

CONSTITUTION OF THE COUNCIL OF ATMOSPHERIC AND OCEANIC SCIENCES

(known previously as COUNCIL OF ATMOSPHERIC AND OCEANIC SCIENCES STUDENTS)

Adopted June 18 1990; Amended April 30 1993, September 14 1995, February 8 1999, September 2004, September 16 2005, July 6 2006, September 19 2007, February 14 2008, June 18 2009.

1. ARTICLE I: Name and Purpose

Section 1. The name of this organization is Council of Atmospheric and Oceanic Sciences hereinafter referred to as the CAOS. (Previously known as Council of Atmospheric and Oceanic Sciences students (CAOSS in 2004-2005) and prior to that known as Atmospheric and Oceanic Sciences Student Society or AOSSS)

Section 2. The purpose of the CAOS is to represent its members in the Department of Atmospheric and Oceanic Sciences, act as a liaison with the department administration and promote activities among members.

Section 3. The CAOS is an officially recognized, autonomous student group of the Post-Graduate Students Society of McGill University (PGSS). Nothing in the constitution of the CAOS shall therefore preclude the Constitution, Bylaws and Regulations of the PGSS.

2. ARTICLE II: Membership

Section 1. Regular members: All graduate students, diploma program students, PostDocs and research assistants in the AOS department at McGill University who have paid their current membership fees to the CAOS are regular members except as provided in Article II Section 2.

Section 2. Any member wishing to withdraw from this organization can do so upon written request to the executive.

3. ARTICLE III: Rights and Obligations of Members

Section 1. Regular members have the right to attend, propose and speak on motions, and vote at all general meetings.

Section 2. Regular members are expected to attend general meetings of the organization.

4. ARTICLE IV: The Executive

Section 1. The executive is composed of a president, a vice-president, a secretary, a treasurer, a webmaster, a PostDoc/Research Assistant representative, two student representatives (also referred to as faculty representatives hereafter) at departmental faculty meetings, one or two alternating PGSS councilors, a first year student councilor and the AGSEM representative.

Section 2. The executive serves as a body to coordinate and administer the activities of the organization.

Section 3. All members of the executive must be regular members of the organization.

5. ARTICLE V: Elections

Section 1. The president, vice-president, secretary, treasurer, webmaster, AGSEM representative, PostDoc/Research Assistant representative, and one or two alternating PGSS councilors are elected at a general meeting in spring or early summer (before July). The elected take office as of July 1st, after 2 to 3 weeks of transition period, where the old executive makes sure that all documents, files and ongoing issues are passed on and explained to all members of the new executive. All new executive members should be carefully informed of their specific duties during the transition period by the old executive.

Section 2. The first year student councilor is to be elected at the first general meeting in September and must be a first year graduate student.

Section 3. Starting in 2007, each year, two CAOS members will be elected in February to serve as faculty representatives. The elected term will be for 1 year, with an option for re-election for a 2nd year. Nominations for these positions must be submitted at least a week prior to the special February election meetings. Each nominated candidate must meet with the current executive and describe why they would like to be considered and how they are qualified. The executive must then approve the nomination prior to elections. The election of the faculty representatives must be approved by a majority of the quorum present at the special election. The newly elected faculty representative(s) must have been in the department for at least one year. The incumbent faculty representative(s) should spend as much time as is necessary to inform the newly elected representative(s) of the duties and responsibilities of the position following the election, which should include allowing the new rep(s) to participate in a faculty

meeting before the conclusion of the current academic year. It is suggested that, whenever possible, the faculty representatives be comprised of one masters and one PhD student, to maintain a good balance.

Section 4. Nominations are from the floor. All nominations require a seconder and consent of the nominee.

Section 5. Election is by ballot or raised hand depending on the participation rate. All duties and related information must be clearly explained to the members prior to the election.

Section 6. A plurality of votes is sufficient for election. In the event of a tie another vote shall be taken.

Section 7. The current executive runs the election. Any regular member can be present at the counting of ballots, if the ballot option is applicable.

Section 8. If there is only one nominee for an executive position, the position shall be considered filled by acclamation and no vote shall be held for that position.

6. ARTICLE VI: Duties of the Executive

Section 1. The executive shall be responsible for carrying on the business and activities of the organization in such a way as to fulfill the organization's purpose and objectives.

Section 2. The president chairs the executive meetings and the general meetings. The president coordinates the other executive members and ensures that executive duties are fulfilled and that the members are regularly informed about their rights and obligations. The president is responsible for the organization of events and polls. The president and vice-president are a liaison to the administration. They must represent the executive and the members' decisions, issues and concerns through the two faculty representatives at faculty meetings or directly to the administration in the case of minor issues (if effective).

Section 3. The secretary maintains the records of the organization, such as general and executive meeting minutes. The secretary keeps all documents filled, organized and accessible to the executive members.

Section 4. The treasurer manages the funds of the organization. This includes a monthly updating of records on event costs, expenses and income. The treasurer collects the membership fees, with the help of the other executive members if necessary. The treasurer takes care of the reimbursement checks. The treasurer will work on the yearly budget as soon as possible with the president, they will then propose their budget, discuss the details and vote on it at an executive meeting.

Section 5. The vice-president takes on the duties of the president when the president is otherwise unable to fulfill such duties.

Section 6. The first year student councilor is the liaison between first year members and the executive.

Section 7. The duties of the Faculty Representatives are:

- Inform members about the departmental infrastructure and administrative procedures such as part A/B faculty meeting organizations;
- Stay informed regarding academic and administrative issues and working conditions, problems and difficulties;
- Make regular announcements and perform necessary polls in order to raise and discuss relevant issues at the monthly faculty meetings;
- Add the necessary topics to the part A agenda at least one week prior to the scheduled monthly faculty meetings (by sending the topic to both the Chair and Administrative Officer of the department);
- Maintain confidentiality and respect members' choice to remain anonymous if applicable;
- Clearly explain their role to the members at each general meeting and provide regular reports to the executive and members at large by email, posting on the website or both.

Section 8. The webmaster maintains the organization of the CAOS website. This includes updating the incoming events section, the administrative documents, the pictures and other announcements. This should be done at least once per month. The webmaster keeps the mailing list updated and informs the members by email when important website updates are made.

Section 9. The duties of the one or two alternating PGSS councilors are:

- Attend monthly PGSS council meetings;
- Visit the PGSS website regularly and keep the CAOS members and executive informed about the upcoming events, workshops and funding deadlines;
- Put reports and information sheets on departmental bulletin boards and/or CAOS website;
- Read PGSS documents prior to the PGSS monthly assembly and take the necessary polls among AOS department members to better represent them at the PGSS level.

Section 10. The PostDoc/Research Assistant representative is the liaison between PostDocs/Research Assistants and the executive, and represents the interests of PostDocs/Research Assistants at meetings of the CAOS executive.

7. ARTICLE VII: Meetings

Section 1. Executive. The executive shall meet once a month and more frequently if the need arises.

Section 2. General meetings of the organization shall occur in September and between April and June and whenever the need arises. The executive is responsible for the organization and running of these meetings. A general meeting can also be called by 25% of the regular membership at any time with a week's notice. Adequate time for the voicing of opinion by the membership shall be provided at all general meetings.

Section 3. Notice is given to all members one week before a general meeting is held.

Section 4. No one belonging to this organization (including the executive) has the right to veto a vote.

Section 5. A quorum at an executive meeting consists of three members. A quorum at a general meeting consists of 30% of the regular members.

Section 6. Decisions in the form of a motion will be decided by a simple majority of eligible voting members present.

8. ARTICLE VIII: Funds and Membership Fees

Section 1. All funds of the organization shall be deposited in the name of the organization at a financial institution to be determined by the executive.

Section 2. The authorized signatories of the organization shall be: the secretary, the treasurer, the vice-president, and the president.

Section 3. Every document requiring the signature of the organization shall be signed by two of the authorized signatories described in Article VIII Section 2.

Section 4. An annual membership fee will be proposed by the executive at the spring general meeting and adopted if approved by a simple majority of eligible voting members present.

Section 5. Collection of the membership fees will begin only in June when the new executive of the CAOS takes office.

Section 6. Any member who does not remit the annual membership fee may be asked a fee for any activity organized by the CAOS.

Section 7. Additional fees may be proposed by the executive for a special event or activity held by the CAOS.

9. ARTICLE IX: Removal of Executive

Section 1. To remove a member of the executive from office a special resolution must be written and distributed to the executive and all regular members. The resolution must contain the signatures of not less than 25% of the regular membership.

Section 2. Upon receipt of the resolution the executive is obliged to call a general meeting within two weeks if one is not already scheduled.

Section 3. The resolution shall be presented at the general meeting by one of the signatories. The executive member under consideration shall be provided with an opportunity to speak on his/her own behalf.

Section 4. A majority vote of all regular members is necessary to pass the resolution. There will be no proxy voting.

Section 5. In the event of the removal of the majority of the executive another three members of the organization shall be elected by a plurality of votes to organize within a month a by-election to replace the executive. These members have the power to speak for the organization during the transition. All assets will be frozen during the transition period.

10. ARTICLE X: Vacancies

Section 1. Any vacancies in the executive that occur shall be filled at a general meeting to be held within a month.

Section 2. If the vacancy occurs within two months of the regularly scheduled election meeting no by-election is necessary.

Section 3. In the filling of a vacancy in the executive, another member of the executive can be nominated with the understanding that he/she will resign his/her current position if elected. Should this occur, another election to fill the new vacancy shall be immediately held at the same meeting, unless Article X Section 2 applies.

Section 4. If no candidate is found to fill a vacancy in the executive at a general meeting, current members of the executive can hold a maximum of two positions for a maximum of four months, after which another general meeting has to be held to fill the position. Nobody should simultaneously hold the positions of president, vice-president, secretary, or treasurer, and the two faculty representatives should be two different people.

11. ARTICLE XI: Appointments

Section 1. Appointments to departmental and faculty committees shall be made with the consent of the membership.

Section 2. All appointments of the membership and executive shall submit regular reports to the executive which shall be made available to the membership.

12. ARTICLE XII: Amendments to Constitution

Section 1. The constitution of the organization may be amended by special resolution at a general meeting.

Section 2. Members are to be made aware of proposed changes at least one week in advance by written notice.

Section 3. A simple majority of eligible voting members present is required to pass changes and amendments.