



## Undergraduate Political Studies Student Association Constitution

**Article One;** The name of this organization is the Undergraduate Political Studies Student Association at the University of Manitoba herein referred to as UPSSA

The objectives of the Association shall be:

1a. To represent the undergraduate students interested in Political studies and particularly the fields of Political theory, International Relations, Public Policy, Comparative Politics and Security studies

1b. To contribute toward the co-curricular participation of students in enhancing student life at the University of Manitoba

1b i) To cultivate a sense of community with students interested in the field of Political Studies

1c. To promote volunteer, conference, research and other such opportunities presented by the Department of Political Studies at the University of Manitoba and other Political Studies based academic institutions nationally and internationally

1d. To serve as a medium of communication between members and the University; herein including faculty, the Arts Student Body Council, other student groups and organizations

### **Article Two;** Membership

2a. All enrolled students at the University of Manitoba who have taken or are undertaking 6 credits of Political Studies courses spanned over two semesters shall enjoy all rights to participating in UPSSA

2b. The General meeting of Political Studies Students will be decided at a later date in the Winter 2018 term.

2c. Members present at the General meeting will be informed of the election of UPSSA executives for 2018-2019 as well as the election date;

2c i) Members present at the General meeting will be provided a summary of the year's activities and be given a presentation by students who have undertaken co-curricular opportunities in the Political Studies field

**Article Three;** Executive Positions

3a. The following positions will be positions of elected office;

- President
- Vice President Internal
- Vice President External

3a. i) The following positions will be appointed;

- Communications, Marketing and Event Programmer
- Chief Administration Officer
- Director of Finance

3b. Commencement of office will be on the 30<sup>th</sup> of April of the winter term.

3b i) All positions last approximately one year.

3b ii) No position will be elected to Presidency more than two consecutive years in a row.

3b iii) UPSSA executive may be an executive officer on two or more student associations recognized by the University of Manitoba's Student Union.

3b iv) UPSSA President must not use the association as a platform for conveying political affiliation;

3c. The UPSSA Executive must meet at least 2 times a month to provide fluidity to UPSSA's operations.

3c i) the minutes of the meeting will be recorded by the Chief Administration Officer herein referred to as the CAO.

3c ii) In the event of no CAO at an executive meeting, minutes will be recorded by the Vice President External.

3d) The Communications rep is responsible for all website, social media and outreach matters reviewed by other executives.

3e) The Director of Finance as well as the President are signing authorities for financial matters regarding the UPSSA Bank account.

3f) The President will be the representative of UPSSA and delegate between all the associations (UMSU, ASBC, Faculty of Arts, Department of Political Studies, etc.).

3g) The Vice President Internal will oversee all matters associated to ASBC, Faculty of Arts (administrative matters), and Department of Political Studies.

3h) The Vice President External will oversee all matters associated to UMSU, any student group in the Faculty of Arts or any other faculty, and Canadian Political Studies Student Association.

**Article Four:** Quorum,

4a. 2/3 of UPSSA Executives must be present to conduct a meeting.

4a i) UPSSA Executives must be required to attend all meetings called by the President unless a Proxy with regrets is present to replace a voting member.

4a ii) Failure of an UPSSA Executive to miss more than 3 consecutive meetings with no regrets sent to the other UPSSA Executives will be understood to have relinquished their responsibilities as UPSSA Executive and a by-election held to fill the vacated position within the next 7 days.

4a iii) 2/3 of members may veto a meeting's allocated date (includes the vote from the 6 executive members + 1 from the remaining members. Refer to **Article 9c**).

4a iv) Vetoed meetings must take place within the next 7 days

**Article Five:** Elections

5a. All Candidates must express intent to applying for the elected office in the following academic year to the President or any of the other UPSSA Executives via email.

5a ii) Candidate lists will be produced one week before the elections by the CAO.

5a iii) Elections will be a secret ballot from 9.30am to 3.30pm.

5a iv) The CAO will assume the role of the Chief Returning Officer and monitor the electoral process. If the CAO is not available, the Executive team will appoint a general member or ASBC council member as a temporary CRO.

5a v) Students who will assume the voting body must show evidence of enrollment in at least 6 credits or more of Political Studies courses.

5b. Elections must take place in February. There will be a meeting in January to determine the election date.

5b i) Positions for elections can be seen in **Article Three**

5b iii) Election results will be released on the same day of the election

5b iv) a tie between candidates will result in a snap bi-election on the next day which will be called by the outbound President and Chief Returning Officer.

5b v) Campaigning can take place 3 days before elections. Campaigning cutoff will be at 5pm the day before the election.

5b vi) In the event of an executive's resignation, a bi-election will take place in the form of a convention of the general membership followed by a secret vote of all members present during the meeting.

## **Article Six:** Appointed Positions

6a. Positions appointed can be seen in **Article Three**.

6b. The elected members will appoint the Communications rep, CAO, and Director of Finance with the aid provided by the President or Vice President of ASBC.

6c. Appointees will be interviewed by the elected members and the President or Vice President of ASBC.

6d. Appointed members will be able to vote, however, the Director of Finance and the President are the only executive members who have signing authority for financial matters.

## **Article Seven:** Instructions UPSSA Executives

Persons elected to positions by the Association shall:

7a. Act as delegates of the Association to the bodies to which they are elected.

7b. Express the wishes of undergraduate students as established by the Association in accordance with its Constitution.

7c. Report to the Department of Political Studies as fully as possible with the issues and concerns raised students and being inclusive towards the needs to distance education Political Studies Students.

7d. Seek instruction from constitution on all matters affecting its membership.

7e. Present views that are authorized and accepted by the University (herein referring to the University of Manitoba Provost's office, The Faculty of Arts. For clarity seek advice from the University of Manitoba's Student Union).

7e i) Any persons elected by UPSSA may be recalled at any time by a two-thirds vote of UPSSA Executives (includes appointed members) at the first meeting and 1 majority vote from the remaining members (refer to **Article 9c**).

## **Article Eight;** External organizations;

8a. UPSSA has maintained a long standing relationship with the Canadian Political Science Student's association through the Vice President External.

8a ii) The UPSSA Executive must maintain relations with the Canadian Political Science Student's Association and continue providing UPSSA attendance at the Canadian Political Science Student's Association annual general meeting.

8a iii) The UPSSA Executive must make attempts to reach out to the Canadian Political Studies Student Association rep of the Prairie Universities.

## **Article Nine;** Amending the Constitution

9a. Any amendment proposals must be presented during the meeting in the form of a motion.

9b. The motion must be approved by  $\frac{2}{3}$  of the voting members (6 votes total).

9c. In addition to the 6 votes, all remaining members will vote and the majority's decision will be counted as 1 vote which will be added to the 6 previous votes (total of 7 votes).

