

MATURE AND PART-TIME STUDENTS ASSOCIATION

(MAPUS)

CONSTITUTION

AND

BY-LAWS

AMENDED: FEB. 1, 2005

MATURE AND PART-TIME UNIVERSITY STUDENTS ASSOCIATION
CONSTITUTION

Article 1

Name of Association

The Association shall be called the Mature and Part-Time University Students Association, hereafter referred to as the “Association” or MAPUS.

Article 2

Scope and Purpose of the Association

1. To provide an established framework and channels of communication through which members of the Association can promote an understanding and a liaison with the University of Prince Edward Island.
2. To create an environment mutually satisfying to both the University and the student.
3. To ensure that part-time and mature students are an integral and acknowledged part of the University.

Article 3

Membership

1. Part-time students taking less than three courses per semester and mature students, as defined under the definitions section, shall be granted membership upon payment of the fee as prescribed in the by-laws.
2. Associate membership can be obtained by former members upon payment of the fee, for a period not exceeding five years.

Article 4

Administrative Structure

- a. The Association shall be administered by an Executive Committee consisting of three members elected from the General Assembly, one ex-officio member, representative on Senate and the Board of Governors, and a non-voting part-time or mature student designated as an observer to the Student Union (see Article 7).
- b. The General Assembly shall consist of all members.

Article 5

Representatives to the General Assembly

- a. Each class in which part-time and mature students are enrolled is encouraged to provide one or more representatives to the General Assembly.
- b. Each member of the General Assembly shall have one vote at a meeting regardless of how many classes he or she represents.
- c. The Student Union may be represented by a non-voting observer.

Article 6

Meeting of the General Assembly

Meeting of the General Assembly shall be convened once a month at a date and a time approved by a simple majority of the members of the General Assembly present at the Annual Meeting.

Article 7

Executive Committee

- a. There shall be three elected members of the Executive Committee: President, Vice-President and Secretary-Treasurer. Additional members will include directors and a non-voting representative to the Student Union.

- b. The directors of the Executive Committee shall consist of the ex-officio President who shall have a vote but will be excluded from the quorum, and the MAPUS representatives on the Senate and Board of Governors, when such elections are held.
- c. The executive Committee shall be elected from the General Assembly at the Annual Meeting.
- d. The term of office for the members of the Executive Committee shall be from May 1st to May 31st of the following year. (To allow time for the incoming Executive to work with the outgoing executive).
- e. The President shall strike a Nominating Committee which shall present a report of the nominees to the Assembly at the Annual Meeting. This report may be supplemented with further nominations from the floor if the Assembly.
- f. Nominees for the Executive Committee must be registered part-time or mature students at the time of the election.
- g. Should any executive position become vacant between annual meeting, the balance of the Executive shall fill the said vacancy by appointing a member of the General Assembly.

Article 8

Duties of the Executive Committee

- a. The Executive Committee shall act as the official voice of the Assembly and thus of the Association, and shall carry out policy within the scope and purpose of the Constitution and By-laws of the Association.
- b. Specific duties of the officers shall include the following:

President

Shall act as Chief Executive Officer of the Association and shall preside over all Association affairs or delegate this duty to another member of the Executive.

Vice-Treasurer

Shall act as deputy to the President as required.

Secretary-Treasurer

Shall be responsible for recording the minutes of the meeting of the Executive Committee and the General Assembly.

Shall be responsible for all financial transactions of the Association, in conjunction with the President and shall advise the Executive Committee on all financial matters, chair a finance committee and ensure an annual audit of the financial records.

- c. The Officers and Directors of the Executive shall undertake such various duties and committee chairs as may be assigned to them from time to time by the Executive Committee.

Article 9

Executive Committee Meeting

- a. Meetings of the Executive Committee shall be held at least four times per semester prior to the General Assembly meeting.
- b. A quorum shall be fifty per cent of the elected members of the Executive with a minimum of three.

Article 10

By-laws

- a. The Association may, from time to time, make, repeal and amend its By-laws providing for the governing, managing and administrating of MAPUS.
- b. Amendments to the By-laws may be made by the Executive Committee, subject to the approval of the General Assembly.
- c. Amendments to the By-laws may be initiated by any member of the General Assembly in writing. through presentation to the Executive Committee for study.

Article 11

Amendments

- a. Amendments to the Constitution may be initiated by request of ten per cent of the General Assembly, in writing, and presented to the Executive Committee for study.

- b. Notice of the proposed amendments shall be given:
 - 1. To all members of the General Assembly, in writing at the meeting prior to the meeting at which the actual vote shall occur.
 - 2. To all members of the Association, by publishing the proposed amendment in the Cadre, at least fourteen days prior to the General Assembly vote.
- c. A majority of two thirds of these members of the General Assembly present and voting at the meeting shall be required to amend the Constitution.
- d. Amendments shall take effect upon passage by the General Assembly.

MATURE AND PART-TIME UNIVERSITY STUDENTS ASSOCIATION

BY-LAWS

Article 1

Definitions

- a. Association shall mean the Mature and Part-Time University Students Association at the University of Prince Edward Island.
- b. Member shall mean a mature or part-time student attending the University of Prince Edward Island.
- c. Part-Time shall refer to those students taking less than three courses in any semester.
- d. Mature shall refer to those students 22 years of age and over, upon registration.
- e. Executive shall mean the Executive Committee of the Association and will consist of the President, Vice-President, Secretary-Treasurer, ex-officio President, representatives in the Senate and Board of Governors and a non-voting representative to the Student Union.
- f. Assembly shall mean the General Assembly and shall consist of the all members.
- g. The abbreviation MAPUS shall mean the mature and Part-Time University Students Association.

Article 2

Membership Fees

- a. The fees of the Association shall be determined by the Association in consultation with university officials. To allow for future expansion of MAPUS activities, the Executive is authorized to increase this fee, subject to the approval of the General Assembly.
- b. Students 60 and over shall be exempt from paying the MAPUS fee.

Article 3

Removal of an Executive Member from Office

a. When a member of the Executive Committee fails to attend three consecutive meetings without, in the opinion of the other members of the Committee, having a reasonable cause and/or fails to perform any of the duties allotted to him or her as a member of the Committee, his or her position on the Committee may be declared vacant by the other members of the Committee who may then appoint another person to fill the vacancy.

b. The member must be notified, in writing, two weeks prior to being removed from the Executive Committee.

c. Should the member wish to appeal the decision of the Executive Committee, her or she must notify the Secretary-Treasurer, in writing, within two weeks of receipt of his or her written notice of removal, stating his or her appeal. Within two weeks of receipt of this written appeal, a meeting of the Executive Committee must be held. At this meeting, the validity of the appeal shall be decided by a simple majority of the Executive.

Article 4

Expenses

a. The Secretary-Treasurer is authorized to reimburse MAPUS members for out-of-pocket expenses incurred in connection with MAPUS activities, including membership as representatives of part-time and mature students on committees, councils, etc., approved by the Executive Committee. Such expenses would include:

Mileage
Transportation
Parking
Meals
Child care
Accommodations

Receipts must be provided..

- b. Expense accounts must be submitted monthly and any amount in excess of twenty-five dollars (\$25.00) shall be subject to the approval of the Executive.

Article 5

Responsibilities of Representatives on Committees

Two types of representatives for committees, etc., must be distinguished as follows:

1. Persons chosen by the Executive Committee in response to specific requests for MAPUS representatives. Such persons will be expected to represent the official viewpoint of MAPUS, will be responsible to the Executive, and must report regularly upon their activities on the various committees, etc. Failing to do so will result in their removal from those bodies and their replacement by other appointees.
2. **Persons representing part-time and mature students, generally.** Such persons, while they may be endorsed by the Executive, shall be free to express themselves without sanction by the Executive Committee.

Article 6

Openness of MAPUS Executive Committee Meetings

- a. All meetings of the Executive Committee shall be open to the university community.
- b. If requested by a majority of the members of the Executive Committee present, the chairperson may move the meeting into closed session. This will be done primarily to protect the privacy of the member or members.
- c. Visitors to any Executive meeting, attending as auditors, may speak at the discretion of the chairperson, upon being duly recognized by the chairperson.

Article 7

Financial Records and Recording

- a. Any MAPUS member shall, upon reasonable notice, be allowed to examine all financial records, budgets, auditor's reports and the minutes of Executive and Assembly meetings of the Association.
- b. The annual financial statements and the auditor's report thereon shall be presented to the members of the Association at the annual meeting.
- c. The fiscal year of the Association shall be from May 1st to April 30th.

Article 8

Class Representatives

Each course in which part-time and mature students are enrolled, may provide one or more representatives to the General Assembly.

Article 9

Rules of Order

Robert's Rule of Order shall be used in all cases not covered by the Constitution and By-laws.