

Faculty of Information and Media Studies Undergraduate Students' Council Constitution
2019/2020

Article I – Introduction

1. This organization shall be called the Faculty of Information and Media Studies Undergraduate Students' Council, hereafter referred to as the FIMSSC.
2. The FIMSSC Constitution shall hereafter be known as the Constitution.
3. The Faculty of Information and Media Studies shall hereafter be known as FIMS.
4. The University Students' Council shall hereafter be known as the USC.
5. The University of Western Ontario shall hereafter be known as UWO.

Article II – Mission Statement

The FIMSSC shall:

1. Promote the interests and welfare of the undergraduate students of FIMS through the development, promotion, and supervision of academic, cultural, philanthropic and social initiatives.
2. Enrich the academic, social, and political lives of FIMS undergraduate students.
3. Develop and maintain representative and responsible government at both faculty and departmental levels.
4. Provide a forum for FIMS undergraduate students to voice concerns, promoting unity, cooperation and freedom to learn amongst all students.
5. Serve as a liaison between the undergraduate students and the officials of FIMS

6. Serve as a liaison between the undergraduate students of FIMS, other student Councils, the USC and the administration at UWO.
7. Administrate student affairs within the limits of this Constitution.
8. Function first and foremost as a collective body whose members cooperate across portfolios in order to achieve common goals, rather than as a cohort of individuals who focus primarily on their respective portfolios

Article III – Jurisdiction

1. The FIMSSC shall deal in academic, social, political, and cultural affairs, as they are pertinent to the undergraduate students of FIMS.
2. The name of the FIMSSC shall not be used by any student organizations or individual member of the FIMSSC without the written consent of the FIMSSC, affirmed by 50% plus one (1) of the FIMSSC.
3. The FIMSSC, and any organization within it or subordinate to it, shall not sign any contract or agreement effective for more than one fiscal year, or which financially binds future FIMSSC responsibility.

Article IV – Members

1. Members/constituents of the FIMSSC with all rights and privileges here designated must be:
 - a. Undergraduate students registered in at least a major in FIMS for the entire duration of the academic year they serve on the FIMSSC as shown in the lists of the Registrar of UWO as having paid the required fees to the University.
 - b. Exceptions may be accepted by the FIMSSC in a two-thirds majority vote.

2. Executives (Voting Members)

a. President:

- i. Shall be a signing officer of the FIMSSC;
- ii. Shall voice the concerns of FIMS undergraduate students to the USC, and operate in accordance with democratic principles and the spirit of the faculty;
- iii. Shall serve as a supportive resource to all points of the FIMSSC; iv. Shall represent the FIMSSC on FIMS committees, including Faculty Council and Faculty Town Hall; and shall send a proxy, preferably a member of the FIMSSC executive, if the President is unable to attend
- iv. Shall chair the FIMS Undergraduate Student Fund Committee;
- v. Shall be a voting member of the USC;
- vi. Shall conform to the attendance policy of the USC;
- vii. Shall not participate in the Western School Song at USC meetings;
- viii. Shall represent the FIMSSC at the USC Presidential Roundtable;
- ix. Shall attend USC Clubs training; xi. Shall attend USC Finance training;
- x. Shall report to the FIMSSC the activities of the USC, promoting awareness of USC resources, policies, and logistics;
- xi. Is charged to review the FIMSSC Constitution with Council, at minimum annually. The review must take place—and the revised Constitution must be published on the FIMSSC website—prior to the deadline for following year’s FIMSSC applications;

- xii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - xiii. Shall carry out any other duties determined by the FIMSSC
- b. Vice-President Academic:
- i. Shall be a signing officer of the FIMSSC;
 - ii. Shall voice the academic-related views and concerns of FIMS undergraduate students;
 - iii. Shall attend any academic-related event concerning the FIMSSC within the greater community of UWO;
 - iv. Shall be responsible for the organization and execution of at least one other academic event per semester;
 - v. Shall work with the FIMS Leadership and Mentorship Program (LAMP) to organize academic help sessions;
 - vi. Shall be responsible for the organization and execution of the FIMS undergraduate academic journal, Mediations;
 - vii. Shall oversee the duties of their portfolio, which consists of: Faculty Liaison, Assistant Faculty Liaison, Career and Academic Futures Representative, MPI Representative, and LAMP Representative;
 - viii. Shall actively maintain a relationship and encourage academic programming to the residence staff member on the FIMS floor at residence;

- ix. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - x. Shall assume the duties of the President upon their resignation or removal from Council until a new President has been elected through means determined by Council;
 - xi. Shall be the representative of the President if they are unable to attend USC committee meetings, as per approval of the FIMSSC President;
 - xii. Shall carry out any other duties determined by the FIMSSC.
- c. Vice-President Communications:
- i. Shall be a signing officer of the FIMSSC;
 - ii. Shall be responsible for communication and promotion of FIMSSC happenings and endeavours, as mandated by the FIMSSC;
 - iii. Maintaining and updating FIMSSC social media channels, including Facebook, Instagram, and the FIMSSC website.
 - iv. Shall oversee the duties of their portfolio, which consists of: Street Team Coordinators, Production Coordinator, and OPENWIDE Editor-In-Chief;
 - v. Shall receive inquiry and student feedback and delegate them to the appropriate person to respond, if not themselves;
 - vi. Shall be a member of the relevant USC roundtable for their role; ix. Shall attend USC Clubs training;
 - vii. Shall be responsible for organizing and executing at least one clothing sale;

- viii. Shall receive two weeks notice for promotional material from members of the FIMSSC;
 - ix. Shall communicate the date/time/location of FIMSSC meetings to members at large as they become available
 - x. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - xi. Shall carry out any other duties as determined by the FIMSSC;
- d. Vice-President Student Programming:
- i. Shall be a signing officer of the FIMSSC;
 - ii. Shall organize social events and initiatives for FIMS undergraduate students;
 - iii. Shall work with other members in support of their portfolio-specific events;
 - iv. Shall be a member of the relevant USC roundtable for their role;
 - v. Shall attend USC Clubs training;
 - vi. Shall oversee the duties of their portfolio, which consists of: Advocacy Commissioners, Wellness Commissioner, Student Programming Coordinator, and Head Soph;
 - vii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC
- e. Vice-President Finance:

- i. Shall be a signing officer of the FIMSSC;
- ii. Shall be responsible for all financial matters of the FIMSSC;
- iii. Shall prepare a projected budget report before September 30th
- iv. Shall be responsible to demand financial statements from any person or organization receiving funds from the USC and arrange reimbursement in a timely manner;
- v. Shall be a voting member of the FIMS Undergraduate Student Fund Committee;
- vi. Shall keep records of all spending of the FIMS Undergraduate Student Fund;
- vii. Shall attend USC Clubs training;
- viii. Shall be a member of the relevant USC roundtable for their role;
- ix. Shall submit all financial documentation within 10 days or less;
- x. Shall keep full records and accurate accounts in books belonging to the FIMSSC. The records will show the transactions and financial condition of the FIMSSC. These records shall be submitted to the USC for an annual audit by the end of March;
- xi. Shall be responsible for informing FIMS undergraduate students about the FIMS Undergraduate Student Fund 2 weeks before each of the 3 USF deadlines;

- xii. Shall handle financial and organizational matters regarding domain name renewal and payment of hosting, to be reimbursed through the budget, or designate another executive member to do so;
- xiii. Shall oversee the FIMSSC PayPal account and assume personal liability of mismanaged funds;
- xiv. Shall prepare a year-end financial report available to FIMS undergraduate students and have at least one formal meeting with their successor to ensure smooth transition;
- xv. Shall carry out any other duties determined by the FIMSSC

3. Non-Executive Members (Voting Members):

a. Faculty Liaison:

- i. Shall work in collaboration with the Assistant Faculty Liaison to voice the views and concerns of the FIMSSC, and by extension the FIMS undergraduate student body, to faculty members and administration;
- ii. Shall represent the FIMSSC, and by extension the FIMS undergraduate, student body, at meetings of the Undergraduate Affairs Committee;
- iii. Shall delegate to the Assistant Faculty Liaison, in the event they cannot be present or in any other circumstance deemed appropriate by the FIMSSC or Undergraduate Affairs Committee, the responsibility of representing the FIMSSC, and by extension the FIMS undergraduate student body, at meetings of the Undergraduate Affairs Committee;

- iv. For continuity and transparency purposes, the Faculty Liaison and/or the Assistant Faculty Liaison shall meet with the VP Academic and the FIMSSC President on a monthly basis (following each Undergraduate Affairs Committee meeting) to share the details/discussions of that Undergraduate Affairs Committee meeting;
- v. Shall be a voting member of the Undergraduate Student Fund Committee;
- vi. Shall report to the FIMSSC information regarding the strategic direction of the faculty and its programs, as well as any pertinent information regarding current issues in the department as they affect FIMS undergraduate students;
- vii. Shall be aware of faculty policies, procedures, and guidelines, and shall make a concerted effort to be knowledgeable about forthcoming changes that may affect the FIMSSC and undergraduate students in FIMS;
- viii. Shall consult with the FIMSSC and FIMS undergraduate students on faculty issues;
- ix. Shall work with, where necessary, the Assistant Faculty Liaison in organizing regular (at least once per semester) feedback events, through but not limited to the General Assembly, for undergraduate students in FIMS to bring forth concerns and engage in critical discussion regarding their future in FIMS;
- x. Shall work with the Assistant Faculty Liaison to compile data and findings from feedback sessions into formalized reports to present at FIMSSC and

Undergraduate Affairs Committee meetings and shall write and submit recommendations to bring forward to FIMS faculty and administration, in order to lobby for the interests of FIMS undergraduate students;

- xi. Shall, with the Assistant Faculty Liaison, organize meetings of the FIMS General Assembly with the goals of fostering its growth and moving towards operational autonomy;
- xii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- xiii. Shall carry out any other duties determined by the FIMSSC.

b. Assistant Faculty Liaison

- i. Shall work in collaboration with the Faculty Liaison to voice the views and concerns of the FIMSSC, and by extension the FIMS undergraduate student body, to faculty members and administration;
- ii. Shall represent the FIMSSC, and by extension the FIMS undergraduate student body, and at meetings of the Undergraduate Affairs Committee;
- iii. Shall be aware of faculty policies, procedures, and guidelines, and shall make a concerted effort to be knowledgeable about forthcoming changes that may affect the FIMSSC and undergraduate students in FIMS;
- iv. Shall, with the Faculty Liaison, organize regular (at least once per semester) feedback sessions for undergraduate students in FIMS, through but not limited to the General Assembly, to bring forth concerns and engage in critical discussion regarding their future in FIMS;

- v. Shall work with the Faculty Liaison to compile data and findings from feedback sessions into formalized reports to present at FIMSSC and Undergraduate Affairs Committee meetings;
 - vi. Shall work with the Faculty Liaison, where appropriate, to draft recommendations for the Faculty Liaison to bring forward to FIMS faculty and administration;
 - vii. Shall, with the Faculty Liaison, organize meetings of the FIMS General Assembly with the goals of fostering its growth and moving towards operational autonomy
 - viii. Shall, upon the completion of their one-year term, take on the role of Faculty Liaison for the following academic year;
 - ix. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - x. Shall be a non voting member of the Student Fund Committee;
 - xi. Shall carry out any other duties determined by the FIMSSC.
- c. Career and Academic Futures Representative
- i. Shall voice the views and concerns of potential graduates of FIMS;
 - ii. Shall work in conjunction with the Assistant Career and Academic Futures Representative to:
 - 1. Organize the execute the annual FIMS Career Conference and any other career focused events or initiatives;

2. Organize a small working group to help facilitate career-base initiatives throughout the academic year;
 - iii. Shall coordinate FIMSSC photograph scheduling and the FIMSSC composite;
 - iv. Shall coordinate with FIMS administration to maintain and update an alumni contact list;
 - v. Shall maintain ties with FIMS Careers Advisor;
 - vi. Shall work to disseminate information on post-graduate opportunities;
 - vii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition, and organize one meeting with their successor and a LifeTouch representative
 - viii. Shall carry out any other duties determined by the FIMSSC.
 - d. Assistant Careers and Academic Futures Representative:
 - i. Shall voice the views and concerns of potential graduates of FIMS;
 - ii. Shall work in conjunction with the Career and Academic Futures Representative to:
 1. Organize the execute the annual FIMS Career Conference and any other career focused events or initiatives;
 2. Organize a small working group to help facilitate career-base initiatives throughout the academic year;
 - iii. Shall liaise with the USC regarding alumni relations programming;

- iv. Shall coordinate FIMSSC photograph scheduling and the FIMSSC composite;
 - v. Shall coordinate with FIMS administration to maintain and update an alumni contact list;
 - vi. Shall work with the FIMS Careers Advisor;
 - vii. Shall work to disseminate information on post-graduate opportunities;
 - viii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition, and organize one meeting with their successor and a LifeTouch representative
 - ix. Shall carry out any other duties determined by the FIMSSC.
- e. Media and the Public Interest (MPI) Representative:
- i. Shall be available to all students in the MPI program;
 - ii. Shall voice the concerns and views of MPI students in years 2, 3 and 4;
 - iii. Shall be responsible for the organization and execution of at least one academic/social event per semester catered to MPI students; but can be open to all FIMS students;
 - iv. Shall sit on the Advocacy Team as a member and representative of MPI;
 - v. Shall be allowed to utilize the FIMSSC as a forum to host, promote, and organize events related to mandatory MPI classes at the discretion of the FIMSSC;

- vi. Shall work in conjunction with FIMS administration to promote and inform first year/incoming students about MPI; Intent to Register and Fall/Spring Preview Days
 - vii. Shall administer the MPI Facebook Group;
 - viii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - ix. Shall carry out any other duties determined by the FIMSSC.
- f. Advocacy Commissioner: (2 roles)
- i. Shall work in conjunction with the Vice President Student Programming to organize and execute at least one charity initiative per semester;
 - ii. Shall engage in activist initiatives throughout the year which are relevant to the current social climate, and are primarily focused on raising awareness for pertinent issues rather funds or donations;
 - iii. Shall have the power to assemble a Advocacy committee of FIMS students;
 - iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - v. Shall carry out any other duties determined by the FIMSSC.
- g. Head Soph:
- i. Responsible to adhere to the mandates of the USC, Orientation Governing Bodies in regard to planning and executing the representation of FIMS in the USC's Orientation Week;

- ii. Shall fully and consistently disclose all aspects of the FIMS Orientation program (i.e.: budget, programming, future endeavours) to the FIMSSC, including a midsummer report to Council of programming and budget information;
 - iii. The Head Soph shall assume signing authority during the duration of orientation week should none of the FIMSSC executives be present;
 - iv. Shall communicate the necessary information to the FIMS Dean's Office on a regular basis;
 - v. Shall continue the spirit, enthusiasm, and identity of FIMS after Orientation Week;
 - vi. Shall be responsible for working in conjunction with the First Year Representatives in order to organize and execute one social and one academic first-year event;
 - vii. Shall submit a year-end report no later than the end of March, which is to include the report submitted to the USC in the fall and, have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC.
- h. OPENWIDE Editor:
- i. Shall ensure that the OPENWIDE is first and foremost a primary platform of free expression for all students of UWO;
 - ii. Shall operate OPENWIDE as an arm's-length publication of the FIMSSC and act in good faith with Council and the VP Communications;

- iii. Shall oversee development, financial, distributive and advertising matters involving OPENWIDE;
- iv. Shall assemble a team of assistant (managing and section) editors to manage specific portfolios who are enrolled in FIMS;
- v. Shall be responsible for maintaining the OPENWIDE's presence including but not limited to the OPENWIDE online;
- vi. Shall work with VP Communications and the FIMSSC Webmaster to pass along OPENWIDE related information to FIMS undergraduate students;
- vii. Shall regularly inform Council of all OPENWIDE events, issue focuses, and other initiatives;
- viii. Shall not advertise companies/businesses that conflict with the guiding principles that the FIMSSC and the OPENWIDE is founded upon;
- ix. Shall submit the OPENWIDE Frosh Edition for approval to the USC Student Life Department and/or Orientation Governing Body
- x. Shall be responsible for an adequate transition period at the end of their term;
- xi. Shall compile a binder and/or disc containing all material and resources utilized during the publication year including but not limited to: a media kit, logo materials, templates, printing protocol, mailing lists and passwords, for submission no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- xii. Shall carry out any other duties determined by the FIMSSC.

- i. Street Team Coordinator: (Two positions)
 - i. Shall be responsible for assembling a group of FIMS undergraduate students;
 - ii. Shall promote all FIMSSC events through the Street Team;
 - iii. Shall communicate with Team members weekly, and organize minimum bi-weekly meetings with the team;
 - iv. Shall adhere to the USC Insurance Policy covering the FIMSSC;
 - v. Shall obey the rules of the UWO Student Code of Conduct;
 - vi. Shall assist VP Communication with execution of at least one clothing sale;
 - vii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC
- j. Production Coordinator
 - i. Shall work closely with the Advocacy Commissioner, Student Support Coordinator, and OPENWIDE Editor-in-Chief to provide adequate communications material;
 - ii. Shall be responsible for any production endeavours not directly associated with FIMSSC (graphics and promotions for the positions listed above);
 - iii. Shall aid OPENWIDE in their online promotions;
 - iv. Assist FIMS Faculty in conceptualizing, planning, and promoting hard skills workshops

- v. Shall compile collection of all material and resources utilized during the publication year, for submission no later than the end of March and, have at least one formal meeting with their successor to ensure smooth transition;
- vi. Shall carry out any other duties determined by the FIMSSC

k. Student Engagement Coordinator

- i. Shall work to engage general members and voice the concerns of all Undergraduate FIMS students;
- ii. Shall be responsible for organizing and leading a team of first year students;
 - 1. Shall be responsible for assisting in the planning of various initiatives target towards first year students;
 - 2. Shall work in conjunction with the Head Soph and any other relevant parties they see fit;
- iii. Shall assist the Communications portfolio in disseminating information about general meetings, their locations, and other FIMSSC events through a monthly newsletter;
- iv. Fulfil any other duties determined by the FIMSSC

4. Non-Executive (non-voting members)

1. Chairperson:

- i. Shall set out (with the consultation of the FIMSSC) the Council meeting format at the first fall meeting of Council;

- ii. Shall be able to vote on informal matters or any matter of secret ballot, as determined by other Voting Members of the Council;
- iii. In the event of a tie, the Chairperson shall gain voting rights to vote for, against or abstain from the motion.
- iv. Shall preside over meetings of the FIMSSC;
- v. Shall be responsible for maintaining the enthusiasm and morale of the FIMSSC throughout the year;
- vi. Shall be responsible for organizing internal programming, including but not limited to, the snack schedule and meeting themes;
- vii. Shall be responsible for all UWO classroom bookings on behalf of the FIMSSC;
- viii. Shall be responsible for the maintenance of the FIMSSC office;
- ix. Shall oversee all FIMSSC meetings in a manner consistent with the provisions of these by-laws;
- x. Shall ensure that order is maintained during all FIMSSC meetings, and enforce disciplinary action where warranted;
- xi. Shall attend all FIMSSC meetings, and where they cannot, she will inform the President of the FIMSSC of such at the earliest opportunity;
- xii. Shall make minutes available for the FIMSSC and its constituency in a timely manner;
- xiii. Shall compile a FIMSSC resource binder including past minutes and past Councils reports;

- xiv. Shall administer ballots for the Vice Presidential elections and remain impartial in such elections;
 - xv. Shall ensure that all members of the FIMSSC are included in relevant email lists;
 - xvi. Shall take attendance at every meeting;
 - xvii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - xviii. Shall carry out any other duties determined by the FIMSSC
- m. Assistant Vice-President Student Programming
- i. Shall assist the Vice-President Student Programming in organizing social events and initiatives for FIMS undergraduate students;
 - ii. Shall work with other members in support of their portfolio-specific events;
 - iii. Shall carry out any other duties determined by the FIMSSC
- n. Student Production Fund Coordinator
- i. Shall be responsible for all financial matters of the USF Student Production Fund;
 - ii. Shall assist with the planning and execution of the FIMSSC ‘New Media Arts Festival;’
 - iii. Shall be available for consultation with potential applicants to ensure that applicants are aware of the rules of the fund and are successful in their applications;

- iv. Shall maintain constant communication between administration, the USF committee, and student applicants;
 - v. Shall be responsible for demanding financial statements from any person applying to the fund and arrange reimbursement in a timely manner;
 - vi. Shall keep records of all spending of the USF Student Production Fund;
 - vii. Shall prepare a year-end financial report available to FIMS undergraduate students and have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC
- o. Wellness Commissioner
- i. Shall work in conjunction with the Vice President Events to organize a minimum of two Wellness-based initiatives each term within FIMS;
 - ii. Shall have the power to assemble a ‘Wellness Team’ consisting of FIMS students ~~no later than September 30th~~;
 - iii. Shall work with a team of individuals in order to create initiatives to prioritize wellness amongst FIMS undergraduate students;
 - iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - v. Shall carry out any other duties determined by the FIMSSC.
- p. International Outreach Coordinator

- i. Shall work in conjunction with the President Elect and the Vice President Academic to organize a minimum of two initiatives for International students (specifically those in first year) a term;
 - ii. Shall receive training from Western International and oversee the ESL Peer Support Network;
 - iii. Shall facilitate a connection between International first year students and those involved in the ESL Peer Support Network in a Facebook group and through various initiatives;
 - iv. Shall keep all participants in the ESL Peer Support Network in the know about all FIMSSC and USC endeavours;
 - v. Shall organize study sessions for those in the ESL Peer Support Network;
 - vi. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - vii. Shall carry out any other duties determined by the FIMSSC.
- q. Leadership and Academic Mentorship (LAMP) Representative
- i. Shall work to facilitate academic and social support for FIMS students;
 - ii. Receive relevant training from LAMP;
 - iii. Shall relay messages between LAMP and FIMSSC;
1. General Members:
- a. Shall be ratified as nonvoting members after attending three FIMSSC meetings;

- b. Shall be subsequently included in all internal communications pertaining to the FIMSSC;
- c. Shall participate and be engaged in discussion at FIMSSC meetings;
- d. Shall carry out any other duties determined by the FIMSSC.

Article V - Faculty Student Senators

1. The responsibilities of the Faculty Student Senators shall be as follows:
 - a. Be elected in accordance to UWO Senate Election Procedures.
 - b. Attend all meetings of UWO Senate, representing the needs of FIMS undergraduate students.
 - c. Report to the FIMSSC all Senate activities pertinent to FIMS undergraduate students

Article VI – Elections and Selections

1. President and Senator Elections
 - a. The President shall be elected in the USC spring election as dictated by USC Bylaw
 - b. The Faculty Student Senator shall be elected as dictated by UWO Senate Election Procedures.
2. Vice President Elections
 - a. It will be the duty of the President and President Elect to oversee the internal elections for the Vice President positions and supplement the directions of the Constitution. The final decision on any election issue shall be made by the President Elect (or the President should the President Elect seat be vacant).

- b. Application forms for Vice Presidential positions must be open a minimum seven (7) days and close no later than the end of the first week of March.
 - c. The election of the Vice Presidents will take place at a FIMSSC meeting no later than the second week of March following this procedure:
 - i. All Voting Members of the FIMSSC are permitted one vote for each Vice Presidential position and if the President Elect is not a Voting Member they will also be permitted the same voting rights.
 - ii. Voting will take place by a secret preferential ballot to be administered by the Chairperson.
 - d. Should there be no candidate for a Vice Presidential position or should Council not have confidence in any of the candidates then the President Elect and other Vice Presidents Elect would interview for the position according to the Representative Selection process.
1. Non-Executive Member Selection
- a. It will be the duty of the President-elect and Vice Presidents-elect to administer the selection of the remaining Members of their portfolio except for the First Year Representatives.
 - b. The selection of the First Year Representatives, and any vacant seats, shall occur during an internal fall selection period.
 - c. Subject to necessary changes by the FIMSSC, applications for the spring selection period shall open no later 11:00am EST Monday of the second full week of March and close no later than Friday of the third full week of March.

- d. Subject to necessary changes by the FIMSSC, applications for the fall selection period shall open no later than 11:00am EST Monday of the third full week of academic classes and close no later than the fourth full week of academic classes.
 - e. Interviews for the selected positions will begin within one week of the deadline for the applications to be in.
 - f. Spring interviews shall be conducted by President-elect and a minimum of one other Vice President-elect.
 - g. Fall interviews shall be conducted by the President and relevant Vice President.
2. Candidate Eligibility
- a. Any student who reaches the membership requirements as defined in Article IV Section 1 is an eligible candidate for any FIMSSC position with the following exceptions:
 - i. Presidential candidacy eligibility is determined by the USC.
 - ii. Student Faculty Senator candidacy eligibility is determined by the UWO Secretariat's Office in accordance with UWO Senate Elections Procedure
 - b. Individuals may apply for as many positions as they are eligible, at the discretion of the President-elect.
 - c. Applicants may be interviewed for other positions, as authorized by the President and President-Elect.

Article VII – Business of the FIMSSC

1. Council shall meet at least once per month during the academic year to discuss the progress of Council activities.
2. Executive portfolios shall meet at least once per month to discuss Council activities as they pertain to their specific portfolios.
3. The outgoing Council shall vacate the office and return any keys and/or cards by March 31st.
4. Discussion during Council may be informal if Members desire but any Council directive requires a formal motion and recorded vote in accordance with Robert's Rules of Order (latest edition).

Article VIII – Finances

1. The VP Finance shall present a draft budget to council for approval before the end of October.
2. Any non-budgeted expenditure greater than \$50 must be approved by a two-thirds (2/3) vote of the FIMSSC.
3. Any non-budgeted request for funds must be submitted in writing to the VP Finance in advance of the expense being incurred.
4. Any expenditure less than \$50 must be approved according to the discretion of the President and the VP Finance. If it is either the President or the VP Finance making the funds request, the VP Academic must approve the expense in their place.

Article IX – Removal of Members

1. Members may be removed from office and thereby forfeit membership in the FIMSSC for the following reasons:

- a. Poor attendance defined as a member missing three meetings without regrets, or three consecutive meetings with or without regrets in their term of office;
 - b. The completion of duties, as outlined in the Constitution;
 - c. Theft, fraud (including misrepresentation of the FIMSSC) or embezzlement of funds.
2. Any member may be recommended for removal, providing the motion is seconded. A formal written report must be written by a member of the FIMSSC Executive to accompany a removal.
3. Removal shall be determined contingent upon the holding of a removal meeting of the FIMSSC Executive, requiring seven (7) days notice to all parties concerned. Removals require a two-thirds (2/3) vote of quorum.
4. If the President is removed from their position on the FIMSSC, they will automatically forfeit their membership in the USC.
5. In the event that the President is removed from the USC, they will automatically forfeit their membership in the FIMSSC. Under these circumstances, a removal meeting is not required.
6. In the event that a Student Faculty Senator is removed from the UWO Senate, she will automatically forfeit her association with the FIMSSC. Under these circumstances, a removal meeting is not required.
7. In the event that the Head Soph is removed from the USC's Orientation Program, they will automatically forfeit her membership in the FIMSSC. Under these circumstances, a removal meeting is not required.

8. A member of the FIMSSC may voluntarily resign their office by informing the President and the Chairperson in writing.
9. The President has the right to request the person who has resigned to continue fulfilling her role on Council for a period of two weeks to assist in a smooth transfer of duties to the member's incoming replacement.

Article X – Amendments

1. Amendments to this Constitution shall be made by the FIMSSC.
2. The amendment must pass a two-thirds majority vote of the present Voting Members. A minimum two-thirds of Voting Members must be in attendance .
3. All approved amendments must be submitted to the USC.

Article XI – Conclusion

1. This Constitution of the Faculty of Information and Media Studies Undergraduate Students Council of the University of Western Ontario supersedes all former Constitutions.