

MUSEUM STUDIES STUDENT ASSOCIATION CONSTITUTION

Official Update: *September 16, 2019 at the Annual General Meeting*



		Page
Preamble		
Definition	Article I	1
Membership	Article II	1
Financial Responsibility	Article III	1
Mission and Composition	Article IV	2
Elections	Article V	7
Committees	Article VI	8
Termination and Resignation	Article VII	10
MUSSA Meetings & Procedure	Article VIII	10
Amendments	Article VIV	10

PREAMBLE

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 Museum Studies Program shall hereinafter be known as the Museum Studies Student Association or MUSSA.

Article II: MEMBERSHIP

1. Only students registered in the Museum Studies Program may be elected or appointed as officers of MUSSA unless otherwise stated by this Constitution. Only members in good standing as determined by the University of Toronto may be selected or appointed to all other positions under the jurisdiction of MUSSA, unless otherwise stated by this Constitution.

Article III: FINANCIAL RESPONSIBILITY

1. MUSSA's funds are the responsibility of the President and the Treasurer, once elected.
 - 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 rights, 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 meeting thereafter.

Article IV: MISSION AND COMPOSITION

1. MUSSA shall:
 - a. Foster unity, sociability, and friendship among members of MUSSA and Faculty of Information community;
 - b. 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;
 - c. Seek representation on decision-making bodies of the Museum Studies Program;
 - d. Seek representation on decision-making bodies and Council Committees of the Faculty of Information;
 - e. Promote the advancement of museum studies; and,
 - f. Facilitate professional relations between members and the museum community.
2. MUSSA's term of office (for President, Vice President, Social Chair, Second-Year Representative, *Musings* Co-Editors-in-Chief, MISC-MUSSA Liaison, and committee representatives) shall be from April 15th to April 14th of the following year, with the exception of the Secretary, Treasurer, Social Media Manager and First-Year Representative, whose terms begin after elections in September.
Note: See Article V Elections for exceptions.
3. MUSSA shall consist of the following:
 - a. The President, who:
 - i. Coordinates MUSSA members;
 - ii. Calls MUSSA's Annual General Meeting;
 - iii. Sets the Agenda for MUSSA meetings until Secretary is elected;
 - iv. Chairs MUSSA's 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. Is expected to attend all monthly council meetings;
- xi. Officially represents MUSSA;
- xii. Is accountable to members of MUSSA.

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. May be the Graduate Students' Union (GSU) representative;
 - 1. Is responsible for applying to grant from GSU.
- vii. Sits on the Faculty Council with the President;
- viii. Serves as the Chief Returning Officer overseeing all electoral logistics and regulations;
- ix. Administers MUSSA's web presence (Website & Gmail);
- x. Is expected to attend all monthly council meetings;
- xi. Officially represents MUSSA;
- xii. Is accountable to members of MUSSA.

c. The Secretary, who:

- i. Sets the Agenda for MUSSA meetings;
- ii. Takes minutes at all MUSSA meetings;
- iii. Distributes the minutes within 48 hours of the last meeting to MUSSA members;
- iv. Ensures online posting of meeting minutes;
- v. Is responsible for retrieving all MUSSA mail;
- vi. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
- vii. May be the GSU representative should the Vice President be unavailable;
 - 1. If called upon, is responsible for helping the Vice-President with grants.
- viii. Is expected to attend all monthly council meetings;
- ix. Officially represents MUSSA;
- x. Is accountable to members of MUSSA.

d. The Treasurer, who:

- i. Manages the finances of MUSSA;
- ii. Serves as a signing authority of MUSSA;
- iii. Presents a financial report at each MUSSA meeting;
- 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;
 - vi. Submits an end-of-year financial report to the outgoing/incoming councils;
 - vii. Works with Second Year Representative regarding merchandise finances;
 - viii. Is expected to attend all monthly council meetings;
 - ix. Officially represents MUSSA;
 - x. Is accountable to members of MUSSA.
- e. The Social Chair, who:
- i. Is responsible for the planning, coordination, and execution of events and trips;
 - ii. Helps to promote MUSSA events and serves as a contact point for those events;
 - iii. Oversees the work of the Social Assistant and Social Media Manager;
 - iv. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
 - v. Forms the MUSSA social committee together with the First Year Representative, Second Year Representative, President, Social Assistant and Social Media Manager;
 - vi. Is expected to attend all monthly council meetings;
 - vii. Officially represents MUSSA;
 - viii. Is accountable to members of MUSSA.
- f. The Social Assistant who:
- i. Assists the Social Chair in the planning, coordination and execution of 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, and President;
 - vii. Sits on the Faculty of Information Conference committee (iConference);
 - viii. Is expected to attend all monthly council meetings;
 - ix. Officially represents MUSSA;
 - x. Is accountable to members of MUSSA.
- g. The Social Media Manager who:
- i. Promotes MUSSA events through digital (social media) and physical marketing tools;

- ii. Manages the Social Media platforms (Facebook, Twitter, Instagram);
- iii. Upon request, acts as the official *Musings* photographer;
- iv. Shares event photos and videos on MUSSA social platforms and website;
- v. Sits on the Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
- vi. Forms the MUSSA social committee together with the Social Chair, First Year Representative, Second Year Representative, President, and Social Assistant;
- vii. Is expected to attend all monthly council meetings;
- viii. Officially represents MUSSA;
- ix. Is accountable to members of MUSSA.

h. The First-Year Representative, who:

- i. Represents first-year interests and concerns to MUSSA;
- ii. Makes weekly announcements and reminders to first-year classes
- iii. Sits on Faculty of Information Committees as requested by MUSSA & reports on Committees' actions to MUSSA;
- iv. Forms the MUSSA social committee together with the Social Chair, Second Year Representative, President, and Social Assistant and Social Media Manager;
- 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. Officially represents MUSSA;
- viii. Is accountable to members of MUSSA.

i. The Second-Year Representative, who:

- i. Represents second-year interests and concerns to MUSSA;
- 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;
- v. Forms the MUSSA social committee together with the Social Chair, First Year Representative, President, Social Assistant and Social Media Manager;
- vi. Is expected to attend all monthly council meetings;
- vii. Officially represents MUSSA;
- viii. Is accountable to members of MUSSA.

j. The *Musings* Co-Editors-in-Chief, who:

- i. Leads the production of the *Musings* blog and are responsible for the content, design, production, promotion, and finances as a two-person leadership team;
 - 1. The Copy Editor, who reviews submitted works by contributing editors to ensure quality, assists the Administrative Editor when needed, and supports the *Musings* team.
 - 2. The Administrative Editor, who coordinates the scheduling of *Musings* editors and meetings, assists the Copy Editor when needed, and supports the *Musings* team.
- ii. Works in collaboration with a faculty representative (when possible/available) and with the *Musings* Committee (Please see Article VI, Section 2);
- iii. 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 is at the discretion of the editors, faculty representative, and the accepted editing policies;
- iv. Shall ensure the production of *Musings* as often as appropriate in an online setting;
- v. Along with the faculty representative, manages and coordinates an editorial team of students;
- vi. Are responsible for delegating tasks to the *Musings* Communication Officer;
- vii. Are expected to attend all monthly council meetings;
 - 1. Only one Co-Editor-in-Chief is required to attend all monthly council meetings as a *Musings* representative.
- viii. Officially represents MUSSA;
- ix. Are accountable to members of MUSSA.

k. The MISC-MUSSA Liaison

- i. Nominations for this position shall be co-organized with the Masters of Information Student Council (MISC);
- ii. Is appointed by the President(s) of both MISC and MUSSA from a pool of applicants following the spring election cycle;
- iii. Shall encourage collaboration and conversation between the councils and the student bodies;
- iv. Is involved in planning joint events;
- v. Is expected to attend all monthly council meetings;
- vi. Officially represents MUSSA;
- vii. Is accountable to members of MUSSA.

4. The Secretary, Treasurer, Social Assistant, *Musings* Communication Officer and First-Year Representative shall be first-year students or second-year CDP students. The President, Vice-President, Social Chair, Second-Year Representative, and *Musings* Co-Editors-in-Chief 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: ELECTIONS

1. The President will announce the nomination and election dates, subject to the approval of MUSSA.
2. MUSSA holds bi-annual elections: September and April of every academic year.
3. The President, Vice-President, Social Chair, Second-Year Representative, *Musings* Co-Editors-in-Chief, Social Media Manager and all committee representatives (with the exception of the first-year Tech Fund Representative) shall be elected by April 14th. The MISC-MUSSA Liaison shall be appointed by April 14th.
4. The Secretary, Treasurer, Social Assistant, First-Year Representative, First-Year Tech Fund Representative, and any unfilled positions shall be elected by September 30th.
5. Nominations shall open at least one week before the election.
6. Members may only nominate themselves for one council position and/or one committee representative position. If there are unfilled positions on any committee after the election period, members may acclaim those unfilled positions.
7. Online voting will be held over the course of a week after the nominations period.
8. Members 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.
9. MUSSA council shall hold a referendum open to all members of the Museum Studies Program in order to increase a fund or to create a new fund.
10. If a position is left unfilled, MUSSA is able to vote in a new or existing member to fulfill the position without having to hold an election.
11. Electorates have the option to vote for candidates or abstain from voting.

Article VI: COMMITTEES

1. Representatives from the Museum Studies Program for the following committees shall be elected or appointed by MUSSA:
 - a. Student Technology Fund Representatives
 - i. Sits on Tech Fund Committee meetings & reports on the committee's actions to MUSSA;

- ii. Responsible for putting forth proposals, purchasing equipment using the Tech Fund, and promoting purchases to the student body;
 - iii. Two representatives, one first-year and one second-year, shall represent the Museum Studies Program;
 - iv. Is expected to attend all monthly council meetings.
- b. Graduate Student Union Representative
 - i. Sits on UTGSU meetings & reports on the Union's actions to MUSSA.
 - ii. This position is filled by the Vice-President. If the latter is unable to serve, the Secretary or Treasurer may assume the position.
- c. Alumni Association Representative
 - i. Sits on the Faculty of Information Alumni Association (FIAA) meetings & reports on the committee's actions to MUSSA;
 - ii. Serves on the Social Committee for FIAA-related collaborations and helps with its event planning;
 - iii. Works with the Treasurer for FIAA-related collaborations;
 - iv. Is expected to attend all monthly council meetings.
- d. Admissions Committee Representative
 - i. Sits on the Admissions committee meetings & reports on the committee's actions to MUSSA;
 - ii. Is expected to attend all monthly council meetings.
- e. Faculty Council Representatives
 - i. Sits on the Faculty Council meetings & reports on the council's actions to MUSSA;
 - ii. MUSSA holds two positions on the Faculty Council which will be filled by the President and Vice-President.
- f. Programs Committee Representative
 - i. Sits on the Programs committee meetings & reports on the committee's actions to MUSSA;
 - ii. Is expected to attend all monthly council meetings.
- g. Committee on Standing Representative
 - i. Sits on the Committee on Standing meetings & reports on the committee's actions to MUSSA;
 - ii. Is expected to attend all monthly council meetings.
- h. Truth and Reconciliation Student Working Group Representative
 - i. Sits on the TRSWGR meetings & reports on the committee's actions to

MUSSA.

- i. Faculty of Information Student Conference Representative
 - i. Sits on the Faculty of Information Student Conference Representative Committee meetings & reports on the committee's actions to MUSSA;
 - ii. This position is filled by the Social Assistant. If the latter is unable to serve, another MUSSA member may volunteer.
 - j. *Musings* Communication Officer
 - i. Is responsible for the administrative requirements of *Musings* between its committee, MUSSA, and the wider community;
 - ii. Takes minutes at *Musings* committee meetings;
 - iii. Assists *Musings* Co-Editors-in-Chief with the organization of *Musings* social media (Facebook, Twitter, Instagram), meetings, event planning, outreach, and special projects;
 - iv. May represent the *Musings* Co-Editors-in-Chief at MUSSA council meetings when the former is unavailable;
 - v. Reports to the *Musings* Co-Editors-in-Chief;
 - vi. Is expected to attend all monthly council meetings
 - k. Other ad hoc committees
2. *Musings* Committee
- a. Consists of the *Musings* Co-Editors-in-Chief, *Musings* Communication Officer, and Contributing Editors.
 - b. *Musings* Co-Editors-in-Chief leads and manages the committee.
 - c. *Musings* Co-Editors-in-Chief and *Musings* Communication Officer are elected positions.
 - d. Contributing Editors are recruited by the *Musings* Co-Editors-in-Chief for an academic year. These positions may include the execution of blog columns and/or editing of publicly sourced posts.
 - e. All members of *Musings* Committee actively partake in the blog activities and dialogue.

Article VII: TERMINATION AND RESIGNATION

1. If the President and Vice-President both feel that a MUSSA member (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 Executives have the authority to ask of a MUSSA member (executive or committee representative) to respectfully resign or to be voted for removal, if they are not fulfilling their duties as outlined in the constitution.

- a. The member up for removal shall have the right to appeal termination.
 - b. A two-thirds majority vote of the executive council is required for removal of the member from the council to be taken in place.
3. Following a representative leave, MUSSA is able to vote in a new member to fulfill the empty position without having to hold an election.

Article VIII: MUSSA MEETINGS & PROCEDURE

1. MUSSA holds at least one Annual General Meeting each academic year, usually during the month of September.
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.

Article VIV: AMENDMENTS

1. This constitution may be amended, modified, or translated by a decision of the 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 members prior to the meeting;
 - c. Fifty one percent (51%) of the members present vote in favour of the constitutional changes.
2. MUSSA can dissolve itself following the procedures set for constitutional amendments.