

The Constitution of the Bachelor of Arts Architectural Studies Society (BAASS)

Article I: The Student Union

1. There shall be established at the University of Toronto Faculty of Arts and Science and Faculty of Architecture, Landscape and Design (al&d) a union of all undergraduate Bachelor of Arts Architecture students, which shall be known as the Bachelor of Arts Architectural Studies Society (BAASS), henceforth referred to herein as the BAASS Council.
2. The legislative aim of the BAASS shall be an elected representative body known as the BAASS Executives.

Article II: Membership and Fees

1. All undergraduate students taking an ARC course at the University of Toronto shall be members of the BAASS Council.
2. The BAASS maintains no membership fee.

Article III: Aims and Purposes

1. The BAASS Executives is dedicated to help ensure that the education of all students registered in Architecture courses at the University of Toronto is the best that can be possibly offered. The BAASS strives to ensure easier access to academic resources and general information; provide a direct communication link to the faculty and professors; and provide an overall better university experience through social and educational opportunities outside of course routines.
2. The BAASS Executives shall attempt to represent effectively the interests of its members within the Faculty of Arts and Science Architectural Studies Program and the University of Toronto as a whole.
3. The BAASS Executives shall initiate measures and support organizations whose objective is to improve the quality of education in the Faculty of Arts and Science Architectural Studies Program and the University of Toronto.
4. The BAASS Executives shall initiate and sponsor activities, which contribute to the cultural and social life of its members.

Article IV: Accountability

1. The Constitution, a resolution or by-law of the Council must be put to a referendum within thirty (30) days following a petition to the Executive signed by at least ten percent (10%) of the members of the Student Union.
2. A Council Member shall be deemed to have resigned when at least sixty percent (60%) of the members of the BAASS Executive petition for dismissal.
3. The President or Vice-President shall be deemed to have resigned when at least sixty percent (60%) of the members of the BAASS Executive petition for dismissal.
4. All financial records, budgets, general correspondence, and minutes of meetings of the Executive and subsidiary bodies (i.e. Commissions, committees, or special committees) shall be open for examination by any members of the BAASS Council and any student enrolled in an ARC course.
5. All meetings of the BAASS Executives and of its subsidiary bodies shall be open to any student enrolled in an ARC course.

Article V: Legislative Body

1. Composition

The members of the BAASS Executive shall be as follows:

- a. The President and Vice-President of the Administration of the BAASS Executive are elected in the Spring Term by Students enrolled in at least one ARC course.
- b. The Financial Commissioner, Social Director, Marketing Director, Public Relations Officer and Publication Editor are elected in the Spring Election by Students enrolled in at least one ARC course.

2. Each member of the BAASS shall be entitled to hold no more than one executive position at a time. BAASS Executive members positions to be described in Article VII, section 2 and 3 and Article VIII, section 1.

3. Eligibility

- a. Any student enrolled in an ARC course is entitled to vote in all BAASS Executive elections.
- b. Students enrolled in the Architecture (Design or History) major and an ASSU member (a full time Arts & Science student or paid the \$11.00 ASSU fee) shall be eligible to run for and hold a BAASS Executive position in a given BAASS executive term, subject to conditions outlined in Article V, section 2.

4. Powers

- I. The BAASS Executive may establish special committees and determine their purpose(s) and composition.
 - a. The recommendations of special committees shall be subject to BAASS Executive Approval.
 - b. The members of a special committee shall elect a chairperson from among themselves at the first meeting.
 - c. The members of a special committee shall be concurrent with its original mandate.
- II. BAASS Executives appointees are required to regularly attend meetings and participate in the activities of the council or committees to which they are appointed. Failure to do so constitutes grounds for dismissal open to appeal.
- III. Any Council appointees may be dismissed at any time by a two-thirds (2/3) majority vote of those BAASS Council Members present and voting.
- IV. The Constitution of the BAASS Executive shall be interpreted and amended solely by the Executive as outlined in Article XI.

5. Duties of BAASS Executive Members

- I. Executive terms of office shall begin at the dissolution of the outgoing BAASS Council, which must take place before April 1.
- II. All BAASS Executive members shall attend all BAASS Executive Meetings. Any member having missed two (2) consecutive meetings without notification shall be deemed to have resigned; reinstatements shall be subject to approval by the BAASS Executive.
- III. BAASS Executive members must serve on at least one commission and committee of council per year. Failure to attend or participate in commission or committee activities or meetings shall constitute resignation from that commission or committee, subject to reinstatement by BAASS Executives as per Article V, section 5.2 above.
- IV. All members of the BAASS Executives are BAASS Ambassadors. It is through these individuals the BAASS Executive will be able to combat student apathy, encourage school spirit, and enhance the community of the BA Architecture students at the University of Toronto.
- V. In the role as a councilor, the individual will be expected to i) attend meetings, ii) sit on a committee or commission, iii) help and promote with the planning and organization of BAASS activities and events.

6. Meetings

- I. The BAASS Executive shall meet at least once (1) a week during its term of office in the academic year.
- II. The BAASS Executive shall meet at least twice (2) a month during the summer term.
- III. BAASS Executive shall set its schedule of regular meetings by September 1st for the Fall term and by January 1st for the Spring term.
- IV. Notice of BAASS Executive meetings and agendas of such meeting shall be posted electronically and in prominent locations around the Faculty of Architecture no less than two (2) weeks prior to meeting time.

7. By-Laws and Procedures

- I. The BAASS Executive shall adopt electoral by-laws concerning the method of conducting elections.
- II. The BAASS Executive shall adopt financial by-laws concerning the method by which all BAASS Council finances shall be handled.
- III. The BAASS Executive shall adopt referendum by-laws concerning the method by which all BAASS Council referenda shall be conducted.
- IV. By-laws, rules of procedures, resolutions, and policies shall continue to be binding on the BAASS Executive from year to year unless amended, rescinded, or superseded by the Executive. All resolution will be reviewed after a two-year period.

8. Minutes, Records

- I. The BAASS Executive shall keep a record of all motions passed by the BAASS; motions will be identified by the year and order in which they were passed
- II. Rough drafts of minutes of Council and Executive meetings shall be on file for a one year period.
- III. All Financial Records, budgets, financial statements and minutes of meetings of BAASS and subsidiary committees shall be kept on file.

Article VI: Employees of the Council

1. The BAASS must approve with a two-thirds (2/3) majority the designation of certain tasks to be performed in the services of the BAASS Executive as salaried positions. These positions must be suitably advertised as paid positions for a period no less than ten (10) days by the hiring committee.
2. In considering the application of salaried positions, the BAASS Executives shall appoint a hiring committee composed of three (3) of the Executives who shall recommend to the Executive for their approval their choice(s) for the Position(s).
3. When employing an individual, council shall enter a written contract with the said individual. The President, Vice President and the Financial Commissioner shall be responsible for drawing up the contract and recommending its terms and reference for approval to the BAASS Executives.
4. The Chief Returning Officer
 - I. The BAASS Executive shall appoint a Chief Returning Officer no later than four (4) weeks prior to the opening nominations for elections or holding of referenda.
 - II. The Chief Returning Officer cannot be nominated for or participate in any campaign.
 - III. The Chief Returning Officer shall enforce the electoral and/or referendum by-laws and shall be bound by them.
 - IV. The Chief Returning Officer shall be responsible for organizing a candidate's forum.

Article VII: The Executive Committee

1. General Guidelines
 - I. The Executive Committee shall consist of the following voting members: The President, Vice-President, Financial Commissioner, Social Director, Marketing Director, Public Relations Officer and Publications Editor.
 - II. Each member of the BAASS Executive shall be eligible to hold no more than one (1) executive position at a time.
 - III. The Executive Committee has the power to decide to add/create positions as needed year to year.
2. The President
 - I. The President shall be responsible to the BAASS Executive for overseeing the implementation of its policies.
 - II. The President shall chair meetings of the Executive Committee.
 - III. The President shall co-sign any contractual agreement and cheques on behalf of the BAASS Executives.
 - IV. The President shall give final approval for all projects.

- V. The President shall be responsible for communication and meeting between the BAASS executive and the faculty.
- VI. The President shall be responsible for communication and meeting between the BAASS executive and other student organizations.

3. Vice-President of Administration

- I. The Vice-President of Administration shall assist the President in overseeing the implementation of BAASS Executives Policies.
- II. In the event of absence, resignation or removal of the President, the Vice-President of Administration shall assume the duties and the powers of the President.
- III. The Vice-President of Administration shall carry out secretarial duties including updating the BAASS Executive's books, recording the minutes of meetings and motions passed.
- IV. The Vice-President of Administration shall be responsible for drafting and writing documents and letters.

4. Powers of the President and Vice-President

- I. The President and Vice-President shall set its schedule of regular meetings by September 1st for all the Fall term and by January 1st for all the Spring term.
- II. The President and Vice-President shall be entitled to examine, in the monthly meeting, all correspondence to the BAASS Council and to the office of the President of the BAASS Executive.
- III. The President and Vice-President shall meet to see the agenda for the BAASS Executives at least twenty-four (24) hours before the date of the meeting.
- IV. Members of the BAASS Council may formally submit items for inclusion on the agenda of the following council meeting up until the President and Vice-President meets to set the agenda.
- V. The President and Vice-President shall submit the minutes of all its meetings to the council for approval.
- VI. The President and Vice-President Committee shall oversee the administration of all contractual agreements.

5. Financial Commissioner

- I. The Finance Commissioner shall co-sign any contracts on behalf of the BAASS Executive.
- II. The Finance Commissioner shall co-sign all cheques with the President or Vice-President of Administration.
- III. The Finance Commissioner will direct the day-to-day administration of funds.
- IV. The Finance Commissioner shall present monthly reports to the BAASS Executive, which shall itemize major budget expenditures or revenue in the preceding month.
- V. The Finance Commissioner shall prepare budgets and financial statements for the BAASS Council and supervise the expenditures of the BAASS funds.

6. Public Relations Officer

- I. The Public Relations Officer shall be responsible for the development of sponsorship material.
- II. The Public Relations Officer shall be the main contact for any external sponsors.
- III. The Public Relations Officer shall be the liaison between the student body and the BAASS Executive.
- IV. The Public Relations Officer shall be responsible for electronic communication between the BAASS Executive and the student body.

7. Marketing Director

- I. The Marketing Director will be responsible for developing and implementing advertising strategies and preparing promotional materials.
- II. The Marketing Director shall aid the Public Relations Officer in the creation of sponsorship material.
- III. The Marketing Director will be responsible for maintaining the BAASS website or relaying updates to a designated website coordinator.

8. Publications Editor

- I. The Publications Editor shall oversee all activities pertaining to the writing, graphics, layout, printing and distribution of the architectural student magazine SHIFT.
- II. The Publications Editor shall be responsible for editing all written material submitted for each issue of the magazine SHIFT.

III. The Publications Editor shall be responsible for scheduling open meetings outside of the BAASS Executive meetings to aid in the function of the magazine SHIFT.

9. Social Director

- I. The Social Director shall be responsible for overseeing the preparation and running of all BAASS events.
- II. The Social Director shall be responsible for the creation and implementation of fundraising events.

10. Dismissal

- I. Commissioners may be dismissed by two-thirds (2/3) majority vote of those BAASS Executive members present and voting. Grounds for dismissal shall be:
 - a. Consistent failure to implement the policies and projects of the Commission as approved by the BAASS Executive.
 - b. Failure to comply with their constitutional responsibilities.
- II. A motion for dismissal of a BAASS member must be distributed at least two weeks before the Executive meeting at which it is discussed. At least three (3) members of Executive must endorse such a motion.

Article IX: Resignation

- 1. A BAASS Council Member may resign by submitting written notices thereof to the President who shall inform the BAASS Council of such.

Article X: By-Election

- 1. Vacancies created by resignation or petition shall be filled by election within one (1) month.

Article XI: Financial Report

- 1. The BAASS will publish an annual financial report which shall include un-audited financial statements, unless required by the Arts and Science Student Union (ASSU) or the University of Toronto Policy.
- 2. The annual financial report shall be signed jointly by the President and the Finance Commissioner.

Article XII: Amendments

- 1. The Constitution of the BAASS shall be amended when a two-thirds (2/3) majority of the BAASS Executive concur in accordance with Article XII, section 1.2.
- 2. Any proposed amendment(s) to the constitution shall be submitted in writing at the BAASS Executive Meeting, three (3) weeks previous to that at which it is to be considered.
- 3. There shall be kept a record of amendment(s) and when the Constitution is reprinted it shall have listed on it the last date that changes were made.