

# **Constitution for the Carleton Political Science Society**

## **1. Name and Affiliation**

- 1.1 The name of this organization shall be the Carleton Political Science Society (CPSS).
- 1.2 The Carleton Political Science Society shall not be affiliated with any political party or candidate.

## **2. Definitions**

- 2.1 “CPSS” means the Carleton Political Science Society.
- 2.2 “Member” means any Carleton Student or Community Member who has joined the club Facebook group, signed up for our mailing list, or filled out the online membership form.
- 2.3 “Paid Member” means any Carleton Student or Community Member who has paid the membership fee for the club.

## **3. Statement of Principles & Objectives**

- 3.1 CPSS shall strive to represent the collective interests and promote the general welfare of all Political Science students at Carleton University.
- 3.2 The CPSS shall strive to promote and maintain communication between Political Science students and the University Administration and represent Political Science students within the University.
- 3.3 The CPSS shall act to stimulate social and intellectual contact among Political Science students.
- 3.4 The CPSS shall allow for the free discussion and examination of all political issues relating to Canada and the various regions within the world at large.
- 3.5 The CPSS shall be about the study of political science not about partisanship.
- 3.6 The CPSS shall remain politically neutral and take no political stances outside of student politics on campus.

## **4. Membership**

- 4.1 Membership both paid and unpaid shall be open to all students of Carleton University without discrimination.
- 4.2 Members must be active and willing to uphold the constitution of the Carleton Political Science Society.
- 4.3 Paid Members who are also Carleton Students shall have full voting rights at any meeting and are permitted to stand for election to any position.

- 4.4 Paid Members who are not Carleton Students shall have voting rights for the election of Executive Members and in any vote that is not a vote on a constitutional amendment.
- 4.5 Members must pay a membership fee, which will be decided by the executive, each year and will expire in the September of the following year.
- 4.6 A non-voting, honorary membership may be granted or revoked free of charge at the discretion of the majority of the Executive. A list of Honorary Members must be kept by the executive as part of the records of the club.
- 4.7 Any member of the Executive will be a full paid member for the year that they are in the Executive, as a gesture for the work done by the Executive in creating and organizing the events of the CPSS.

## **5. Faculty Advisors**

- 5.1 The CPSS will consult with the Department of Political Science and any other Department that the President deems necessary for optimal success of the society.
- 5.2 The Supervisor of Undergraduate Programs in the Department of Political Science at Carleton University shall act as the de facto Faculty Advisor to CPSS unless the President deems any other faculty member(s) to be better suited to fulfill that capacity.

## **6. Executive**

- 6.1 The Executive Committee shall be elected each year at the Annual General Meeting.
- 6.2 The Executive Committee shall consist of a President and five other executive members which are the Vice President, VP Finance, VP Membership, VP Communications, and VP Events.
- 6.3 The President shall be the chief officer of the Executive Committee and shall conduct all meetings of the Carleton Political Science Society, including those of the General Membership. The President shall make all committee assignments and shall be an ex-officio member of all committees. The President shall have general supervision over all the Carleton Political Science Society programs, provide direction, and develop talent within the Carleton Political Science Society.
- 6.4 Upon assuming office, at the first meeting of the executive the President shall create a document that clearly states the responsibilities of each officer and appoint each director to each position. The executive shall then ratify this document. The document shall then be attached to the constitution as Appendix B, to be used as reference for the subsequent executives. These Appendixes should be kept in the records of the club.

6.5 Two additional directors may also be appointed by the Executive at the beginning of the year. These directors are responsible to aid the executive in its duties. They can be removed by the Executive at any time.

6.6 Only the President and the officers specified in Appendix B shall be allowed to speak to the media or to represent the Carleton Political Science Society in any official form external or internal subject in all cases to the approval of the President.

6.7 The President may grant permission on a case by case basis for other officers to be able to represent the club in an official capacity.

## **7. Committees**

7.1 A committee can be set up by a majority vote of the executive.

7.2 A committee chair must be a member of the executive.

7.3 The Executive appoints the chair of all committees.

7.4 The Chair appoints a vice-chair who takes the responsibilities of the chair in the case of the chair's absence.

7.5 Committee's are responsible to bring in other members of the club to aid in the running of different functions of the Carleton Political Science Society.

## **8. Meetings**

8.1 All meetings are to be conducted by Roberts Rules of Order.

8.2 Executive Meetings shall:

8.2.1 Be held, at minimum on a regular, bi-monthly basis during the fall and winter terms and monthly during the summer term, on dates set out by the Executive Committee.

8.2.2 Have recorded minutes that are confidential and to be distributed to all Executive members within 15 days.

8.2.3 Quorum shall be obtained when a chair is present as well as over 50% of the remaining executive members.

8.2.4 Notice of meeting must be three days prior and be accompanied with a corresponding agenda.

8.2.5 Be able to be called by a vote of the majority of the executive and a chair.

8.2.6 Upon the unanimous consent of the Executive any Director may have a proxy by giving such request to the chair either verbally or in writing.

8.3 General Meetings shall:

8.3.1 Be called by the executive when necessary.

8.3.2 Have two weeks notice given to the membership with attached agenda and any documents that are to be tabled.

8.3.3 Quorum shall be a chair and at least 3 members of the executive and 10 regular members.

8.3.4 Minutes are to be distributed to the membership within 15 days of the meeting.

8.4 Annual General Meetings shall:

8.4.1 Be held annually between February 15<sup>th</sup> and April 1<sup>st</sup>.

8.4.2 Have the date decided by the Executive committee

8.4.3 CEO shall be determined by the Executive committee.

8.4.4 Any executive member seeking re-election to the executive may not be involved in the managing of the AGM.

8.4.5 The CEO shall have all powers over the execution of the meeting.

8.4.6 Three (3) weeks notice shall be given of the meeting date.

8.4.7 Quorum is 10 members plus the chair.

8.4.7 Election rules shall be outlined in Appendix A of this constitution.

## **9. Impeachment**

9.1 Any Executive member that is absent from 3 consecutive meetings without sufficient reason (as determined by the President) may be removed from their position.

9.2 Any Executive member who shows negligence or incompetence in the performance of their duties, or wilfully impedes the Carleton Political Science Society program or the constitution can be removed from their position.

9.3 Any Director can be removed by a 2/3 majority vote of the executive in which the member in question may vote.

9.4 The President can be removed by a unanimous vote of the Directors At Large, in which the President may not vote.

9.5 The Executive must put forward charges at the meeting in which the accused member will have five (5) minutes to respond then a vote. Quorum is a chair and 2/3 of the directors.

## **10. Non-Voting Directors**

- 10.1 Additional Non-Voting Directors may be appointed by any Executive Member to fulfil a role in the Carleton Political Science Society.
- 10.2 Non-Voting Directors may be removed from their position by the Executive Member who appointed them or the President or by a Majority for of the Executive.
- 10.3 Non-Voting Directors shall be included in executive committee notices and meetings.
- 11.4 Non-Voting Directors appointed by the President may be assigned a portfolio and responsibilities which shall be outlined in Appendix B.
- 11.5 Non-Voting Directors appointed by other executives shall be assigned a specific role by the appointing executive which shall be provided to the Non-Voting Director in writing.

## **11. Amendments to the constitution**

- 11.1 Amendments must be put forward to the membership at general meetings, which includes the AGM.
- 11.2 Amendments have to be filed two weeks before general meetings, including the AGM and moved by at least 5 members.
- 11.3 Amendments at the meeting must pass with a 2/3 majority.
- 11.4 Amendments can be made by the executive with a 2/3 majority effective immediately, though subject to review at the next general meeting, including the AGM.