



# **Public Affairs & Policy Management Students' Society**

## **CONSTITUTION OF THE PUBLIC AFFAIRS AND POLICY MANAGEMENT STUDENTS' SOCIETY**

### **Preamble**

We, the students of the Bachelor of Public Affairs and Policy Management, do hereby establish this constitution of the Public Affairs and Policy Management Students' Society.

### **Article I – The Organization**

1. The organization shall be known as the Public Affairs and Policy Management Students' Society, and hereafter shall be referred to as the "Society" or "PAPMSS".
2. The Society shall operate as a not-for-profit organization.

### **Article II – Purpose**

1. The Society shall foster community within the Arthur Kroeger College of Public Affairs.
2. The Society shall facilitate the interaction of its membership with leaders in public affairs and engage them in the hands-on application of their learning.
3. The Society shall provide opportunities for its membership to contribute to their community.
4. The Society shall, to the best of its means, seek to promote the Arthur Kroeger College of Public Affairs and the Bachelor of Public Affairs and Policy Management, especially to prospective students.

### **Article III – Membership and Structure**

1. All students enrolled in the Bachelor of Public Affairs and Policy Management shall be considered to be Members of the Society. Any students outside the program may gain PAPMSS membership upon paying a membership fee of \$5.
2. Members shall have the right to:

- a. Access all meeting minutes on the PPMSS website and be informed of elections of the Society and the results thereof;
  - b. Access the proposed budget after the establishment of the yearly event calendar on the PPMSS website for the purpose of review and accountability;
    - I. A fixed budget must be posted no later than the creation of the event calendar;
    - II. the proposed budget must include but not limited to:
      1. a fixed figure for every executive's planned spending;
      2. a fixed figure for capital planned spending by the society;
  - c. Request entry to all PPMSS meetings and speak at society meetings and speak on any issue;
  - d. Vote in all elections for which they are entitled to vote (as determined by year standing);
  - e. Partake in any events of the Society;
  - f. Invite non-member guests to any PPMSS event; The Society reserves the right to give preference to Society Members for limited-seating events.
3. Prior to the occurrence of any club event, it is mandatory to conduct pre-event equity reviews to ensure alignment with principles of fairness, inclusivity, and diversity. This review shall be overseen by the Equity Officer(s), who will assess the event's potential impact on all members, with the aim of fostering an environment that respects and celebrates the diversity of the society;
    - a. Students are able to request viewing pre-event equity reviews upon request;
  4. The Executive shall be the administrative body of the Society, elected by and composed of members of the Society, consisting of the:
    - a. President – Responsible for, but not limited to:
      - I. The overall leadership of the Society;
      - II. Coordination of executive duties;
      - III. Calling and chairing of meetings;
      - IV. Liaising with external partners;
      - V. Acting as the official voice of the Society.
    - b. Vice President (Policy and Academic) – Responsible for, but not limited to:
      - I. Facilitating interaction between Society members and leaders in public affairs;
      - II. Helping foster the conditions for and promoting student achievement and academic success;
      - III. Where possible, facilitating experiential learning opportunities in the Carleton academic community for all BPAPM students;
      - IV. Ensuring the Society's Constitution remains current;

- V. Representing Arthur Kroeger College students on the Carleton Academic Student Government (CASG).
- c. Vice President (Social) – Responsible for, but not limited to:
- I. Organizing social events and spirit campaigns for members;
  - II. Establishing, chairing, and calling meetings for a committee of BPAPM students to support the Vice President (Social);
  - III. With the support of a committee, organizing an end-of-year event for the BPAPM community, unless impossible due to broader health, environment or political conditions;
  - IV. Organizing, managing and representing the PPMSS executive in the social committee for the PPMSS gala;
  - V. Working with the Vice President (Finance) to promote the sales of College branded clothing and accessories.
- d. Vice President (Community Outreach) – Responsible for, but not limited to:
- I. Providing outreach opportunities that enable members to further contribute to their communities;
  - II. Working with the President to maintain a strong relationship with Arthur Kroeger College and Faculty of Public Affairs staff;
  - III. Where possible, facilitating service-learning opportunities, as well as advertising relevant job postings and networking opportunities for all BPAPM students.
    - 1. Service-learning opportunities shall be interpreted to include any opportunity that involves active participation in thoughtfully-organized service that addresses community needs.
- e. Vice President (Communications) – Responsible for, but not limited to:
- I. Promoting the Society’s initiatives to its membership;
  - II. Informing the membership of upcoming meetings, events and elections, and the results thereof;
  - III. Maintaining the Society’s Internet presence;
  - IV. External communications.
- f. Vice President (Finance) and Chief Financial Officer (CFO)– Responsible for, but not limited to:
- I. Presenting draft budgets to the Executive;
  - II. Managing Society funds;
  - III. Seeking out sources of funding;
  - IV. Keeping records of Executive meetings;
  - V. Working with the Vice President (Social) to promote the sales of College branded clothing and accessories.
- g. First Year Representative(s) (1 or 2) and Second Year Representative (1) – Responsible for, but not limited to:

- I. Communicating and promoting college and PAPMSS initiatives to their peers;
  - II. Acting as a bridge between the Society's Executive and membership, and vice versa;
  - III. Assisting in the implementation of any of the Society's programs or services.
- h. Equity Officer – Responsible for, but not limited to:
- I. Planning, managing, and advising the Executive on diversity and equity matters;
  - II. Supervising the Executive and responding to equity issues raised internal or external to the Executive;
  - III. Providing information (as needed) to PAPM students regarding Carleton Service Centres and EDI resources;
  - IV. Review all proposed society events to ensure inclusivity and diversity with necessary adjustments made to promote equitable participation;
  - V. Hosting and chairing Equity Forums to advise and inform any equity related initiatives to the Executive.
    - 1. The Equity Forum will be open to all members of the Society to participate;
    - 2. The Equity Forum will serve as an open forum for members of the Society to assess, recommend, and participate in initiatives promoting equity, diversity, and inclusion.
  - VI. Coordinating training to promote a climate of equity, respect and inclusion, through workshops and similar initiatives, including but not limited to:
    - 1. Sexual Violence Prevention and Support Training,
    - 2. Anti-Oppression Training,
    - 3. Safe(r) Space Training,
    - 4. AODA Accessibility Training.
5. The Vice President (Finance) shall serve as Acting President in the President's absence or should the position of President become vacant. By the 30th day of vacancy, an election for the role of President must be called.
6. The Equity Officer will be chosen through an application and interview process run by the previous Equity Officer, an elected PAPMSS member and a faculty member during the period of the Executive elections, to serve in the following academic year. The faculty member will have final say on the appointment of the Equity Officer.
- a. Should the Equity Officer express intention to serve a consecutive term, the Equity Officer's position on the hiring committee shall be filled by another member of the sitting executive.
7. The Chair must call an emergency meeting within seventy-two (72) hours of receiving a request for meeting by at least three (3) executive members.

8. An executive member shall be entitled to take leave from their role, in consultation with the President, for a period of no more than two (2) months for care of personal health.
  - a. The President may delegate the duties associated with the executive member on leave by other executive members, with their consent, until the executive member returns from leave.
9. Every member of the Executive must reside in the National Capital Region and complete a study term at Carleton University (i.e., not study abroad or in another city) or a coop work term in the National Capital Region each academic term of their year in office, excluding the Summer term (May 1 – August 31).

#### **Article IV – Elections**

10. The Executive shall be elected for a term of one year. The term of office, and all duties associated with it, shall be from May 1 until April 30 of the following year.
  - a. The President and Vice President (Finance) are permitted to retain signing authority only until the first day of the Carleton Fall Semester or the first available opportunity to transfer such duties to the newly elected President and Vice President (Finance).
11. Regular elections for all positions, save for First Year Representative and Second Year Representative, will take place during March. The term of office shall take effect on May 1.
  - a. Following regular PPMSS elections, elections for First Year Representative and Second Year Representative shall be held. The term of office shall be from the date of the election to April 30 of the following year.
12. Elections for the Year Representatives shall take place sometime in the first six weeks of the Fall semester and no later than October 7.
13. Should a position remain vacant following the March elections, it will be filled at the time of the election for First Year Representative and Second Year Representative in the Fall semester.
14. Should a position remain vacant following the Fall semester elections, or in the event that there are no candidates: those positions shall be declared vacant, and the President may:
  - a. delegate the duties associated with that vacant position to other executive members, with their consent, until a byelection fills the position; or,
  - b. appoint a Member of the Executive to fill that vacant position with the unanimous consent of the Executive until a byelection fills the position.
15. Should a position become vacant during the year, a by-election shall be held within two (2) weeks to fill the vacancy. The term of office shall be from the date of election to the next April 30.

16. Elections shall proceed as follows:
  - a. Members may nominate any Member for any Executive position, save for Year Representatives, who must hold standing in the year they represent during their term of office;
  - b. Each nomination must be seconded by two other Members;
  - c. The nomination period shall be no longer than one week;
  - d. Where there is one nominee for the position, the candidate shall be subject to a vote of confidence;
  - e. Following the close of nominations there shall be a one-week campaign period for those positions with certified nominees.
17. An election shall be held, at minimum, one week following the close of nominations using a ranked-choice ballot system.
18. No Executive member seeking re-election shall be involved with the administration of the aforementioned election process.
19. Students are to run independently or in pairs for all positions except President, Vice President (Finance) and Second-Year Representative.
  - a. President, Vice President (Finance), and second year representative must run independently.
20. There shall be no groups of candidates (“slates”) running as a group, but candidates are able to positively endorse each other.
21. The position of the Chief Electoral Officer will be occupied by a student either not in BPAPM or a student in their final year of the BPAPM program and is to be appointed through consensus or election by current executives prior to the period of the March and September Executive elections. The CEO will serve in the role starting 3 weeks prior to the election, with their term ending one week after the election. The VP Policy and Academic will facilitate the CEO application process.

## **Article V – Impeachment**

1. Any Executive Member is removed from office automatically when that Executive Member:
  - I. Is no longer a Member of the Society;

- II. Misses three consecutive meetings of the Executive, unless the remainder of the Executive excuses the absences by a two-thirds majority;
2. To remove a member, PPMSS will first consult the CUSA Clubs Membership Removal Committee (MRC)
3. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
4. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:
5. Impeachment for Removing an Executive Role:
  - 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. Within 10 days of receiving this request, 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.
  - c. 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.
6. Membership Impeachment:
  - d. Grounds for impeachment 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.
  - e. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will 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.
  - f. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

## **Article VI – Meetings**

1. Meetings of the General Membership
  - a. Meetings of the General Membership can be called:

- i At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
    - ii At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
    - iii At the request of any five members of the Organization.
  - b Quorum of the General Membership
    - i The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers.
- 2. Meetings of the Executive Committee
  - a Meetings of the Executive Committee shall
    - i Be held at regular intervals and are for the purpose of running the club.
    - ii Votes by the Executive Committee on club business shall be declared by a simple majority.

### **Article VII – Advisor**

1. The Director of the Arthur Kroeger College of Public Affairs shall be the advisor to this Society.

### **Article VIII – Method to Amend the Constitution**

1. The constitution shall be subject to review, in its entirety at executive meetings during the year. The constitution shall be reviewed at minimum annually.
2. Any member can propose an amendment to the constitution. This amendment can be presented to the general membership at any Meeting of the General Membership or virtually through email.
3. If the amendment is presented at a Meeting of the General Membership that meets quorum, the amendment will be ratified if it receives affirming votes from a majority of those present.
4. If distributed to the entire general membership via email, a majority vote of respondents in affirmation of the proposal will suffice for ratification of the amendment.
5. Respondents will have at least 72 hours to vote from the moment the amendment is distributed via email.

### **Article X – Dissolution of the Society**

1. On dissolution of the Society all assets shall be given to the Arthur Kroeger College of Public Affairs. Any assets belonging to CUSA will be returned to CUSA.



## **APPENDIX | History of Amendments to the PPMSS Constitution**

**April 2024** - Constitution amended to existing form via online by Saiyara Elahi, Orhan Guler, Spyra Papoulias, Daniela Valenzuela Neto, Gabriel Trozzi-Stamou, Rhea Treasure, Aneekah Sattar, Anne-Marie Fortier, Kendall Peterson, Evan Banks, Jacky Chan

**August 2023** – Constitution amended to existing form via online by Saiyara Elahi, Orhan Guler, Spyra Papoulias, Daniela Valenzuela Neto, Gabriel Trozzi-Stamou, Rhea Treasure, Aneekah Sattar, Alexis Agyei-Gyamera

**April 2023** – Constitution amended to existing form via online by Simon Harris, Orhan Guler, Sonika Sharma, Tharani Athavan, Julienne Espiritu, Spyra Papoulias, Saiyara Elahi, Mackenzie West, Daniela Valenzuela-Neto, Evan Banks, Aneekah Sattar

**April 2022** – Constitution amended to existing form via online by Maisie Wong, Simon Harris, Brian Huynh, Sonika Sharma, Tharani Athavan, Anson Shen, Annabelle Linders, Gialina Jiang, Saiyara Elahi

**September 2021** – Constitution amended to existing form via online vote by Maisie Wong, Jesse Hsieh, Brian Huynh, Benjamin Beiles, Sonika Sharma, Tharani Athavan, Dilki Jagoda, Anson Shen, Annabelle Linders, Ved Shimpi, Amy Li

**April 2021** - Constitution amended to existing form via online vote by Megan Pannozzo, Sena Aydoner, Meghan Burns, Jesse Hsieh, Qusai Yusuf, Arianna Bowman, Jami Mcelrea, Sahaana Ranganathan, Rebecca Sataur, Maisie Wong, Amy Li, Simon Harris, Connie Lee

**March 2020** - Constitution amended to existing form via online vote by Shruti Sandhu, Qusai Yusuf, Dante Vignuzzi, Sophie Rusen, Anne-Michèle Lajoie, Meghan Burns, Ved Shimpi, Dawson Braine, Owen Wilson, Matthew Winter, Gray Simms

**March 2019** - Constitution amended to existing form via online vote by Sam Turgeon-Brabazon, Adam Kouri, Evelyn Bartlett, Zophia Brobio, Grace Conroy, Shruti Sandhu, Sancho Angulo, Taylor Arnt, Kaylin Laflamme, Daniel Vrbanc

**September 2018** - Constitution amended to existing form via online vote by Sam Turgeon-Brabazon, Evelyn Bartlett, Sancho Angulo, Taylor Arnt, Shruti Sandhu, Kaylin Laflamme, Daniel Vrbanc

**March 2017** - Constitution amended to existing form via online vote by Lil Morton, Scott Morphet, Diana Idibe, Britt Hesmer, Zoe Favrin, Matthew Pelletier, Sancho Angulo, and Mackenzie Mumby

**March 2016** - Constitution amended to existing form by Lil Morton, Kelly Bryant, Scott Morphet, Tom Carnegie, Haseena Hakeemi, Daniel Daliri

**September 2014** - Constitution amended to existing form by Mary Werre, Fatima Barron, Jerry Zhao, Emy Koller, and Chloe Halpenny

**February 29, 2008** – Constitution amended to existing for by Justin Mohammed, Graham Milner, Katherine Millard, Robert Graham, Chris Infantry

**September 30, 2007** - Constitution amended to existing form by Justin Mohammed, Evan Cinq-Mars, Graham Milner, Alexandra Terrana, Katherine Millard

**March 25, 2007** – Constitution amended to existing form by John Nater, Jonathan Ruta, Victoria Allsopp, Justin Mohammed, Alexandra Terrana, David Sullivan

**March 4, 2006** — Constitution amended to existing form by Paula Willis, Jonathan Ruta, Kate McKnight, John Nater, Kate Julien and Garnett Genuis

**October 5, 2004** — Constitution amended by Adrienne Silnicki, Paula Willis, Victoria Ebergenyi, Meghan Bailey, John Nater, Nicole Carss and Brittany Auvinen

**October 5, 2003** — Constitution adopted in its entirety by Scott Sams, Christopher Lawton, Adrienne Silnicki, Charlotte Stange, Emma Dolan, Jennifer Beckermann, Jake Porter, Aaron Rodericks and Lessia Zeldina.