

The Constitution of the Social Work Association of Graduate Students (SWAGS)

McGill University

School of Social Work

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Preamble

The Social Work Association of Graduate Student (SWAGS) is a student organization serving graduate students (Q year, MSW, PhD & Post Docs) in the School of Social Work. Therefore, as a representative organization of graduate students, SWAGS not only voices students concerns to their department but also serves as an important link between the graduate students and their department, as well as the Post Graduate Student Society (PGSS) of McGill University.

As graduate students and social workers, we are committed to respecting diversity, maintaining democratic rights and freedoms, and working towards social and economic justice while respecting the distinct worldviews, beliefs and lifestyles of individuals, families, groups, communities and nations without prejudice (United Nations Centre for Human Rights, 1992). SWAGS is committed to promoting equitable educational opportunities of its members, with particular attention to those experiencing systemic discrimination on the basis of gender, ethnic origin, skin colour, language, religious beliefs, class, sexual orientation, disability, age, culture or any other characteristic. Consequently, SWAGS acts as a vehicle to ensure the diverse voices of the student body are heard and respected.

This constitution stipulates the structure and rules, regulations and procedures directing the operations of the organization of SWAGS at McGill University. The goal of this constitution is elucidate the roles of SWAGS executive members and to enshrine:

- the means for democratic functioning of this organization by its membership;
- transparency for its financing and operations; and
- the accountability of the organization's representatives to its Members.

Section 1: Definitions

1. "SWAGS" shall refer to the Social Work Association of Graduate Students of McGill University, a non-profit organization formed within the confines of the School of Social Work at McGill University (Montreal, Quebec, Canada). SWAGS is a recognized Graduate Student Association, under Chapter 10 of the Post-Graduate Students' Society of McGill University [PGSS]. PGSS remains the governing body; as such the Constitution and Regulations of PGSS override, and may not be superseded by any rules or regulations instituted by the SWAGS constitution. Should a rule, regulation, or provision within the SWAGS constitution contradict the PGSS constitution, it will be deemed invalid and the PGSS constitution will remain in force.
2. "PGSS" shall refer to the Post-Graduate Students' Society of McGill University Inc., the duly registered English operating name of the corporation.
3. "University" shall refer to McGill University.
4. "Bylaw" shall refer to a numbered item in the present document.
5. "Special resolution" shall refer to a motion for which a two-thirds (2/3) vote is required. For a motion considered in a meeting, such a vote shall be two-thirds (2/3) of voting members present.

Section 2: Purpose & Objectives

1. The purpose of this organization is to serve the needs of graduate students registered in the School of Social Work of McGill University by:
 - 1.1. Promoting and enhancing collegial relations amongst members;
 - 1.2. Offering the opportunity for free and informal discussion related to issues of concern to members;
 - 1.3. Providing representation and advocacy for members;
 - 1.4. Promoting the educational and cultural interests of members.
2. The objectives of the SWAGS are:
 - 2.1. Community building: improving communication, distribution of information, fostering links, etc.
 - 2.1.1. to improve communication and the distribution of information to graduate students;
 - 2.1.2. to foster and facilitate academic cooperation amongst members; and
 - 2.1.3. to foster and develop links within the larger McGill and Montreal community.

2.2. Special events

- 2.2.1. to cultivate and encourage social interaction amongst members, faculty, and staff;
- 2.2.2. to sponsor and fund activities which improve the quality of life of SWAGS's graduate students wherever possible;

2.3. Advocacy: Respond to concerns & provide a voice to SWAGS members.

- 2.3.1. to represent social work graduate students' interests and concerns;
- 2.3.2. to promote and participate in the development of policies which impact SWAGS's graduate students;
- 2.3.3. support social justice-oriented activities.

Section 3: Membership

1. Membership in SWAGS includes any person registered as a student in the graduate programs (Q year, M.S.W., Ph.D. or Post-doctoral) offered by the School of Social Work at McGill University. Members may resign by informing the Administration & Communications Committee Leader in writing.
2. Regular Members
 - 2.1. Membership is automatically open to any person registered as a student in the graduate programs (Q year, MSW, PhD or Post-Doctoral) offered by the School of Social Work At McGill University
 - 2.2. Each member has the right to vote in SWAGS elections, Special Meetings and the Annual General Meeting.
 - 2.3. Members have the privilege of the use of Thomson House, subject to House Rules.
3. Elected Officers of the SWAGS Executive Council
 - 3.1. The Executive Council shall be the governing body of SWAGS with all its members having an equal voice and an equivalent and collective responsibility for the operation of SWAGS.
 - 3.2. The Executive Council shall consist of up to 10 Elected Officers including:
 - 3.2.1. Administration/Communication Committee Leader.
 - 3.2.2. Finance Committee Leader
 - 3.2.3. Intra-University Committee Leader
 - 3.2.4. Academic & Student Affairs Committee Leader

- 3.2.5. Social Events Committee Leader
- 3.2.6. Social Justice & Advocacy Committee Leader
- 3.2.7. Out of Province & International Student Committee Leader
- 3.2.8. Up to three (3) Student Member Representatives (one representative each for Q-Year, MSW and PhD/Post-Doc)
- 3.3. No individual shall hold more than one executive position in any SWAGS election. In the event that a position is unfilled, a committee may be led by an interim officer, who can temporarily hold two Executive Council positions until another person is appointed or the next SWAGS Executive Council Election.
- 3.4. A member may be appointed to an unfilled committee leader position or an unfilled representative position at a regular Executive Council meeting.
- 3.5. All officers will serve a 12-month term in office commencing at the beginning of the Fall term for McGill University and expected to attend all scheduled executive meetings and events throughout the course of their term. All executive members are expected to fulfill all of their obligations until the end of their term.
- 3.6. A member can be re-elected twice to the same executive officer position, meaning a maximum of three (3) consecutive terms in the same position.

Section 4: Committees & Governing Bodies

- 1. General Meeting
 - 1.1. A general meeting shall consist of all members of SWAGS
 - 1.2. Any member may submit a motion for consideration at a General Meeting.
 - 1.3. Powers of a general meeting:
 - 1.3.1. To elect Executive Council
 - 1.3.2. To approve changes to the Constitution and bylaws
 - 1.3.3. To receive financial statements and reports from the Executive Council
 - 1.3.4. To provide broad policy guidance for the Executive Council
- 2. Executive Council
 - 2.1. The Executive Council is responsible for:
 - 2.1.1. Managing the day to day activities of SWAGS
 - 2.1.2. Approve expenditures from the SWAGS budget
 - 2.1.3. Represent the student body, including at PGSS Council

3. SWAGS Decision Making Procedures

3.1. When a SWAGS executive member is representing SWAGS outside of the executive board meetings, decisions will be based on congruence with the SWAGS mandate and objectives, as described in the preamble section of the SWAGS constitution. In addition, SWAGS may publicly endorse events, organisations, issues or statements based on whether or not the endorsement aligns with the mission statement and objectives of SWAGS. SWAGS executive board members are expected to be transparent when making decisions on behalf of SWAGS.

If a SWAGS executive member is unsure of whether a decision taken will or will not be aligned with the SWAGS mandate and objectives, then they will bring up the issue to the SWAGS executive board meetings. SWAGS executive board members will strive to make consensus-based decisions during any SWAGS meetings when decisions are being made. If consensus is not possible, then the SWAGS executive will vote (50% +1).

If the issue is deemed as controversial or contentious, then SWAGS should find a way to get feedback from SWAGS members before making a decision. Methods of getting feedback include online voting, handing out questionnaires, holding a student consultation or organizing a Special Meeting. Upon engaging in a democratic process of decision-making, SWAGS will make their decision based on majority voting (50% +1).

SWAGS may endorse events, organisations, issues or statements through a press release or policy brief. Press releases or policy briefs can be developed by any SWAGS members. Developing a press release or policy brief on behalf of SWAGS must gain approval at a SWAGS executive board meeting. Once that SWAGS member(s) has completed the press release or policy brief, it should be passed through the executive, either at a board meeting or via e-mail if it is time sensitive. If the press release or policy brief does not gain approval at a board meeting, then the SWAGS member presenting the press release or policy brief may choose to submit a request for a Special Meeting (as per the guidelines in the SWAGS constitution).

3.2. SWAGS Conflict of Interest Policy

**most of this Conflict of Interest policy based on work by Dr. Chris MacDonald*

Source: MacDonald, C., McDonald, M. & Norman, W. (2002). Charitable conflicts of interest. *Journal of Business Ethics*. 39 (1-2), 68.

3.2.1. Definition

Conflict of Interest (COI) is a situation in which a SWAGS executive and/or general member has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. These private or personal interests can be related to career advancement, economic interests, social ties (i.e. friendships), intimate relationships, etc. It is important to understand that a COI is a situation, not an accusation. Being in a COI is not the same as being corrupt and pointing out that someone is in a COI is not the same

as accusing them of bias or lack of integrity. Where possible, SWAGS executive and/or general members should strive to uphold principles of transparency and respectful dialogue when discussing possible COI situations.

3.2.2. COI Guidelines and Procedures

SWAGS Executive members and/or general members will strive to be aware of and disclose any potential COI when engaging in SWAGS activities (i.e. representation, attending meetings, making decisions, organizing events, etc). If a SWAGS executive and/or general member is identified (by themselves or other SWAGS members) as being in a possible COI in any given situation, that SWAGS member will strive to follow these guidelines:

- Recognize and acknowledge that a potential COI exists
- Disclose and describe the nature of the potential COI
- Along with fellow SWAGS members, discuss and agree upon a way to address this COI in the spirit of transparency.
- Where possible, the SWAGS member with the COI will take themselves out of the decision-making process and/or out of the entire discussion

Some examples of possible COI

- When a SWAGS executive member is making a decision that somehow impacts their intimate partner
- When a SWAGS executive member is in dual roles (i.e. a SWAGS member and a McGill employee) and a discussion and/or decision is connected to their employment and/or workplace
- When a SWAGS executive member submits a request to fund an initiative where they will be the primary beneficiary

3.3. Dual/Multiple Roles

SWAGS primary responsibility is to represent SWAGS members based on congruence with the SWAGS mandate and objectives. This includes advocating for SWAGS members' interests and needs. However, there will be times when SWAGS members will hold dual or multiple roles within the School of Social Work. For example, a SWAGS member may be a student, while at the same time a research coordinator, teaching assistant or course lecturer. When SWAGS executive and general members are acting in the interest of SWAGS, it is important that they follow COI guidelines and procedures. As per the SWAGS mandate, the SWAGS executive and members should make decisions that support those SWAGS members who are the most vulnerable and/or experience systemic barriers within the university setting. Where possible, graduate student interests should be placed on a higher priority over research coordinator, teaching assistant or course lecturer interests. If SWAGS members have an issue concerning their

role as research coordinator, teaching assistant or course lecturer, they should be advised to seek support from their respective union representative. Where there is a tension between representing a graduate student or a graduate student who also holds another position within the school of social work, graduate student interests and needs should be prioritized. There will be times when graduate student intersect with research coordinator, teaching assistant or course lecturer interests. In this case, the SWAGS executive should take extra care in their deliberations on how to proceed.

Section 5: Post-Graduate Student Life Fund

1. Purpose:

- 1.1. The goal of the Post-Graduate Student Life Fund is to fund the activities of recognized Post-Graduate Student Associations (PGSAs).
- 1.2. The per-student fee levy is paid by PGSS members, and shall be allocated to PGSAs according to the fees paid by the members, in line with data provided by McGill. Students are charged this fee by McGill based on their registration status.

2. Use of the Fund

- 2.1. The funds allocated for Post-Graduate Student Association (PGSA) activities and events for graduate students and postdoctoral scholars shall be used for events and activities determined by their respective PGSA, in a manner consistent with this regulation, McGill regulations, and the law.

2.2. Eligibility

- 2.2.1. All Recognized PGSAs are eligible to receive PGSLF funding.

3. Administration

- 3.1. Under the supervision of the Member Services Officer, the Post-Graduate Student Life Coordinator (PGSLC) shall be responsible for the administration and management of the Post-Graduate Student Life Fund (PGSLF) in accordance with the provisions herein contained.

3.2. Rules and Regulations

- 3.2.1. In order for an event or activity to be approved by the PGSS representative, all PGSAs must submit an expense form to the PGSS PGSLC at least one (1) week before each the event and or activity that is to be funded from the PGSLF.
- 3.2.2. All activities and events (to be cover or paid by the PGSLF) must be included in the PGSA yearly annual budget. The budget, or any revisions to the budget revisions, must be submitted to the PGSS representative at least one week before any the event or activity that is to be funded from the PGSLF. The deadline for budget revisions and expense forms for any summer events or activities is the first

Monday in June. For PGSAs summer events and activities, submit any change to the budget and event form maximum prior to the first week of June

- 3.2.3. All activities must comply with the law, with McGill regulations, and with PGSS regulations.
- 3.2.4. The PGSS has a general insurance policy that should cover most PGSA activities. All activities must be properly insured. The PGSS reserves the right to charge a PGSA a supplement for exceptional activities that engender excessive risk above that covered by the PGSS insurance policy.
- 3.2.5. As per the McGill alcohol policy, any activity involving alcohol must have a valid liquor permit and McGill Server Trained servers. If the event takes place in an establishment with a liquor permit (like Thomson House), then the appropriate rules regarding that establishment shall prevail.
- 3.2.6. PGSLF money cannot be used to buy alcohol for off---campus events and activities that are not held in a licensed establishment, or without the proper liquor permit and McGill Server Trained servers.
- 3.2.7. For each event and activity, each PGSA must have a designated person (who will attend the event or activity) who takes full responsibility for satisfying PGSLF regulations and for ensuring the event follows PGSS regulations.

3.3. Reimbursements

- 3.3.1. The application for reimbursement under the PGSLF shall include the following information:
 - 3.3.1.1. Name of the PGSA;
 - 3.3.1.2. Completed expense form;
 - 3.3.1.3. A summary of expenses of the event in question, including all receipts, must be received within two (2) weeks of the event;
 - 3.3.1.4. Completed Events Form.
- 3.3.2. Funds shall be disbursed by the PGSS representative upon receipt of sufficient acceptable receipts. Receipts are required to be delivered to the PGSS representative within two (2) weeks of the end of the event. Failure to comply with the receipt deadline shall result in notice of a five (5) regular business day extension of the deadline, after which the PGSS representative shall be authorized to de-allocate all unclaimed funds allocated for the event.
- 3.3.3. Any other information required for the PGSS representative to ascertain a true and complete picture of the event. Failure to provide the necessary information is sufficient grounds for a rejection of an application for an event.

- 3.3.4. Any applicant found to have made an application under false pretenses will be required to immediately return any funds disbursed. The PGSS representative may request additional information in order ensure that applications are truthful and complete.
- 3.3.5. At the discretion of the PGSS representative, two (2) signatures of the PGSA executives may be required.
- 3.3.6. All expenditures from the fund shall require the authorization of the PGSS Financial Affairs Officer.
- 3.3.7. At the discretion of the PGSLFC and the Member Services Officer, events may be pre-approved and money dispersed in advance.

3.4. Distribution of Funds

- 3.4.1. There shall be an accounting service provided by the PGSS.
- 3.4.2. A PGSA may deposit funds into their PGSLF account. This money may be disbursed, according to this regulation, for PGSA events and activities.
- 3.4.3. There will be no transfer of money between the PGSS account service and a personal bank account.
- 3.4.4. Disbursement of funds will not exceed the total amount of in the PGSA account.

3.5. Feedback

- 3.5.1. PGSA representatives shall be invited to meet with the PGSLC to discuss the program, with the goal of improving the PGSLF.

3.6. Annual Report

- 3.6.1. Each PGSA shall submit to the PGSLC a copy of their Annual General Meeting minutes and their annual report. This report shall contain at the very least the following information:
 - 3.6.1.1. The total number of events and activities that year;
 - 3.6.1.2. A (basic) financial statement;
 - 3.6.1.3. A general description of each event (e.g. type of event, number of participants, impact...).

3.7. Budgeting Procedures

- 3.7.1. The total amount accorded to a PGSA is based on the number of students registered in each department. Students are charged this fee based on their credit registration status. Such fee amounts may be modified only by a referendum of the PGSS membership.

- 3.7.2. The amount accorded to each PGSA shall be calculated in October and February of each school year according to enrolment data.
- 3.7.3. There will be a final adjustment in the PGSA's budget in May of each year, following final enrolment data. The PGSS will debit or credit each PGSA account for any difference from the initial calculation.
- 3.7.4. After the final adjustment, a negative or positive balance in a PGSA account will roll over to the following year.
- 3.7.5. The only negative balance authorized to be rolled over to the next year are adjustments made according to this section.

3.8. Remaining funds

- 3.8.1. In October of each fiscal year, the PGSS will cap the funds for each PGSA, at a maximum of three (3) years of its average annual revenue in October of each school year. Any remaining funds will be put back into the PGSS Grant Program, to ensure access to all PGSS members and PGSAs.

Section 6: Finances

1. SWAGS is a non-profit organization.
2. SWAGS may seek funding from the PGSS in accordance with the PGSS funding program guidelines.
3. SWAGS shall not run a deficit.
4. The financial year of the SWAGS shall be from September 1st to August 31st of the following year.
5. Both the budget and the final annual financial statement for the prior fiscal year shall be approved annually by SWAGS at its AGM.
6. The name and contact information of Finance Committee Leader shall be forwarded to the PGSS VP (finance) before the 1st of October of each year.
7. SWAGS shall conduct fundraising for such programs as it sees fit.
8. The funding available to SWAGS can never be used for personal activities, even if the money is paid back.
9. The accounts of SWAGS shall be maintained according to standard accounting practices and shall be made available to the McGill University auditor's upon demand.
 - 9.1. All financial records must be kept for a period of seven (7) years following the financial year.

Section 7: Meetings of SWAGS

1. Executive Council Meetings

- 1.1. The Executive Council shall meet once a month and more frequently as necessary.
- 1.2. All members must be given notice of the Executive Council Meeting at least seventy two (72) hours prior.
- 1.3. The meetings of the Executive Council are open to all members of SWAGS.
- 1.4. Only Executive Officers have the right to vote on final decisions.
- 1.5. At the beginning of each meeting, an elected officer must be nominated to preside over the meeting. The Officer that presides over the meetings may change from one meeting to another.
- 1.6. Quorum at an Executive Council Meeting consists of three members.

2. Annual General Meeting

- 2.1. An Annual General Meeting shall be held in the month of September of each academic year in conjunction with SWAGS Executive Council Elections.
- 2.2. Aims of the AGM:
 - 2.2.1. Current elected offices of the Executive Council shall describe their respective duties;
 - 2.2.2. The current Finance committee leader shall report on the state of SWAGS' finances;
 - 2.2.3. One member of the Executive Council shall give a report of the past year's events and activities;
 - 2.2.4. Proposals for Constitutional amendments shall be discussed and voted upon;
 - 2.2.5. Any further business shall be conducted. The SWAGS Executive Council is responsible for the organization and running of the AGM.
- 2.3. All SWAGS members are permitted to attend the AGM.
- 2.4. Notice for the AGM must be given at least ten (10) business days beforehand via email and include the following:
 - 2.4.1. Date of the meeting
 - 2.4.2. Time of the meeting
 - 2.4.3. Location of the meeting

2.5. Quorum for the AGM shall be ten percent (10%) of the total membership of the student body.

2.6. Voting

2.6.1. All motions will be passed on a simple majority vote (50% +1) of eligible voting members present.

2.6.2. No one belonging to this organization (including the Executive Council) has the right to veto a vote.

3. Special Meetings

3.1. A Special Meeting may only deal with the business presented in the call for the Special Meeting, or as indicated on the petition that called the Special Meeting

3.2. A Special Meeting may be called by the SWAGS Executive Committee, or by a petition endorsed by at least twenty (20) regular members.

3.3. Notice for the Special Meeting must be given at least ten (10) days beforehand via email and include the following:

3.3.1. The date and time at which the meeting is to be called to order,

3.3.2. A request for the submission of motions to be considered,

3.3.3. The room and building in which the meeting is to be held.

3.4. Quorum shall be fifteen percent (15%) of the total membership of the student body.

3.5. Voting

3.5.1. Motions require a simple majority vote (50% +1) of the voting members present to pass.

3.5.2. Voting by proxy shall not be permitted.

3.5.3. No one belonging to this organization (including the Executive Council) has the right to veto a vote.

4. Records

4.1. Minutes shall be recorded for all SWAGS meetings.

4.2. Minutes shall contain the following information:

4.2.1. date of meeting,

4.2.2. start and end time of meeting,

4.2.3. location,

- 4.2.4. attendance,
 - 4.2.5. titles of discussions that ensued,
 - 4.2.6. exact wording of decisions made,
 - 4.2.7. the vote tally for special resolutions,
 - 4.2.8. the number of voting members present at the time of the vote for special resolutions.
- 4.3. All meeting minutes of SWAGS shall be made available, upon request, to regular members.

Section 8: Elections

1. Elections will be held once per year in conjunction with the Annual General Meeting in September of each academic year.
2. The current Executive Council runs the election.
3. Notice
 - 3.1. Notice must be given at least two (2) weeks in advance of the Elections and must include:
 - 3.1.1. The election date,
 - 3.1.2. A clear explanation of each Executive Council position and required duties for each,
 - 3.1.3. The closing date for nominations (one week in advance of the election date)
 - 3.1.4. A SWAGS member may also be nominated for an executive position at the AGM, with a minimum of 2 SWAGS members supporting their nomination
4. Nominations
 - 4.1. Any member of SWAGS may seek election for open positions, provided they acquire the nomination of two (2) other SWAGS members
 - 4.2. Nominations for positions must be given to the SWAGS Executive Council before the closing date for nominations.
 - 4.3. If there is only one nominee for an Executive Council position, the position shall be considered filled by acclamation and no vote shall be held.
5. Voting

- 5.1. Votes must be voluntarily cast; it shall not be permitted to intimidate, coerce, or otherwise force a regular member to cast a vote
- 5.2. Voting Procedure
 - 5.2.1. Students must provide their name to the designated SWAGS Executive Council member in order to vote.
 - 5.2.2. Each student may only vote once.
 - 5.2.3. Votes must be cast by ballot during the election period of the SWAGS Annual General Meeting
- 5.3. Proxy voting and/or advanced electronic polling are permitted.
 - 5.3.1. Individuals who wish to vote by proxy must cast their vote by emailing any two (2) SWAGS Executive Council members, or by usage of the PGSS approved online voting system when possible.
 - 5.3.2. Members who wish to use this option shall cast their vote no later than 12pm on the day of elections. Any votes received after 12pm will not be counted.
 - 5.3.3. All votes by proxy shall remain confidential and not be disclosed to any regular members.
- 5.4. Any regular member can be present at the counting of ballots, if the ballot option is applicable.
- 5.5. A plurality of votes is sufficient for election. In the event of a tie, another vote shall be taken.

Section 9: Structure/Duties of Elected Officers

1. The Administrative/Communications leader shall:
 - 1.1. inform members of upcoming meetings;
 - 1.2. coordinate council meetings and delegate minute taking on a rotational basis;
 - 1.3. act as a spokesperson for SWAGS;
 - 1.4. facilitate the Annual General Meeting (AGM); and
 - 1.5. organize elections for the next SWAGS council
2. The Finance committee leader shall:
 - 2.1. attend PGSS meetings;
 - 2.2. act as liaison between SWAGS and the PGSS council for all financial matters

- 2.3. be responsible for all funds of SWAGS;
 - 2.4. account for financial condition of SWAGS at each executive council meeting at the AGM;
 - 2.5. have authority to receive monies on behalf of SWAGS; and
 - 2.6. have authority to endorse cheques on behalf of SWAGS.
3. The Intra-University leader shall:
- 3.1. attend PGSS meetings;
 - 3.2. act as liaison between SWAGS and the PGSS councils;
 - 3.3. further the interest of SWAGS within the parameters of the PGSS council;
 - 3.4. liaise with the designated Canadian Association for Social Work Education [CASWE] student representative.
4. The Academic/Student Affairs Committee leader shall participate or delegate a committee member to:
- 4.1. sit on committees and represent student body interests in matters concerning hiring/reviewing positions for faculty, staff and directors in the School of Social Work;
 - 4.2. liaise with faculty and school administration with other matters related to graduate student development;
 - 4.3. plan events that further graduate student professional development;
 - 4.4. report SWAGS activity to faculty at least once per term
5. The Social Events Committee leader shall:
- 5.1. plan and organize social events for the benefit of graduate students;
 - 5.2. advertise events among students, faculty, and other departments as appropriate;
 - 5.3. attend to details related to social activities; and 5.4. poll students on desired social events.
6. The Social Justice & Advocacy Committee Leader shall:
- 6.1. promote activities that foster diversity and social inclusion amongst multiple social and cultural identities, life experiences, and beliefs
 - 6.2. promote issues of equity and social justice within the University and community
 - 6.3. promote democratic participation and social change within the University and community

- 6.4. liaise with SWAGS executive and advocate for marginalized students' voices
- 7. The Out of Province/International Student Committee Leader shall:
 - 7.1. poll students on needs and desired social events
 - 7.2. represent the needs of out of province and international students
 - 7.3. liaise with university associations geared toward welcoming international and out of province students
 - 7.4. collaborate with other SWAGS Executive Council members or a committee to organize events relevant to the needs of students new to Montreal.
- 8. The Student Member Representatives shall:
 - 8.1. attend respective program advisory committee meetings;
 - 8.2. maintain regular contact with the MSW/PhD program coordinator;
 - 8.3. liaise and represent students' program concerns by conducting an annual student survey and organizing of annual Town Hall Meetings for their respective program.
 - 8.4. assist committee leaders in planning special events;
 - 8.5. help advertise SWAGS events; and
 - 8.6. take on other tasks as required.
- 9. CASWE Student Representative
 - 9.1. liaise with the Intra-University leader.
 - 9.2. coordinate a workshop for conference CASWE SWAGS members with the previous year's delegate.
 - 9.3. coordinate the promotion of the conference CASWE Amongst SWAGS members.
 - 9.4. coordinate registration, travel and participation in conference delegate with SWSA.
 - 9.5. submit a 1-2 page report to SWAGS about Their participation in the conference CASWE.
 - 9.6. present a brief summary of the CASWE student delegate position and Responsibilities at the AGM SWAGS.
 - 9.7. to ensure equitable access to all members, it is strongly encouraged that the student delegate only assume this position once.
 - 9.8. The selection of a CASWE student delegate is subject to the availability of funding.

Section 10: Anti-discrimination

- 1. SWAGS as a student organization will not tolerate discrimination based on age, abilities, ethnic or racial background, gender, language, marital status, national ancestry, political affiliation, race, religion, sexual orientation, gender identity or socio-economic status.

2. Any Elected Officer of the SWAGS Executive Council that discriminates against fellow graduate students on the grounds stated in article 1 of this section can be impeached (following the procedures as explained in Section 10: Impeachment).

Section 11: Impeachment

1. Any officer of the SWAGS council may be removed from office for:
 - 1.1. misuse of funds;
 - 1.2. non-fulfillment of the duties outlined in Section 8; and/or
 - 1.3. acting in a discriminatory manner towards fellow graduate students.
2. A member of Executive Council may be removed by:
 - 2.1. Special resolution of Executive Council, passed by a two thirds (2/3) vote
 - 2.2. Petition submitted by at least twenty (20) regular members to call a general meeting, where a motion of impeachment will be discussed.
3. Upon receipt of the resolution the Executive Council are obliged to call a general meeting within two (2) weeks if one is not already scheduled.
4. The resolution shall be presented at the general meeting by one of the signatories. The Executive Council member under consideration shall be provided with an opportunity to speak on his/her own behalf.
5. A majority vote (50% + 1) of all regular members is necessary to pass the resolution. There will be no proxy voting.

Section 12: Adoption and Amendments to Constitution

1. The Constitution of the organization may be amended by special resolution at a general meeting. Changes to the Constitution can be proposed by any member of the student body OR members of the Executive Council.
2. Members are to be made aware of proposed changes at least ten (10) days in advance by written notice.
3. Amendments will be voted on by open ballot, and shall pass by a two-thirds (2/3) majority of those present at the General Meeting.
4. Any changes of the organization's Constitution shall be forwarded to the PGSS within one (1) month of their implementation.