needed, coordinates *Musings* social media and website, and supports the *Musings* team.
 - c. Work in collaboration with a faculty representative (when possible/available) and with the *Musings* Committee (Please see Article VI, Section 2);
 - d. Will report on current museology trends, Museum Studies Program news, and alumni news, as well as encourage submissions from students and faculty. The content and focus are at the discretion of the editors, faculty representative, and the accepted editing policies;
 - e. Shall ensure the production of *Musings* as often as appropriate in an online setting;
 - f. Along with the faculty representative, manage and coordinate an editorial team of students;
 - g. Are responsible for delegating tasks to the *Musings* Communication Officer;
 - h. Are expected to attend all monthly MUSSA council meetings;
 - i. Only one Co-Editor-in-Chief is required to attend all monthly council meetings as a *Musings* representative.
 - i. Are expected to vote on matters requiring council approval unless there is a conflict of interest;
 - j. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - k. Are accountable to members of MUSSA in fulfilling their assigned duties.
2. *Musings* Communication Officer
- a. Is responsible for the administrative requirements of *Musings* between its committee, MUSSA, and the wider community;
 - b. Takes minutes at *Musings* committee meetings;
 - c. Assists *Musings* Co-Editors-in-Chief with the organization of *Musings* social media (Facebook, Twitter, Instagram), meetings, event planning, outreach, and special projects;
 - d. May represent the *Musings* Co-Editors-in-Chief at MUSSA council meetings when the former is unavailable;
 - e. Reports to the *Musings* Co-Editors-in-Chief;
 - f. Is expected to attend all monthly council meetings;
 - g. Is expected to vote on matters requiring council approval unless there is a conflict of interest;
 - h. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;

- i. Is accountable to members of MUSSA in fulfilling their assigned duties.
 - 3. *Musings* Contributing Editors
 - a. Are recruited by the *Musings* Co-Editors-in-Chief for an academic year; and
 - b. These positions may include the execution of blog columns and/or editing of publicly sourced posts.
 - ii. *Musings* Co-Editors-in-Chief and *Musings* Communication Officer are elected positions.
 - iii. All members of the *Musings* Committee actively partake in the blog activities and dialogue.
 - b. Student Technology Fund
 - i. Two representatives, one first year and one second year, shall represent the Museum Studies program as part of the Student Technology Fund;
 - ii. The First-Year Tech Fund Representative:
 - 1. Sits on Tech Fund Committee meetings and reports on the committee's actions to MUSSA council;
 - 2. Is responsible for putting forth proposals, purchasing equipment using the Tech Fund, and promoting purchases to the student body;
 - 3. Is expected to attend all monthly council meetings;
 - 4. Is expected to vote on matters requiring council approval unless there is a conflict of interest; and
 - 5. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 6. Is accountable to members of MUSSA in fulfilling their assigned duties.
 - iii. The Second-Year Tech Fund Representative:
 - 1. Sits on Tech Fund Committee meetings and reports on the committee's actions to MUSSA council;
 - 2. Is responsible for putting forth proposals, purchasing equipment using the Tech Fund, and promoting purchases to the student body;
 - 3. Is expected to attend all monthly council meetings;
 - 4. Is expected to vote on matters requiring council approval unless there is a conflict of interest; and
 - 5. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 6. Is accountable to members of MUSSA in fulfilling their assigned duties.
 - c. Graduate Student Union
 - i. The Museum Studies representative for the Graduate Student Union is called the Graduate Student Union (GSU) Representative, who:
 - 1. Sits on UTGSU meetings and reports on the Union's actions to MUSSA council.

2. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 3. Is accountable to members of MUSSA in fulfilling their assigned duties.
 - ii. This position is filled by the Vice President. If the latter is unable to serve, the Secretary or Treasurer may assume the position.
- d. Alumni Association
 - i. The Museum Studies representative for the Alumni Association is called the Alumni Association Representative, who:
 1. Sits on the Faculty of Information Alumni Association (FIAA) meetings and reports on the committee's actions to MUSSA council;
 2. Serves on the Social Committee for FIAA-related collaborations and helps with its event planning;
 3. Works with the Treasurer for FIAA-related collaborations;
 4. Is expected to attend all monthly council meetings;
 5. Is expected to vote on matters requiring council approval unless there is a conflict of interest.
 6. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 7. Is accountable to members of MUSSA in fulfilling their assigned duties.
- e. Masters Recruitment & Admissions Committee (MRAC)
 - i. The Museum Studies representative for the MRAC is called the Recruitment & Admissions Committee Representative, who:
 1. Sits in on MRAC meetings and reports on the committee's actions to MUSSA council;
 2. Is expected to attend all monthly council meetings;
 3. Is expected to vote on matters requiring council approval unless there is a conflict of interest.
 4. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 5. Is accountable to members of MUSSA in fulfilling their assigned duties.
- f. Faculty Council
 - i. The Museum Studies representative for the Faculty Council is called the Faculty Council Representative, who:
 1. Sits on the Faculty Council meetings and reports on the council's actions to MUSSA council;
 2. MUSSA holds two positions on the Faculty Council which will be filled by the President and Vice President.
 3. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 4. Is accountable to members of MUSSA in fulfilling their assigned duties.
- g. Programs Committee

- i. The Museum Studies representative for the Programs Committee is called the Programs Committee Representative, who:
 - 1. Sits on the Programs committee meetings and reports on the committee's actions to MUSSA council;
 - 2. Is expected to attend all monthly council meetings;
 - 3. Is expected to vote on matters requiring council approval unless there is a conflict of interest.
 - 4. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 5. Is accountable to members of MUSSA in fulfilling their assigned duties.
- h. Committee on Standing
 - i. The Museum Studies representative for the Committee on Standing is called the Committee on Standing Representative, who:
 - 1. Sits on the Committee on Standing meetings and reports on the committee's actions to MUSSA council;
 - 2. Is expected to attend all monthly council meetings;
 - 3. Is expected to vote on matters requiring council approval unless there is a conflict of interest.
 - 4. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 5. Is accountable to members of MUSSA in fulfilling their assigned duties.
- i. Truth and Reconciliation Student Working Group
 - i. The Museum Studies representative for the Truth and Reconciliation Student Working Group (TRSWG) is called the TRSWG Representative, who:
 - 1. Sits on the TRSWG meetings and reports on the committee's actions to MUSSA council.
 - 2. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 3. Is accountable to members of MUSSA in fulfilling their assigned duties.
- j. Faculty of Information Student Conference
 - i. The Museum Studies representative for the Faculty of Information Student Conference is called the Faculty of Information Student Conference (iConference) Representative, who:
 - 1. Sits on the Faculty of Information Student Conference Representative Committee meetings and reports on the committee's actions to MUSSA council;
 - 2. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA;
 - 3. Is accountable to members of MUSSA in fulfilling their assigned duties.
 - ii. This position is filled by the Social Assistant. If the latter is unable to serve, another MUSSA officer may volunteer.
- k. Other ad hoc committees

- i. Officially represents MUSSA and upholds its values in all in-person and online interactions related to MUSSA council;
 - ii. Is accountable to members of MUSSA in fulfilling their assigned duties.
2. The Musings Co-Editors-in-Chief shall be second year students or third year CDP students. The Musings Communication Officer shall be a first year student or a second year CDP student. All other Committee positions may be from any year of study.

Article VI: ELECTIONS

1. The President will announce the nomination and election dates, subject to the approval of MUSSA council.
2. MUSSA holds bi-annual elections: September and April of every academic year.
 - a. The President, Vice President, Social Chair, Second-Year Representative, *Musings* Co-Editors-in-Chief, Social Media Manager and all committee representatives (except for the First-Year Tech Fund Representative) shall be elected by April 30th. The MISC-MUSSA Liaison shall be appointed by April 30th.
 - b. The Secretary, Treasurer, Social Assistant, Social Media Assistant, First-Year Representative, First-Year Tech Fund Representative, and any unfilled positions shall be elected by September 30th.
3. The election period is defined as the term between the official call for nominations and the final announcement of the newly elected officers.
4. Nominations shall open at least one week before the election.
5. Museum Studies or CDP students may only nominate themselves for one executive position and/or one committee position.
 - a. If there are any unfilled executive or committee positions after the election period, the CRO may appoint students to fill those unfilled positions.
 - b. If a position is left unfilled, MUSSA council can vote in a new or existing member to fulfill the position based on the CRO's appointment without having to hold an election.
6. Campaigning is permitted during the nomination period and must adhere to the campaigning guidelines set by the CRO at the beginning of the election period.
7. Online voting will be held over the course of a week after the nominations period.
8. All registered Museum Studies and CDP students are eligible to vote ("electorates"). For each position, electorates have the option to vote for a candidate or abstain from voting.
9. If a candidate is running for a position unopposed, they shall obtain more votes than abstentions in order to successfully attain their position.
10. Students may nominate themselves for the position of MISC-MUSSA Liaison in the week following the spring election cycle. Nominations shall open at least one week before the appointment. The President(s) of both MISC and MUSSA shall appoint a member from the pool of applicants.
11. MUSSA council shall hold a referendum open to all students in the Museum Studies program in order to increase a fund or to create a new fund (e.g. Tech Fund).

Article VII: TERMINATION AND RESIGNATION

1. If the President and Vice President both feel that a MUSSA officer (executive or committee) is not fulfilling their responsibility, it is both the Presidents and Vice President's responsibility to sit down and have a meeting with the individual about their performance.
2. MUSSA's President and Vice President have the authority to ask a MUSSA officer (executive or committee) to respectfully resign or to be voted for removal, if they are not fulfilling their duties as outlined in the constitution.
 - a. The officer up for removal shall have the right to appeal termination.
 - b. A two-thirds majority vote of MUSSA officers is required for removal of the officer from the council to be taken in place.
3. MUSSA officers may request their own termination should they feel incapable of fulfilling their responsibilities or given other personal circumstances that may arise, by writing to and meeting with the President and Vice President to discuss their situation.
4. Following a representative leave, MUSSA council can appoint and vote in a new officer to fulfill the empty position without having to hold an election.

Article VIII: MUSSA MEETINGS AND PROCEDURES

1. MUSSA holds at least one Annual General Meeting (AGM) each academic year, usually during the month of September. All students in the MMSt and CDP program shall be invited to attend and have one vote on matters requiring approval at the AGM.
2. After the Annual General Meeting, MUSSA council shall meet once a month until the end of the academic year (April), at which time formal meetings cease, not resuming until the next Annual General Meeting, unless deemed necessary by the incoming council.
3. Student members who do not hold an elected position on MUSSA council who wish to attend monthly council meetings shall make a written request to MUSSA council.
4. Meeting minutes from all monthly council meetings shall be publicly published on the MUSSA website within a week of the meeting.
5. Meetings shall be held in-person unless circumstances dictate otherwise (e.g. school closures, risk of students' health and safety).
6. Each MUSSA executive and committee officer shall have one vote on matters requiring council approval.

Article V: AMENDMENTS

1. This constitution may be amended, modified, or translated by a decision of the Museum Studies student members present at an Annual General Meeting, provided that:

- a. It was publicized that constitutional changes would be submitted at the Annual General Meeting;
 - b. The proposed constitutional changes were advertised to the student members prior to the meeting;
 - c. Fifty one percent (51%) of the student members present vote in favour of the constitutional changes.
2. MUSSA can dissolve itself following the procedures set for constitutional amendments.