

By-Laws of the Society of Linguistics Undergraduate Students
passed 28 February 2005

Handwritten signature and date: 2/28/15

0. Definitions

"ASSU" refers to the Arts and Science Students' Union, the umbrella organisation overseeing all course unions in the Faculty of Arts and Science, University of Toronto.

"Department" refers to the Department of Linguistics, University of Toronto.

"Society" refers, unless otherwise specified, to the "Society of Linguistics Undergraduate Students", a student-run course union under the umbrella of the Arts and Science Students' Union.

1. Composition of the Executive Committee

a. The Executive Committee shall consist of at least three (3) of the following elected officers:

President
Treasurer
Vice-president
Secretary
Examination Bank Coordinator
Information Officer

(i) Duties of executive officers

The President of SLUGS oversees the general operation of the course union. He or she is expected to attend regular departmental meetings, as well as the regular meetings of ASSU (the Arts and Science Students Association). The President serves to communicate the comments and concerns of all undergraduate Linguistics students to the other members of the Executive, as well as to the Department of Linguistics, and ensures that students' concerns are responded to fairly and in a timely fashion. The President is also expected to assume responsibility for any and all functions upon which other members of the Executive default.

The VP of SLUGS is expected to attend departmental meetings together with the President, and must also attend curriculum meetings, where he or she also conveys the opinions and concerns of the undergraduate student body to those deciding curricular policy. He or she is also responsible for scheduling academic seminars (as many as needed to fill the expected quota for a course union), contacting other student organizations on campus to arrange jointly-presented academic events, and booking rooms and/or buildings for events as needed. The VP of SLUGS also serves as the primary contact for part-time student representatives.

The Treasurer of SLUGS is responsible for coming up with a yearly budget for the course union, and having it approved by the Executive Committee. He or she must also submit said budget to ASSU for approval, and collect and submit all receipts for goods/services tendered -- aggressive pursuit of receipts may be required. The Treasurer is also responsible for seeking ways to increase revenue, overseeing SLUGS's cash flow, and managing orders and sales of t-shirts or other items to be sold by SLUGS.

The Secretary of SLUGS is responsible for taking minutes at SLUGS meetings, and typing and sending the minutes to the SLUGS webmaster in a timely fashion. He or she is also responsible for

maintaining the SLUGS portion of the bulletin board in the Department of Linguistics, designing posters for SLUGS-sponsored events, and arranging for postering around the campus (with the help of other SLUGS executives/members).

The Events Coordinator of SLUGS is responsible for researching and arranging non-academic events (e.g., social outings, the departmental "Winter Holiday" party, and SLUGS end-of-year party, etc.). He or she may also be called upon to assist with the planning and preparation of other events.

The Exam Bank Coordinator of SLUGS is responsible for the organization and development of a depository of previous years' exams for all LIN and J-coded linguistics courses. Responsibilities include delegating work to the rest of the team involved with the development of the bank, as well as keeping a record of both those exams acquired and those still needed. Exams are to be posted online in accordance with the bank developed thus far.

The Information Officer of SLUGS is responsible for maintaining the SLUGS web-site. In addition, he or she also undertakes to monitor the SLUGS e-mail account, respond to general enquiries, and forward e-mail messages of a specific nature to the appropriate member of the executive committee. The Information Officer also assists in the technological advancement of SLUGS' activities overall.

b. Other positions may be designated as executive positions. Such designations require the unanimous support of all members present at a General Membership meeting. After the position is designated as an 'executive' position, a candidate must be chosen at an election or by-election, subject to the provisions of Section 2.

c. A maximum of three (3) part-time students who are not ASSU members may be chosen as *ex-officio* members of the Executive Committee. These part-time *ex-officio* members of the executive undertake to be aware of the concerns of part-time students and to bring them to the attention of the Executive Committee. Eligibility for candidacy is set out in paragraph (2bii).

(i) *Ex-officio* members may attend all Executive and general meetings. They cannot, however, vote at executive meetings, General Membership meetings, or in elections. In addition, they cannot attend meetings of the ASSU council.

2. Elections

a. Elections to the executive committee shall take place at a General Membership meeting at the end of the Winter session. Two weeks' notice must be given to all Linguistics students and to ASSU. The descriptions of all positions shall be included in the advertisement.

b. Eligibility to vote and run as a candidate is extended to all members of the Society as defined by Article VIII, Section 3 of the ASSU constitution.

(i) Notwithstanding subsection (2b), the positions of President and Treasurer shall be filled by candidates who have fully completed LIN100Y at the time of election. In other words, candidates will normally be in their "second-year" at the time of election.

(ii) Candidates standing for election to *ex-officio* positions described in Subsection (1c) need not be members of ASSU as stipulated in Subsection (2b). They must, however, be registered on a part-time basis in at least one (1) course and/or programme (minor, major, or specialist) in the Department, or enrolled in a programme (minor, major, or specialist).

(iii) Any member of the Society and any student eligible to stand for election as an *ex-officio* member of the executive may vote during the election of *ex-officio* candidates.

c. Elections shall be conducted by secret ballot. Voting shall be supervised by a returning officer who is not running for election.

d. Candidates should present themselves for election purely of their own volition. Candidates should not have been harassed or coerced to present themselves for election.

e. The positions will be filled in the following order. For clarity, the election shall proceed as follows:

1. President
2. Treasurer
3. Vice-president
4. Secretary
5. Examination Bank Coordinator
6. Events coordinator
7. Information Officer
8. *Ex-officio* positions

f. Candidates who are unsuccessful running for one position may declare themselves as candidates for other positions during the election, subject to the eligibility requirements set out in Subsection (2b).

3. Meetings

a. Meetings are open to all members of the Society. All members of the Society may vote on policy matters, and the wishes of the General Membership should be fulfilled by the Executive Committee. The interpretation and implementation of policy and how to meet the needs and wishes of the General Membership is the responsibility of the Executive Committee.

(i) Where appropriate, a meeting (or portion thereof) may be designated *in camera*. Such a designation shall require unanimous approval of all members present. Attendance at such sessions may be restricted to the current executive.

b. Minutes of all meetings (except for any portions held *in camera*) shall be published to the Society's website.

c. At least one (1) General Membership Meeting shall be held per semester. Such meetings shall be advertised to the Society's members and ASSU a minimum of two (2) weeks prior to the meeting.

d. Quorum

(i) Quorum at all Executive meetings shall be two-thirds ($\frac{2}{3}$) of the Executive committee

(ii) Quorum at all General Membership meetings shall be the lesser of eight (8) SLUGS members or eight per cent (8%) of the SLUGS General Membership.

4. Class representatives

a. In all classes offered in whole in or in part by the Department, the Society will attempt to recruit course representatives. Courses in which fewer than thirty (30) students are enrolled may elect one (1) course representative. Courses with enrolments greater than or equal to (30) students may elect two (2) course representatives.

5. Amendments

a. The Society's by-laws may only be amended at a general membership meeting. Two weeks' notice of both the meeting and the proposed amendments must be given to the Society's members and to ASSU.

b. Any amendment to the Society's by-laws shall require the approval of two-thirds ($\frac{2}{3}$) of all members of the Society present.

6. Other issues

a. Article VIII of the Constitution of the Arts and Science Students' Union also governs the operations of the Society. Refer thereto regarding questions not addressed herein.