

The Carleton International Relations Society Constitution

[2019-2020 Amendment] Inclusion of gender-neutral pronouns

ARTICLE I – The Organization

1. The Carleton International Relations Society (CIRS) is a non-partisan and student-led organization that is mandated to help bridge between students and the world of international relations. Our goal is to make international politics accessible to anyone interested through various events hosted throughout the year, while also providing elements of career development for students.

Article II – The Executive

[2017-2018 Amendment] 1b. Positions have been renamed to better reflect the hierarchy of the group.
[2017-2018 Amendment] 1c. First Year Representative has been replaced with Public Outreach Executive.
[2017-2018 Amendment] 1d. Added a Marketing Executive position.
[2019-2020 Amendment] 1a. Added responsibility for classroom presentations. [Please Read Carefully]
[2019-2020 Amendment] 1b. Expanded Deputy of Finance’s responsibilities. [Please Read Carefully]
[2019-2020 Amendment] 1. Removed Public Outreach Executive position.
[2019-2020 Amendment] 1b. Expanded Deputy of Finance’s responsibilities. [Please Read Carefully]
[2019-2020 Amendment] 2. Added Advisor role. [Please Read Carefully]
[2019-2020 Amendment] 3. Added Executive Confidentiality section.

1. The executive will be composed of the following hierarchical positions
 - a) President’s responsibilities
 - i. To chair all CIRS meetings,
 - ii. To call all general and executive meetings upon proper request,
 - iii. To have co-signing authority on all financial matters,
 - iv. To delegate tasks to the rest of the executive,
 - v. To be responsible for holding the executive to account as per their mandate and the group’s objectives,
 - vi. To oversee the training of the executive for the next year over the Summer prior to their tenure,
 - vii. To facilitate classroom presentations at the beginning of the Fall and Winter semesters
 - b) Deputy of Finance and Membership’s responsibilities
 - i. To maintain and manage the financial records and transactions of CIRS,
 - ii. To draft the budget of the CIRS in consultation with the President,
 - iii. To have co-signing authority on all CIRS financial matters and access to the club bank account,
 - iv. To help direct fundraising initiatives for CIRS.
 - v. To maintain and manage membership records of CIRS
 - c) Marketing Executive’s responsibilities
 - i. To manage all CIRS’ social media accounts and update them with posts regularly,
 - ii. To help promote the group and the group’s respective events,
 - iii. To respond to all enquiries from the public on social media
 - iv. To produce promotional and marketing materials for CIRS.
 - d) Administrative Executive’s responsibilities
 - i. To manage the CIRS email account,
 - ii. To draft all emails, and pending the President’s approval, send them out,
 - iii. To manage event logistics including email invites, catering, room bookings, and university policy.
2. The President of the previous year’s executive will act in an advisor role. The advisor may be called upon to provide input and guidance to the executive team at the discretion of the current President. The advisor cannot participate in the voting procedure of the executive.

3. Each member of the executive team is bound by a confidentiality agreement that prevents the sharing of sensitive information with general members and external parties. This includes:
 - a) Society financial records,
 - b) Non-public and personal information of strategic partners,
 - c) Executive strategy and plans (without the consent of the President).

ARTICLE III – Meetings

[2017-2018 Amendment] 2. The purpose of General Meetings has been revised and edited.
[2017-2018 Amendment] 3 a & b. Process for presidential appointments has been formalized. [Please Read Carefully]
[2017-2018 Amendment] 4. The dates as well as the process have been edited. [Please Read Carefully]
[2017-2018 Amendment] 5-6. Added Executive and Presidential term definitions and identified training obligations.
[2022-2023 Amendment] 3-10 Created an election process for the President and all other executive positions

1. The executive shall hold bi-weekly executive meetings to discuss the progression of the CIRS.
2. The executive will hold a General Meeting open to all members of CIRS once each semester. This meeting is to discuss the following:
 - a) Concerns of the general membership,
 - b) Upcoming and past events,
 - c) Current geo-politics,
 - d) Other matters as deemed appropriate by the CIRS executive.

Article IV - Elections

[2024-2025 Amendment] Article on Elections separated from Article on Meetings. Subsequent articles renumbered accordingly..

1. Following the end of the academic year, the Carleton International Relations Society will announce the beginning of an election period for the following positions:
 - a) President
 - b) Deputy of Finance and Membership
 - c) Administrative Executive
 - d) Marketing Executive
2. An election period must be a minimum two 2 weeks. The following can serve as an example:
 - a) Day 1: Announcement of campaign, voting, and result announcement dates
 - b) Day 7: start of campaign
 - c) Day 10: last day to buy voting memberships for the club
 - d) Day 14: end of campaign
 - e) Day 15: start of voting
 - f) Day 16: end of voting
 - g) Day 17: Results announce
3. All elections must abide by the following requirements:
 - a) Only paid members may vote
 - b) Paid members must be given notice of two weeks for elections
 - c) During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
4. In the event of a vacancy, an executive may be appointed to fill the position temporarily, but an election must be held within 30 days to find a permanent replacement for that year.

5. Executives and the President serve a term of one academic year from September to April, having been trained over the Summer of at least 30 days prior to their tenure, by the previous President. Training can only be outsourced and deferred to previous presidents of CIRS.
6. Presidents must have served as an executive for one full academic year prior to their election unless no candidates meeting this requirement opt to run.
7. Prior to the start of the election period, a Succession Officer will be appointed by the executive team in a consensus manner. CIRS will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end. This person should be any one of the following:
 - a) A neutral party to all elections being held within the club
 - b) A member of the Clubs Oversight Committee
 - c) A member of the CUSA Clubs Office
 - d) A club member or an external student non-member
8. Appeals, complaints, or conflicts regarding an election/appointment may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator

ARTICLE V – Dismissal of Executives and the Removal of Members

[2017-2018 Amendment] 2d. Added an article for presidential impeachment.

[2017-2018 Amendment] 2e. Added a pre-requisite for presidential and executive impeachments.

[2019-2020 Amendment] 1. Included reference to Executive Confidentiality section

[2024-2025 Amendment] Title. Revised from Dismissal of Executives and the Impeachment of a President to Dismissal of Executives and the Removal of Members

[2024-2025 Amendment] Entire article. Previous impeachment and removal procedures for executives and the President were replaced with those adhering to CUSA guidelines. Refer to previous constitutions to compare changes. Added sections for removing members from CIRS.

1. To remove a member, CIRS will first consult the CUSA Clubs Membership Removal Committee (MRC).
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club.
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
 - a) Grounds for impeachment of an executive 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.
5. Membership Impeachment:
 - a) 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.

- 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. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
- c) 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 – Constitutional Amendments

[2019-2020 Amendment] 2. Removed clause on amendment limits

[2024-2025 Amendment] 1 and 2. Revised to adhere to CUSA guidelines. Removed the requirement to have at least 2 executives sign onto a proposal. Removed the previous voting rules requiring only 4/5 executives voting in favour to adopt an amendment.

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

ARTICLE VII – Dissolution

[2019-2020 Amendment] 2. Changed that the advisor not the Department of Political Science maintains the club after dissolution.

[2024-2025 Amendment] 1. Revised to adhere to CUSA guidelines. Removed clause for CIRS to continue existing under the auspices of the society's advisor. Added clause to return CUSA assets to CUSA and other assets to the Ottawa Food Bank.

1. In the event that the executive entertain a motion for dissolution of the CIRS executive - by unanimous vote - or, that the organization, as a result of changed interests is abandoned, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.
2. The President has the authority to disallow a motion for dissolution presented by any member(s) of CIRS.

Amendments - Verification

I, Khalid Shoukri, the President of CIRS from 2017-2018 hereby verify that the amendments made under my tenure as listed above of 2017-2018 have passed by majority and were enacted.

I, Alexander Waworuntu, the President of CIRS from 2019-2020 hereby verify that the amendments made under my tenure as listed above of 2019-2020 have passed by majority and were enacted.

I, Logan Ockenden, the President of CIRS from 2022-2023 hereby verify that the amendments made under my tenure as listed above of 2022-2023 have passed by a majority and were enacted.

I, Matthew Wu, the President of CIRS from 2024-2025 hereby verify that the amendments made under my tenure as listed above of 2024-2025 have passed by a majority and were enacted.