



Constitution of the Carleton Political Science Society

Section 1 - Name and Affiliation

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

Section 2 – Definitions

1. “CPSS” means the Carleton Political Science Society.
2. “Member” means any undergraduate student at Carleton University, who has registered with the society through the online membership form; OR, who has registered with the society through an in-person membership form.
3. “Executive Board” means the elected members outlined in Section 6(2) of this document.
4. “Executive” means the elected members outlined in Section 6(2) of this document in addition to the year representatives selected as part of the process outlined in section 6(3) of this document.

Section 3 - Statement of Principles & Objectives

1. CPSS shall strive to represent the collective interests and promote the general welfare of all Political Science students at Carleton University.
2. 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. CPSS shall act to stimulate social and intellectual contact among Political Science students.
4. 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.
5. CPSS shall be about the study of political science, not about partisanship.
6. CPSS shall remain politically neutral and take no political stances, either on campus or off.

Section 4 – Membership

1. Membership shall be free of cost

2. Membership shall be open to all undergraduate students at Carleton University, without discrimination or limitations
3. Membership for any given year will begin on May 1st, or at the time of registration, and will expire on the following April 30th
4. Membership registration shall remain open until 72 hours prior to the Annual General Meeting
5. The Executive Board will be considered members for the year that they sit on the Executive Board.

Section 5 - Faculty Advisors

1. 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.
2. CPSS will consult with the Department of Political Science and any other Department that the President deems necessary for the optimal success of the society.

Section 6 – Executive

1. The Executive Board shall be elected each spring at the Annual General Meeting.
2. The Executive Board that will be elected during the spring Annual General Meeting:
 - i. (1) President
 - a. If two eligible candidates wish to establish a co-presidency, they must run a joint electoral campaign.
 - ii. (1) Vice President Internal
 - iii. (1) Vice-President External
 - iv. (1) Vice-President Finance/Chief Finance Officer
 - v. (2) Vice-President Communications
 - vi. (1) Vice-President Academics
 - vii. (1) Vice-President Membership Development
 - viii. (1) Director of Equity, Inclusion, and Diversity
3. Year Representatives will be appointed through an application/interview process to the Executive Board according to CUSA's Leadership Succession Policy during the beginning of the Fall Semester and consist of a minimum of one student from first, second, and third year respectively.
 - i. The Executive Board shall select Year Representatives in a consensus-based approach. If consensus cannot be achieved, a vote will be held, with a simple majority determining the outcome.

4. The President shall be the Chief Executive Officer of the Executive Board and shall conduct all meetings of the Carleton Political Science Society, including those of the General Membership.
 - i. 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.
5. Only the President and the officers specified in Appendix A 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.

Section 7 – Committees

1. A committee can be set up by a majority vote of the Executive.
2. A committee chair must be a member of the Executive.
3. The President appoints the chair of all committees.
4. The Chair appoints a Vice-Chair who takes the responsibilities of the Chair in the case of the Chair's absence.
5. Each committee will comprise 2 Executives, who will sit as the Chair and Vice-Chair respectively, and between 2 – 4 Directors selected from the Executive and/or the General Membership.
6. Committees are responsible to bring in other members of the club to aid in the running of different functions of the Carleton Political Science Society.

Section 8 – Meetings

1. Executive Meetings shall:
 - i. 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.
 - ii. Have recorded minutes, as prepared by the VPI, that are confidential and to be distributed to all Executive members within 15 days.
 - a. The VPI may have a proxy take on this role at any given meeting upon consent given by the President
 - iii. Quorum shall be obtained when a chair (the President) is present as well as over 50% of the remaining executive members.
 - iv. Notice of meeting must be three days prior and be accompanied with a corresponding agenda, as prepared by the VPI.
 - v. Upon the consent of the President, any Executive may have a proxy by giving such a request to the chair either verbally or in writing.
2. General Meetings shall:

- i. Be called by the executive when necessary.
 - ii. Have two weeks notice given to the membership with attached agenda and any documents that are to be tabled.
 - iii. Quorum shall consist of the President who will act as chair of the meeting, at least 3 other members of the executive, and 10 regular members.
 - iv. Minutes are to be distributed to the membership within 15 days of the meeting.
3. Annual General Meetings shall:
- i. Be held annually anytime between March 15th and April 15th.
 - ii. Have the date decided by the Executive.
 - iii. Any executive member seeking re-election to the Executive may not be involved in the managing of the AGM.
 - a. Any member involved in the management of the AGM is ineligible to vote therein.
 - iv. The CEO shall have all powers over the execution of the meeting.
 - v. One week's notice shall be given of the meeting date.
 - vi. Quorum has 5 members plus the CEO.
 - vii. Election rules shall be outlined in Section 10 of this constitution.

Section 9 — Election Eligibility and Timeline

1. Candidates for President must have held a role on the Executive Board for at least one year prior to running for Presidency.
2. Anyone seeking election to the Executive Board will be given the opportunity to express this intention by the CEO of CPSS.
3. After the self-nomination period, candidates running for contested positions will be given the opportunity to campaign in line with the guidelines established by the CEO.
 - a. If a position of the Executive Board is uncontested, the sole candidate will be subject to a simple-majority vote of confidence at the AGM.
4. All candidates will be given the opportunity to address the CPSS electorate at the AGM.

Section 10 – Election Rules

1. As set out in section 6, subsection 1, The Executive Board shall be elected each March or April at the AGM.
 - i. To qualify as an eligible voter, an individual must be a registered member of CPSS, and must be present at the AGM.
 - a. When necessary, voting accommodations may be made for registered members who cannot be present at the AGM.
 - ii. Voting shall take place by show of hands and shall follow a simple majority system.

2. The Chief Electoral Officer (CEO) shall be appointed by the Executive Board and shall be an individual not contesting for a position in the election they are overseeing.
3. The term shall begin on May 1, until April 30 of the following year
 - i. The outgoing President and Vice-President Finance will hold financial signing authority until the incoming President and Vice-President Finance are transferred powers.
4. If under a circumstance in which there is no candidate for President, the elected Executive Board may choose, upon unanimous consent; to appoint an elected executive to occupy the role of President; OR hold a by-election for a President at the fall General Meeting.
5. Should a position other than President remain vacant following the spring elections, it may be filled at the discretion of the Executive Board, however, if a member inquires about a vacant position, the Executive Board shall call an election or conduct an application/interview process upon receiving a requested formal nomination letter outlining qualifications and interest.

Section 11 – Executive Impeachment And Membership Removal

1. Executive Impeachment
 - a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
 - b. Any member can bring forward a request for impeachment to any executive. Upon receiving the request, CPSS shall first consult the CUSA Clubs Membership Removal Committee (MRC) as per the CUSA Membership Removal Procedure.
 - c. The MRC will advise on the next steps. Should the MRC advise that the club proceed with the executive impeachment, the following steps shall take place:
 - i. Within 10 days of receiving a response from the MRC, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 - ii. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.
2. Membership Removal

- a. Grounds for removal of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
- b. Any member can bring forward a request for membership removal to any executive. Upon receiving the request, CPSS shall first consult the CUSA Clubs Membership Removal Committee (MRC) as per the CUSA Membership Removal Procedure.
- c. The MRC will advise on the next steps. Should the MRC advise that the club proceed with membership removal, the following steps shall take place:
 - i. Within 10 days of receiving a response from the MRC, the executive shall host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
 - ii. A vote for membership removal within the executive will be conducted. A simple majority of executives will be needed to remove the member from the club.

Section 12 - Amendments to the Constitution

1. Amendments must be put forward to the Membership at General Meetings, which includes the AGM.
2. Amendments have to be filed prior to General Meetings, including the AGM and moved by two current Executives.
3. Amendments at the meeting must pass with a simple majority.
4. Amendments can be made by the Executive Board with a 2/3 majority effective immediately, though subject to review at the next General Meeting, including the AGM.

Section 13 - Dissolution

1. Upon dissolution of the organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be donated to Habitat for Humanity Greater Ottawa.

Appendix A - Responsibilities of Executive Board Positions of CPSS

President: shall be the Chief Officer of the Executive and shall conduct all meetings of the Carleton Political Science Society. 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. The President shall create a document that clearly states the responsibilities of each Vice President, and the executive shall then ratify this document at the first meeting. The President shall lead the Carleton Political Science Society in its endeavors and promote goals that the team will strive to reach. The Presidency position can be fulfilled by one person, or two co-Presidents

VP Internal: is tasked primarily with the inner workings of CPSS; in charge of Google Drive and its maintenance, the creation of applications, member lists, and spearheading events. The VP Internal will work in coordination with the President to ensure goals are achievable, and will work with the VP Finance and Executive team at large in event planning.

VP External: acts as the liaison between the Carleton Political Science Society and other campus clubs and societies, as well as any other party external to CPSS (Organizations in Ottawa, Guest Speakers, other Schools). The VP External works with the executive team to plan events, and is responsible for attending the meetings of other societies when invited.

VP Finance: is primarily concerned with the Political Science Society's funds and economics. The VP Finance is responsible for fundraising, financial wellbeing, and working in tandem with other VPs to plan events. The VP Finance is tasked with the creation of and adherence to a yearly budget, as well as working with CUSA and other clubs to secure funding. The VP Finance will have access to the Society's banking information, and will be the main point of contact between the bank and CPSS.

VP Academics: is tasked with ensuring the Political Science Society is educationally oriented. The VP Academic will work with the Executive team in planning academic driven events. When running academically driven events, VP Academic must have an adequate understanding of Carleton's PSCI courses and degree dynamics, such as Majors/Minors/Concentrations. VP Academic is also in charge of connecting with the Department of Political Science regarding events and other academic affairs.

VP Communications: is mainly responsible for the social media presence of the Carleton Political Science Society, as well as responding to/drafting emails. VP Communications will be the manager of the CPSS Facebook, Instagram, and Twitter, and will work to promote the

Society and upcoming events. VP Communications is tasked with the creation of graphics using the CPSS Canva account, as well as branding at large.

VP Membership Development: will be responsible to encourage individuals within the Carleton Community to get involved and participate within the society and the events run by the society. Additionally, they will be responsible for retaining members within the society, encouraging continued participation in events within the society, The VP Membership will be in charge of obtaining feedback from current members following events and the end of the year to gain clarity of the strengths and weaknesses within the society.

Director of Equity, Diversity, and Inclusion: ensures the fair treatment and equal representation of all persons, and is committed to keeping CPSS a society in which feels welcome, is treated with respect, and is able to fully participate. The EDI Director will work with the Executive to plan events, and will be available to meet with anyone within CPSS who feels excluded or wronged for purposes related to EDI. Through creating reports on events and initiatives, the EDI Director will work to ensure everyone is doing their part to keep CPSS a safe place.