

# NGSA Constitution

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Nursing Graduate Students' Association  
Ingram School of Nursing, Faculty of Medicine  
McGill University

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## Article I - Name

- 1.1 The name of this organization shall be “The Nursing Graduate Students’ Association” hereinafter referred to as “NGSA”.
- 1.2 For the purpose of this document, internally, the organization shall be interchangeably referred to as “the Association”.
- 1.3 For the purpose of external qualification and recognition, the name of the organization shall be spelled out in full, in each document where it first appears, at least once, and thereafter it may be abbreviated as “NGSA”.
- 1.4 For the purpose of this document, “the University” refers to McGill University and “the ISoN” refers to the Ingram School of Nursing at McGill University.

## Article II - Purpose

- 2.1 The purpose of the Association shall include:
  - a. to provide representation for the Membership, as appropriate; within the ISoN, the Faculty of Medicine, the University and the community at large;
  - b. to promote the interests and welfare of the Membership at the levels of faculty, university, community and government, as appropriate;
  - c. to foster engagement of the Membership in nursing and student issues by encouraging involvement in the Association and other student-led initiatives;
  - d. to promote principles of social justice and equity by recognizing the social determinants of health;
  - e. to provide a sense of community to the master, doctoral, and postdoctoral students within the ISoN;
  - f. to arrange academic and social activities for the Membership, so that the participants may actively benefit from the scholarly, recreational, and/or social nature of an organized event; and,
  - g. to foster a sense of collaboration, academic, and otherwise, with equivalent organizations outside the ISoN.

## Article III - Membership

- 3.1 Regular membership of the Association shall be comprised of:
  - a. all full-time and part-time direct-entry and nurse-entry students enrolled at the Master’s level, leading to a MSc(A) in Nursing degree from the ISoN;
  - b. all students enrolled at the doctorate level, leading to a PhD degree from the ISoN; and,
  - c. all postdoctoral fellows working within the ISoN.

- 3.2** Aside from this stipulation, the NGSA shall not discriminate in any way deemed unlawful or inappropriate by:
- a. the Post Graduate Student Society (PGSS) constitution;
  - b. the McGill University ethics guidelines; or,
  - c. the municipal, provincial, or federal law.

## **Article IV - Executive**

- 4.1** There shall be ten (10) executive officers of the NGSA, hereinafter referred to as “the Executive”:
- a. President;
  - b. Vice President External Affairs;
  - c. Vice President Internal Affairs;
  - d. Vice President Academic (Master’s—Direct Entry);
  - e. Vice President Academic (Master’s—Nurse Entry);
  - f. Vice President Academic (Doctoral);
  - g. Vice President Finance;
  - h. Vice President Administration;
  - i. Vice President Communications; and,
  - j. Vice President Promotions.
- 4.2.1** The Executive, with the exception of the Vice-President Doctoral, shall be elected once a year as per the election guidelines set out below (Article X);
- 4.2.2** The Vice President Academic Doctoral will be appointed for one year term by the President on recommendation of the doctoral students. In the case that a Vice President Doctoral is not appointed due to an absence of volunteers, the Doctoral Class Representative may assume the voting power of the VP Academic Doctoral at the Council Meetings to ensure doctoral representation in decision making
- 4.2.3** As a means of facilitating and enhancing the completion of their role and increasing engagement from the Membership; any executive officer may appoint Representatives. Elected executive officers cannot pass on voting rights associated with their position to Representatives; Representative roles must be clearly defined; and Representatives must obtain approval by the President.
- 4.3** The Executive shall hold office from May 1<sup>st</sup> of each year until the following April 30<sup>th</sup>.
- 4.4** Executive officers must remain members of the Association throughout their term of office.
- 4.5** The Executive must address the issue of absenteeism (as outlined in article 6.7) if any council member or executive officer is absent for two (2) or more meetings per term of office.

- 4.6** In the case that quorum (66%) cannot be attained, a maximum of two (2) executive officers may join in the meeting remotely (i.e. phone or videoconference).

## **Article V – Executive duties**

- 5.1** The Executive shall be jointly charged with the responsibility of:
- 5.1.1** representing the common interests of all nursing graduate students at the ISO-N;
  - 5.1.2** managing day to day operations of the Association;
  - 5.1.3** being responsible for all procedural business;
  - 5.1.4** ensuring that the vision of the Association, as outlined in this constitution, serves the current interests of the membership;
  - 5.1.5** ensuring prudent fiscal management of the Association’s funds;
  - 5.1.6** relating to Council comments, questions, and concerns of relevance to the Association;
  - 5.1.7** producing and maintaining guides detailing procedures of individual executive functions.;
  - 5.1.8** providing all documents generated by their respective offices to the VP Administration; and,
  - 5.1.9** ensuring that, in the case of a vacant executive position, all responsibilities of this position are fairly delegated to the current members of the Executive, until the vacant position can be filled.

These responsibilities shall hereafter be referred to as the “joint responsibilities of the Executive”.

- 5.2** Further to the joint responsibilities of the Executive, the President shall:
- 5.2.1** be the official representative of the Association to all external entities unless he/she is able and willing to delegate the seat to the VP External;
  - 5.2.2** be responsible for all official correspondence with all external entities unless he/she is able and willing to delegate the seat to the VP External;
  - 5.2.3** be one of the PGSS Councillors for the Association and attend PGSS Council Meeting in the occasion that a voting seat needs to be filled or the VP External is unavailable
  - 5.2.4** meet at least twice per year with the NUS Council unless they are able and willing to delegate the seat to the VP External;
  - 5.2.5** provide general supervision to the executive team;
  - 5.2.6** enforce the constitution and by-laws of the association;
  - 5.2.7** chair and coordinate executive and council meetings;

- 5.2.8** be familiar with the content of the University’s Handbook of Student Rights and Responsibilities, and in particular the Charter of Students’ Rights with respect to defending the rights of the Association;
  - 5.2.9** be one (1) of the two (2) required signing officers for the NGSA account;
  - 5.2.10** maintain and organize up to date documents of the Association’s constitution;
  - 5.2.11** compile meeting agendas with reports from all other executives and committees;
  - 5.2.12** conduct all of the Association’s elections according to the procedures and regulations specified in this Constitution, unless they are nominated, in which case a non-nominated member of the Executive will complete this task;
  - 5.2.13** compile and maintain a list of organizations to which the Association is related, and produce records of all procedures and documents required in establishing and maintaining such relationships;
  - 5.2.14** promote and create a fostering environment for involvement, engagement, and leadership among the Membership;
  - 5.2.15** in the case no VP Academic Doctoral is appointed, liaison with the Doctoral Representative at least once per semester and subsequently as needed;
  - 5.2.16** liaison with the Equity Commissioner at least once per semester and subsequently as needed;
  - 5.2.17** look for innovative ways for the Executive to perform their roles more efficiently;
  - 5.2.18** maintain and transmit the records and documentation of the Association’s activities required by the PGSS to the appropriate PGSS representative within the deadlines stipulated by the PGSS for a Graduate Student Association (GSA); and,
  - 5.2.19** verify adherence by the Association to all required regulations concerning the activities of a GSA as specified by the PGSS.
- 5.3** Further to the joint responsibilities of the Executive, the VP External Affairs shall:
- 5.3.1** advocate for and on behalf of the Association for student and nursing issues to external entities as he/she deems appropriate;
  - 5.3.2** keep the Association informed on external student and nursing issues;
  - 5.3.3** be one of the PGSS Councillors for the Association and delegate the voting seat to another councillor when they are unable to attend PGSS Council Meeting;
  - 5.3.4** if able and willing, be the official representative and correspondence of the Association to external entities if delegated by the President;
  - 5.3.5** if able and willing, meet at least twice per year with the NUS Council if necessary;
  - 5.3.6** coordinate with the VP Academic(s) to ensure that the VP Academic(s) are the official representative and liaison for Master’s students for all curriculum related issues outside the ISoN;
  - 5.3.7** liaison the Association with McGill Nurses for Healthy Policy as they deem appropriate;

- 5.3.8** liaison the Association with interprofessional, alumni, Provincial, National student groups as they deem appropriate;
- 5.3.9** ideally be able to communicate in both English and French;
- 5.3.10** liaison the Association with external entities as they deem appropriate; and,
- 5.3.11** prepare and update lists of external groups and resources relevant to the Association as they deem appropriate; and,
- 5.3.12** chair Council meetings in the absence of the President.

**5.4** Further to the joint responsibilities of the Executive, the VP Internal Affairs shall:

- 5.4.1** promote and create a fostering environment for student community, involvement, engagement, and leadership among the Membership as they deem appropriate;
- 5.4.2** manage member-led initiatives by the Membership through:
  - a. encouraging the creation of and participation in member-led initiatives by the Membership as deemed appropriate;
  - b. approving proposed member-led initiatives by the Membership as deemed appropriate requiring final approval by the President;
  - c. working with the VP Finance to allocate funding, when available, for member led initiatives requiring final approval by the President;
  - d. supporting membership led initiatives with the Association’s resources (financial, human, administrative, promotional, logistical, contacts) as deemed appropriate; and,
  - e. directly aiding in supporting membership- led initiatives as he/she deems appropriate.
- 5.4.3** manage relationship with student led groups at the ISoN through:
  - a. appointing/connecting with liaisons for student groups at the ISoN (McGill Nurses for Global Health, McGill Peer Mentorship Program, etc.);
  - b. encouraging the participation in student groups at the ISoN by the Membership; and,
  - c. supporting student groups at the ISoN open to the Membership, as deemed appropriate, with the Association’s resources (financial, human, administrative, promotional, logistical, contacts).
- 5.4.4** be responsible for fostering student community through organizing key social events and other activities for Master’s and Doctoral students, including but not limited to:
  - a. the qualifying year orientation icebreaker;
  - b. the fall and winter Wine & Cheese;
  - c. fall entry social events and NGSA activity fair; and,
  - d. graduation dinner and/or events.

- 5.4.5** appoint, support, and delegate tasks of Article 5.4.4 with a Social Representative, as they deem appropriate;
  - 5.4.6** be the official event planner of the Association, and exercise this duty as they deem appropriate;
  - 5.4.7** work with VP Finance and President to develop yearly budget; and,
  - 5.4.8** keep the Executive informed on the activities of all membership led initiatives, student groups at the ISON, and social events.
- 5.5** Further to the joint responsibilities of the Executive, the VP Academic Master's Nurse-Entry and VP Academic Master's Direct-Entry shall share the following responsibilities:
- 5.5.1** be the official representative and liaison for Master's students to the NGSA executive, and as such, shall make every effort to vote on behalf of the Master's students at Executive and Council meetings;
  - 5.5.2** be the official representative and liaison for Master's students for all curriculum related committees at the ISON;
  - 5.5.3** coordinate with the VP External to be the official representative and liaison for Master's students for all curriculum related issues outside the ISON;
  - 5.5.4** be the official liaison between the NGSA and the Student-Faculty Advisory Committee;
  - 5.5.5** be familiar with the content of the University's Handbook of Student Rights and Responsibilities, and in particular the Charter of Students' Rights with respect to defending the rights of the Members;
  - 5.5.6** advocate to the ISON to makes available and update resources for students to assist with academic and future career pursuits as they deem appropriate;
  - 5.5.7** makes available and manages resources for students to assist with academic and future career pursuits, as they deem appropriate; and,
  - 5.5.8** the Nurse-Entry and Direct-Entry representative may divide tasks as they deem appropriate with final approval of the President.
- 5.6** Further to the joint responsibilities of the Executive, the VP Academic Doctoral shall:
- 5.6.1** be the official representative and liaison for Doctoral and Postdoctoral students to the NGSA Executive, and as such, shall make every effort to vote on behalf of the Doctoral and Postdoctoral students at Executive and Council meetings;
  - 5.6.2** assist with coordinating, planning and execution of scholarship activities for Doctoral and Post-doctoral students that may occur in conjunction with the Association;
  - 5.6.3** assist with coordinating, planning and execution of social events and other activities for Doctoral and Post-doctoral students;
  - 5.6.4** be the official liaison between the McGill Doctoral Nursing Colloquium (MDNC) and the NGSA Executive;

- 5.6.5** be the official liaison between NGSA and the PhD Advisory Committee; and,
- 5.6.6** produce and maintain a comprehensive list of facilities and procedures for aiding the Doctoral and Postdoctoral students in obtaining information and solutions to issues relating to academic activities as they deem appropriate.

**5.7** Further to the joint responsibilities of the Executive, the VP Finance shall:

- 5.7.1** ensure the long-term financial stability of the Association;
- 5.7.2** administer and maintain the Association's assigned financial resources;
- 5.7.3** be responsible for ensuring all financial transactions adhere to the approved Association budget;
- 5.7.4** be one (1) of two (2) required signing officers;
- 5.7.5** maintain official financial records for auditing purposes including:
  - a. retaining all Financial records for six (6) years after the year of initial transaction;
  - b. keeping the Association's budget and Constitution for reference; and,
  - c. destroying all financial records after the six (6) years period.
- 5.7.6** keep the Council informed of the financial status of the Association;
- 5.7.7** work with the VP Internal to allocate funding for member led initiatives requiring final approval by the President;
- 5.7.8** be responsible for merchandise sales between the Association and the Membership;
- 5.7.9** be responsible for the coordination of all fundraising events and for the identification of new funding opportunities on behalf of the Association;
- 5.7.10** employ the assistance of a Fundraising Representative to assist with article 5.7.9 as deemed necessary; and,
- 5.7.11** be responsible for preparing the Association's yearly budget and final annual financial statement with the VP Internal and the President.

**5.8** Further to the joint responsibilities of the Executive, the VP Administration shall:

- 5.8.1** maintain an updated version of all the Memberships' class schedules;
- 5.8.2** be responsible for scheduling the Association's events, General Assemblies, Executive meetings, and Council meetings;
- 5.8.3** maintain and update the Association's calendar with the Association's events, General Assemblies, Executive meetings, and Council meetings;
- 5.8.4** be responsible for the Association's room bookings;
- 5.8.5** act as the recording secretary for Council Meetings and General Assemblies, and transmit the corresponding minutes to the Council;

- 5.8.6** maintain and organize up to date electronic (where appropriate) and paper (where appropriate) records of all of the Association's documents including:
  - a. financial records as provided by the VP Finance;
  - b. Meeting records (agendas, minutes, etc);
  - c. Documentation arising from the activities of the Executive;
  - d. Template and filled forms (e.g. Nomination Forms); and,
  - e. The Association's operations manuals.
- 5.8.7** keep those records available upon request by any member of the Association. The minutes should be available within a week post Council meetings.
- 5.8.8** divide responsibilities as they deem appropriate with the VP Communications and VP Promotions upon approval by the President.
  
- 5.9** Further to the joint responsibilities of the Executive, the VP Communications shall:
  - 5.9.1** facilitate communication between the Council and the Membership;
  - 5.9.2** be responsible for the compilation and dissemination of the NGSA newsletter at regular intervals, generally every week:
    - a. ensure all of the Association's events are advertised to the Membership
    - b. notification of all of the Association's meetings/assemblies
    - c. notification of external content deemed relevant to the Membership
  - 5.9.3** be responsible for the maintenance of the Association's email account:
    - a. be the designated correspondent of the Association to the Membership via email
    - b. transfer specific emails to the appropriate correspondents
  - 5.9.4** divide responsibilities as they deem appropriate with the VP Administration and VP Promotions upon approval by the President.
  
- 5.10** Further to the joint responsibilities of the Executive, the VP Promotions shall:
  - 5.10.1** provide class representatives with announcements on the Association's events;
  - 5.10.2** promote events with the use of posters as they deem appropriate;
  - 5.10.3** act as Webmaster with duties including maintaining up to date website content such as:
    - a. the Association's Constitution;
    - b. the names and contact information of the Executive, Council members, and PGSS Councillors;
    - c. archives (meeting minutes, council reports, etc...); and,

- d. materials provided by the Executive (lists, statements, reports, records, news etc.).
- 5.10.4** maintain and promote events on the Association’s social media accounts (Facebook, Twitter); and,
- 5.10.5** divide responsibilities as they deem appropriate with the VP Administration and VP Communications upon approval by the President.

## Article VI – Council and Equity Commissioner

- 6.1** The NGSA Council shall be the working body of the NGSA between General Meetings.
- 6.2** The Council shall be comprised of:
  - a. the Executive;
  - b. student representatives (see article 6.11); and,
  - c. all NGSA representatives to the PGSS Council (if different than the above members).
- 6.3** Council meetings shall be held a minimum of three (3) times per academic year and at the call of the president as necessary.
- 6.4** Quorum for such meetings shall be no less than two thirds (66%) of the voting members currently on Council.
- 6.5** Each member of the Executive and student representatives shall have one vote; other Members are encouraged to engage actively in all matters discussed but are not voting members per se.
- 6.6** All matters shall be decided by a majority vote. In the case of a tie the chairperson of any meeting will break the tie.
- 6.7** Except for extenuating circumstances (e.g. illness, family emergencies, etc.) any Council member absent for (2) or more council meetings will be asked to resign by the executive council, and a special election will be held to fill vacancy (Article 13.1). Each student representative has the right to have a proxy sit to represent his or her constituency (i.e. in the case a meeting is scheduled during a student representative’s class time), which would work in lieu of an absence.
- 6.8** Council meetings are open to all the Membership: notice of date, place and time of such meetings shall be posted in the ISoN at least a week in advance. All members of council should encourage participation of students.
- 6.9** An email newsletter is to be published by the VP Communications, while the VP Promotions is to equally promote the meeting through their respective channels (i.e. website, class announcements, or social media) within one week of every council meeting to update students of NGSA activities and decisions.
- 6.10** Each MSc(A) class (Qualifying-Year, Master's Direct-Entry Year 1, Master's Nurse-Entry Year 1, Master's Direct-Entry Year 2, Master's Nurse-Entry Year 2, and Global Health) is responsible for choosing a student representative who shall:

- 6.10.1** sit on and have one vote on council;
- 6.10.2** be the official representative of their class on all academic and non-academic matters;
- 6.10.3** sit on SFAC;
- 6.10.4** be responsible for publicising announcements (e.g. via e-mail and class announcements) from the VP Promotions;
- 6.10.5** be responsible for submitting a detailed course schedule each semester to the VP Administration; and,
- 6.10.6** be divided among 2 individuals as required. The role division must be clearly outlined and be approved by the President. Although both individuals may attend council, only one may assume voting power.

**6.11** The Equity Commissioner Shall:

- 6.11.1** be a non-Executive member, elected in the fall, who self-identifies as familiar with issues of social equity either experientially or through personal interest;
- 6.11.2** liaise with the Equity Commissioner of the PGSS at least once per semester and subsequently as needed;
- 6.11.3** sit on the Equity and Diversity Committee of Graduate Students at the PGSS;
- 6.11.4** be available to students experiencing issues of equity as a contact to direct students to appropriate resources;
- 6.11.5** promote intra- and inter-professional events pertaining to equity and social justice within the ISoN as deemed appropriate;
- 6.11.6** be left vacated and unfulfilled if no individual is elected for the position;
- 6.11.7** not be required to attending council or executive meetings; and,
- 6.11.8** liaison with the President at least once per semester and subsequently as needed.

## Article VII – Representation

- 7.1** The NGSA shall ensure representation to the PGSS by appointing representatives to the available seats on their council for a one year term:
  - a. one (1) seat shall be filled by the VP External Affairs, unless he/she is willing to delegate his/her seat to another member of the NGSA council;
  - b. the remaining seats shall be filled by any member of the NGSA council; and,
  - c. the remaining seats, if any, are open to any member of the Association.
- 7.2** The NGSA shall ensure representation to all committees and bodies within the ISoN on which graduate students are entitled to representation (i.e. Student-Faculty Advisory Committee, Steering Committee, McGill Doctoral Nursing Colloquium, etc.)

## Article VIII - Finances and Membership Fees

- 8.1 The NGSA shall conduct fundraising for such programs or activities as it sees fit.
- 8.2 The Association may seek funding from the PGSS in accordance with the PGSS funding program guidelines.
- 8.3 The Association is not to levy a membership fee; it shall receive monies from the Student Life Fund managed by PGSS.
- 8.4 The fiscal term for the Association shall begin May 1<sup>st</sup> of the year, and end on April 30<sup>th</sup> of the following year.
- 8.5 The outgoing and incoming Executive Council shall review the budget estimates set by the outgoing and incoming VP Finance. Proposed budgets shall be motioned and voted upon by the incoming Executive at their first Council Meeting and be forwarded to the PGSS VP (Finance) in due time.
- 8.6 A proposal for required funds shall be submitted to the ISON by the end of June, every year.
- 8.7 Any member of the Association can make a reasonable request to inspect the financial accounts. In the event of an irregularity, the Executive will bring the matter to Council and appropriate action will take place.
- 8.8 Any member of the Executive will be allowed to purchase items for the purpose of activities of the Association with the approval of the council.

## Article IX - General Meeting

- 9.1 The General Meeting shall be called by a decision of regular quorum of council, if deemed necessary.
- 9.2 A General Meeting of the Association shall be able to conduct any business under the Constitution and decisions shall become NGSA policy.
- 9.3 Notice of a general Meeting shall be given by posting announcements on departmental notice boards and by e-mail at least one week before the meeting.
- 9.4 Quorum for the General Meeting shall be 25% of the general membership.
- 9.5 All motions shall be passed upon a simple majority of 50% + 1 vote.
- 9.6 Referendums and voting can be conducted through an Online Voting System (e.g. the PGSS OVS), as appropriate, as determined by the Executive. The same regulations for notice, quorum, and voting majority apply as in a regular General Meeting.

## Article X - Elections

- 10.1 With the exception of the inaugural year of the NGSA (Section 12.6), annual elections shall be held prior to April 1<sup>st</sup>, in the form of either a special General Meeting or through online voting system. In the event of unfilled Executive positions, a special election can be held in

the following fall semester to fill vacancies. In the meantime, tasks and duties will be delegated and shared between the other members of the Executive.

- 10.2** Notice of open positions shall be given at least two (2) weeks prior to the elections candidacy deadline via email and posted in the ISON.
- 10.3** Any regular member of the NGSA in satisfactory standing, as determined by McGill University, may seek election for the following open positions, providing they acquire the nomination of three (3) other regular members of the Association and that they fulfill the requirements listed in this constitution:
- a. President;
  - b. Vice President External Affairs;
  - c. Vice President Internal Affairs;
  - d. Vice President Academic (Master's—Direct Entry);
  - e. Vice President Academic (Master's—Nurse Entry);
  - f. Vice President Academic (Doctoral);
  - g. Vice President Finance;
  - h. Vice President Administration;
  - i. Vice President Communications; and,
  - j. Vice President Promotions.
- 10.4** Candidates for the position of President shall preferably have had at least one year of experience on Council or have attended at least 2 council meetings.
- 10.5** Candidates for the Vice President Academic Master's and Vice President Academic Doctoral positions must be respectively Master's and Doctoral students.
- 10.6** The Vice President Academic Doctoral will be decided by consensus or, if necessary, by secret ballot by doctoral students, and the nominee will be recommended to the President of the NGSA for appointment.
- 10.7** Each candidate must plan to serve full term of office and if graduation is expected before the end of term, then the candidate must disclose such information.
- 10.8** Ballots shall be secret, and be counted in the presence of at least two (2) non-candidate members (in case of manual ballot counting).
- 10.9** Elections shall be passed by plurality.
- 10.10** In the event that an election ends in a tie, the Executive shall arrange a re-vote to take place within one week of the declaration of the tie.
- 10.11** Vacancies during the course of the year shall be filled through by-elections, to take place at either a special General Meeting, or by Online Voting System (e.g. the PGSS OVS).

## **Article XI - Affiliation**

**11.1** The NGSA shall be affiliated with the PGSS, as provided for by that body's constitution.

**11.2** The Association may choose to be affiliated with other bodies as its membership sees fit.

## **Article XII – Constitution Adoption and Amendments**

**12.1** This constitution has been initially adopted by a two-thirds (66%) majority of an online vote, open to all members of the Association who were given a one (1) week notice via email to vote.

**12.2** Amendments to this constitution shall be made at a General Meeting or by referendum through an online vote.

**12.3** Notice of proposed amendments shall be posted at least one (1) week before the General Meeting or online vote.

**12.4** Amendments shall pass by a two thirds (66%) majority of those present at the General Meeting or who have voted online.

**12.5** Any changes to the Association’s Constitution shall be forwarded to the PGSS within one (1) month of their implementation.

## **Article XIII – Removal of Office**

**13.1** Any officer of the Association council may be removed from office for impropriety, violation of the provisions of this Constitution or its By-Laws, delinquency of duties, excessive absenteeism, or misappropriation of Association funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.

**13.2** A motion to remove an officer must be signed by at least four (4) councillors or two thirds (2/3) majority at a general meeting of the Association and distributed to all members of Council. The motion shall then be inscribed in the agenda of the next regular meeting of Council.