

Actuarial Students Association (ASA) Constitution

Article One: Interpretation

Section 1: The present executive council shall be the authority by which the constitution may be interpreted.

Article Two: Name

Section 1: This association shall be addressed as the Actuarial Student Association, hereafter referred to as ASA. When the association is dealing with the external community, the organization shall be addressed as the Actuarial Student Association at York University.

Article Three: Objectives

Section 1: The objective of the ASA is to create an environment for students with interest in actuarial science, learn and discuss. Students will be encouraged to help each other with studying and studying materials for the Society of Actuaries (SOA) Exams. Also they will be encouraged to participate in the activities of other Actuarial Associations across Canada. The association will act as the voice for students of the actuarial mathematics department.

Article Four: General Membership (Constituency)

Section 1: Membership to ASA shall be available to all registered actuarial students (full-time and part-time) of York University.

Section 2: All ASA members will enjoy the benefits of membership, such as participation in ASA sponsored events and other benefits as specified by/subject to the decisions of the executive councils.

Section 3: All members shall have the right to be notified of any events that ASA is organizing or is participating in.

Section 4: All members shall have the right to vote on all issues presented to them by the executive council and members have the right to introduce issues for discussion and/or vote at open meetings.

Section 5: All members have the right to vote for members of executive council during an election (See Article 10, Section 2 for exception).

Section 6: All members must agree to maintain/support the ASA constitution and all decision made by the executive council.

Section 7: All members have the right to run for any executive council position during an election.

Article Five: Membership (Executive Council)

Section 1: The executive council will be determined by a vote of ASA members.

- Section 2:** The present executive council will decide upon the date of elections.
- Section 3:** The term of office for the executive council shall be one year, commencing at the end of the winter semester.
- Section 4:** The council positions held shall consist of a Chair, Events Coordinator, Treasurer, and Public Relations Officer.
- Section 5:**
- (a) The Chair shall oversee all activities that ASA participates in, internal or external.
 - (b) The Chair shall be responsible in determining the aim or course that ASA will take throughout their elected term in accordance with the constitution.
 - (c) The Chair shall be responsible for setting the agenda and running each meeting.
 - (d) The Chair shall act as the contact for the council.
 - (e) The Chair will work together with the treasurer in terms of the council budget and finances, and will share signing authority on accounts.
- Section 6:**
- (a) The Treasurer, together with the Chair, shall be responsible for preparing the budget of the association for the duration of the council's term office.
 - (b) The Treasurer will have the responsibility of the maintaining all financial records of the DSA
 - (c) The Treasurer will be responsible for preparing all financial reports to the executive council and advisors, for each meeting.
 - (d) The Treasurer will hold signing authority on accounts.
- Section 7:**
- (a) The Public Relations Officer shall be responsible for networking with organizations both within and outside of the York Community.
 - (b) In the event that a public statement is required of the association, the Public Relations Officer shall be responsible for releasing such statements.
 - (c) The Public Relations Officer shall be responsible for event advertising and communication.
 - (d) In the event that the Chair is unable to attend any meetings with other clubs or organizations, the Public Relations Officer will represent ASA.
 - (e) The Public Relations Officer shall be responsible for working closely with the Events Coordinator in terms of the image ASA puts forth through posters and advertising.

Section 8: (a) The Events Coordinator shall be responsible for organizing events and notifying members of community affairs.

(b) The Events Coordinator shall be responsible for working closely with the Public Relations Officer in terms of the image ASA puts forth through posters and advertising.

Article Six: Conflict of Interest

Section 1: (a) Members of the executive council who have personal or financial interest in issues being voted upon shall refrain from voting on the issue at hand.

(b) Members shall not engage in activities that create a potential conflict of interest, including activities that introduce financial benefit for that member.

(c) The executive council has the right to vote on whether the activity at hand will create a conflict of interest.

Article Seven: Meeting Procedures

Section 1: ASA shall conduct at least 8 meetings per academic year. At least two of the meetings must be held at York University.

Section 2: Meetings are open to all members unless otherwise specified by the executive council.

Section 3: All meeting shall be at the call of the Chair, or at the request of the executive council.

Section 4: The executive council shall determine the agenda of ASA meetings, both general and closed.

Section 5: In the case of a tie in a general meeting vote, a second vote will be held amongst the executive council.

Section 6: In the case of a tie in an executive council vote, the staff advisor is given the deciding vote.

Article Eight: Election Procedures

Section 1: An election shall be called every March or April to elect a new executive council for the new academic year and votes will be taken using ballot

Section 2: The council shall have the responsibility of calling an election.

Section 3: All recognized members shall be eligible to vote in the executive council election. Each member shall be entitled to one vote.

Section 4: Notice of any election must be given at least 2 weeks in advance by the executive council to every recognized member.

Section 5: In the case of a tie a second vote will be held. Only the tied parties will be included on the second ballot.

Article Nine: Financial Responsibility

Section 1: The Chair and Treasurer shall have signing authority on all financial documents of ASA.

Section 2: The Treasurer together with the Chair will determine and approve the budget for the year.

Section 3: The Treasurer shall be responsible for the maintenance of all financial reporting to the council (and advisors).

Section 4: All financial records of ASA shall only be available to members through the decision of the executive council.

Article Ten: Disqualification/Impeachment from Elected Position in ASA Council

Section 1: An elected officer of ASA shall be removed for the office if:

(a) The officer has neglected to fulfill his/her responsibility as a council member as specified in his/her job description.

(b) The officer has lost the confidence of the council and/or members.

Section 2: The decision to impeach an officer will be decided on a majority vote by the executive council. The officer in question shall not be given a vote.

Section 3: To replace an impeached officer, ASA members will nominate new candidates and vote by ballot.

Article Eleven: Allegation of Wrong Doing and Disciplinary Actions

Section 1: Any member of ASA, who has violated the present constitution, may be suspended from the exercise of the rights and privileges afforded to that member by the ASA constitution.

Section 2: The executive council shall determine the length of any suspension.

Article Twelve: Amendment Procedures

Section 1: This Constitution or any part thereof may be amended by vote at any meeting of ASA provided that all ASA members are informed of the intention to amend the constitution and the proposed amendment at least one week prior to the meeting.

Section 2: A quorum of 50% of members present will be required pass the proposed amendment.

Article Thirteen: Legitimacy

Section 1: Any action, rule, decision, order, etc., made or taken in violation of this constitution or part thereof by ASA and/or its officials and committees shall be considered null and void.

Section 2: ASA shall keep regular contact with YFS as the association's source of authority with their recognition of this organization.