

MUSEUM STUDIES STUDENT ASSOCIATION CONSTITUTION

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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* editor (or co-editors), 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. Officially represents MUSSA
 - xi. 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
 - 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. Officially represents MUSSA
 - xi. 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
 - viii. Officially represents MUSSA
 - ix. 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. Officially represents MUSSA
 - vii. Is accountable to members of MUSSA
 - viii. Submits an end-of-year financial report to the outgoing/incoming councils

- ix. Works with Second Year Representative regarding merchandise finances
- 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. Officially represents MUSSA
 - vii. 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. Documents all MUSSA events via photographs and video clips
 - 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, and President
 - vii. Sits on the Faculty of Information Conference committee
 - viii. Officially represents MUSSA
 - ix. 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. Updates the MUSSA website and Google Calendar
 - iii. Manages the Social Media platforms (Facebook, Twitter, Instagram)
 - 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. Officially represents MUSSA
 - viii. Is accountable to members of MUSSA
- h. The First-Year Representative, who:
- i. Represents first-year interests and concerns to MUSSA
 - ii. Makes announcements and reminders to first-year classes and online
 - 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. Officially represents MUSSA
 - vi. 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 announcements and reminders to second-year classes and online
 - 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. Officially represents MUSSA
 - vii. Is accountable to members of MUSSA
- j. The *Musings* Editor-in-Chief (or co-Editors), who:
- i. Leads the production of the *Musings* blog and is responsible for the content, design, production, promotion, and finances
 - 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 editor and faculty representative and the accepted editing policies
 - iv. Shall ensure the production of *Musings* as often as is appropriate in an online setting
 - v. Along with the faculty representative, manages and coordinates an editorial team of students

- vi. Is responsible for delegating tasks to the Musings Communication Officer
 - vii. Officially represents MUSSA
 - viii. Is accountable to members of MUSSA
- k. The MISC-MUSSA Liaison
- i. Nominations and elections for this position shall be co-organized with the Masters of Information Student Council (MISC)
 - ii. Shall encourage collaboration and conversation between the councils and the student bodies
 - iii. Is involved in planning joint events
 - iv. Officially represents MUSSA
 - v. 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* Editor-in-Chief (or co-Editors) 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* Editor-in-Chief (or co-Editors), MISC-MUSSA Liaison, Social Media Manager and all committee representatives (with the exception of the first-year Tech Fund Representative) shall be elected 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. 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.

9. 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.
10. 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
 - 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
 - d. Admissions Committee Representative
 - i. Sits on the Admissions committee meetings & reports on the committee's actions to MUSSA
 - 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
 - g. Committee on Standing Representative
 - i. Sits on the Committee on Standing meetings & reports on the committee's actions to MUSSA
 - 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* Editor-in-Chief (or co-Editors) with the organization of *Musings* social media (Facebook, Twitter, Instagram), meetings, event planning, outreach, and specials projects.
 - iv. May represent the *Musings* Editor-in-Chief (or co-Editors) at MUSSA council meetings when the former is unavailable
 - v. Reports to the *Musings* Editor-in-Chief (or co-Editors)
 - k. Other ad hoc committees
2. *Musings* Committee
- a. Consists of the *Musings* Editor-in-Chief (or co-Editors), *Musings* Communication Officer, and Contributing Editors
 - b. *Musings* Editor-in-Chief (or co-Editors) leads and manages the committee
 - c. *Musings* Editor-in-Chief (or co-Editors) and *Musings* Communication Officer are elected positions
 - d. Contributing Editors are recruited by the *Musings* Editor-in-Chief (or co-Editors) 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. 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
2. 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.