



Constitution of the Norman Paterson School of International Affairs (NPSIA) Students' Association

**Prepared for the Norman Paterson School of International Affairs
Students' Association by**

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Constitutional revisions

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Table of contents

Article I: Definitions	4
1.1 The Association	4
1.2 Mission statement	4
Article II: Membership	4
2.1 Members	4
2.2 Roles of Members	4
2.3 Responsibilities of Members	4
2.4 Information disclosure	5
Article III: The Board of Executives	5
3.1 Function of the Board of Executives	5
3.2 Formation of the Board	5
3.3 Positions on the Board	6
3.4 Responsibilities of executives and the Board	6
3.5 Property and liability	7
3.6 Residency requirement	7
3.7 Conflict of interest	7
3.8 Procedure regarding conflicts of interest	7
3.9 Board Meetings	8
3.10 Dismissal of Directors at Large	9
3.11 Impeachment	9
3.12 Vacancies	10
Article IV: Executive portfolios	10
4.1 Co-Presidents	10
4.2 Vice President, Finance	11
4.3 Vice President, Communications	12
4.4 Director of Academics	12
4.5 Director of Social Events	12
4.6 Director of Soirée	13
4.7 Secretary	13
4.8 Second Year Representative	13
4.9 GSA Representatives	14
4.10 EDI Representatives	14
4.11 Director at Large	14
Article V: Finances	14
5.1 Annual budget and ledger	14
5.2 Signing authority	15
5.3 Withdrawals	15
5.4 Deposits	15

5.5 Right to refuse signature	15
5.6 Debt	15
5.7 Operational expenses and reimbursement	15
Article VI: Committees	16
6.1 Function of Committees	16
6.2 Formation of Committees	16
6.3 Committee Meetings	16
6.4 Academics Committee	17
6.5 Social Committee	17
6.6 Soirée Committee	17
6.7 Communications Committee	17
6.8 EDI Committee	18
6.9 Standing Committees	18
Article VII: Soirée	18
7.1 Soirée objectives	18
Article VIII: General Meetings	19
8.1 Calling a General Meeting	19
8.2 General Meeting procedure	19
Article IX: Elections	20
9.1 Annual General Election	20
9.2 Candidate eligibility	20
9.3 Campaigning	20
9.4 Election procedure	21
9.5 Transition Period	23
Article X: Governing document	23
10.1 Constitution of the Norman Paterson School of International Affairs (NPSIA) Students' Association	23
10.2 Constitutional interpretation	23
10.3 Force majeure	23
10.4 Constitutional limitations	24
Article XI: Amending protocol	24
11.1 Amending the Constitution	24

Article I: Definitions

1.1 The Association

The Norman Paterson School of International Affairs Students' Association ("the Association" and/or "the NSA") is a student group at Carleton University ("the University") recognized by the Norman Paterson School of International Affairs ("NPSIA" and/or "the School") and the Graduate Students' Association ("the GSA"). The Association advocates for NPSIA students within the School, the GSA, the University, and elsewhere. The Association is a non-partisan, not-for-profit, and apolitical organization;

1.2 Mission statement

The Association is committed to serving students of the Norman Paterson School of International Affairs by helping to foster an environment where students can thrive academically, socially, and professionally. In working to enrich and support the NPSIA community, the Association functions to help ensure a memorable and rewarding graduate student experience;

Article II: Membership

2.1 Members

A Member is defined as any individual who meets all of the following criteria:

- a. Is a student enrolled at Carleton University in either co-op, part-time, or full-time graduate studies in International Affairs at NPSIA;
- b. Is in good financial standing with the University and the Association;

2.2 Roles of Members

Members of the Association have the following roles:

- a. To participate in events, meetings, and initiatives organized by the Association throughout the academic year as prescribed by the [Carleton University Graduate Calendar](#);
- b. To elect the Board of Executives ([Article III](#)) at the Annual General Election held in the fall semester of the academic year ([Article IX](#));

2.3 Responsibilities of Members

Members of the Association have the following responsibilities:

- a. To comport themselves in a respectful manner befitting representatives of Carleton University at all Association and NPSIA events;

- b. To abide by all relevant Association, NPSIA, University, local, provincial, and federal policies and laws while attending Association and NPSIA sanctioned events;
 - i. If an infraction is reported to the Board of Executives, the Co-Presidents and Secretary shall document the incident and file a report with a member of the NPSIA Administration staff per relevant [Carleton University Policies](#);
 - ii. The Association absolves itself of responsibility and liability to take further action, relying on the relevant School, University, or state authorities to determine the outcome of any incident reported;
- c. To pay for any expenses and/or damages that they may incur and/or cause as a result of their conduct at Association events;
- d. To pay all fees in full for Association events they choose to attend, in accordance with the rules of the event;

2.4 Information disclosure

Members may be required to provide information limited to the requirements of attendance at an Association event. Information will be treated with strict confidence and shall not be shared with any individuals or entities outside of the Board of Executives without previous notice except in cases where:

- a. The withholding of said information is deemed injurious to a Member's safety, in case of emergency, or when required by [University policy](#), statute, or court order;
- b. The Member has consented to have their information shared with third-parties as a result of the Member's participation in an Association event;

Article III: The Board of Executives

3.1 Function of the Board of Executives

The Board of Executives ("the Board") ensures that the Association fulfills its mandate and is responsible for ensuring the financial stability of the Association;

3.2 Formation of the Board

The Board will be elected by Members in good standing at the Annual General Election and will hold office for a term of one (1) year beginning ten (10) calendar days after the Annual General Election in the fall semester in which they are elected and ending ten (10) calendar days following the Annual General Election in the subsequent year, after the Transition Period ([Article IX](#)). All Members of the Board must be Members in good standing as of September 1st in the year they are elected and must execute their duties as prescribed by this document;

3.3 Positions on the Board

The Board will consist of the following permanent thirteen voting-positions with each position only being occupied by one individual (“an executive”) unless otherwise specified:

- a. Two (2) Co-Presidents;
- b. Vice President, Finance;
- c. Vice President, Communications;
- d. Director of Academics;
- e. Director of Social Events;
- f. Director of Soirée;
- g. Secretary;
- h. Second Year Representative;
- i. Two (2) GSA Representatives;
- j. Two (2) Equity, Diversity, and Inclusion (“EDI”) Representatives;

3.4 Responsibilities of executives and the Board

In addition to the responsibilities set out in each executive’s respective portfolio ([Article IV](#)), each executive accepts the following responsibilities during their tenure knowing that failure to abide by these obligations could lead to their dismissal or impeachment. The responsibilities of the Board are as follows:

- a. To abide by all of the terms outlined in this document;
- b. To uphold the Association’s value of inclusivity for all Members by adhering to its stance as a non-partisan, not-for-profit, and apolitical organization;
- c. To establish a collective strategy in order to fulfil the Board’s mandate for the respective academic year;
- d. To operate effectively in setting Association policy governing overall strategy and day-to-day operations of the Association;
- e. To abide by guidance provided by the Co-Presidents while undertaking their respective duties;
- f. To abide by decisions and policies adopted by the Board at Board Meetings ([Section 3.9](#));
- g. To abide by the practice of Board Confidence, not discussing matters before the Board or decided by the Board with non-executives unless given dispensation by both Co-Presidents or by exception provided within this document;
- h. To publicly maintain Board solidarity and not undermine decisions of the Board outside of Board Meetings;
- i. To consistently communicate the Mission of the Association to Members;
- j. To abide by the Association budget prepared by the Vice President, Finance ([Article V](#))
- k. To remain accountable to the Membership through timely communications on the Board’s vision, events, and other relevant matters;
- l. To lead by example, treating all Members with respect;
- m. To not abuse the privileges afforded by their office for personal gain;

- n. To abide by and uphold any responsibilities set out in this document beyond Article IV and to support the work of the Board by taking on any additional responsibilities within the scope of their portfolio, as directed by the Co-Presidents or the Board;
- o. To provide the Board, in a timely manner, with written notice if an executive intends to resign from their position;

3.5 Property and liability

- a. Violations of the terms of this document do not impose any financial or civil liability or obligations on to Members or the Board beyond those stipulated in [University policy](#) and by statute;
- b. Each Member of the Board acknowledges and agrees to grant a permanent irrevocable zero-cost licence to the Association to use any physical and/or intellectual property produced and/or procured for the Association during their tenure;
- c. If any part of this document conflicts with [University policy](#), statute, or court order, deference is to be given to the [University policy](#), statute, or court order;

3.6 Residency requirement

All executives must:

- a. Reside in Ottawa, Ontario, Canada or the greater [National Capital Region](#) (“NCR”) for a majority of days during the fall and winter semesters of the academic year in which they are elected;
- b. Receive prior approval from the Board, by simple majority vote at a Board Meeting, to continue serving as an executive if intending to depart the NCR for a period exceeding thirty (30) consecutive calendar days during the fall or winter semesters;
- c. Make every effort to fulfil their duties remotely while on approved leave from the NCR;
- d. Continue to fulfil their duties irrespective of residence during the summer semester;

3.7 Conflict of interest

A conflict of interest shall be defined as a situation wherein:

- a. An executive will personally benefit from a Board decision or Association activity;
- b. A group or organization that an executive is affiliated with will benefit from a Board decision or Association activity;
- c. A close acquaintance, friend, partner, spouse, or family member of an executive will personally benefit from a Board decision or Association activity;
- d. A “benefit” primarily refers to some type of financial or monetary gain, but may also include the advancement of the political or social agenda of an individual or organization;

3.8 Procedure regarding conflicts of interest

An executive who believes that they may be in a conflict of interest ([Section 3.7](#)) must observe the following procedure:

- a. Notify the Co-Presidents and Secretary verbally and in writing of the potential existence of a conflict of interest;
- b. Recuse themselves from any decision-making process on the conflicting issue;
- c. Refrain from any attempts by any means to influence decisions on the conflicting issue;

3.9 Board Meetings

Board Meetings shall be called by the Co-Presidents, with logistics organized by the Secretary, and are intended to facilitate the planning, policy direction, and strategy of the Association in fulfilling its mandate;

- a. Seven (7) executives constitute quorum for Board Meetings requiring at least one (1) Co-President and one (1) Vice-President or two (2) Co-Presidents or two (2) Vice Presidents be present;
- b. Meetings shall be chaired by the Co-Presidents and will follow [Model United Nations Rules of Procedure](#). If both Co-presidents are not present, the Secretary shall chair the meeting;
- c. The Secretary shall make every attempt to accommodate the schedules of all Board Members when organizing Committee Meetings within reason;
- d. Board Members must attend meetings once they are scheduled and must provide one of the Co-Presidents and the Secretary with at minimum twenty four (24) hours' notice if they are unable to attend a Board Meeting;
- e. Extenuating circumstances such as medical or family emergencies may excuse an absence. Because all Executives have been elected to their positions understanding that they must balance their responsibilities on the Executive with their academic and professional responsibilities, academic and professional deadlines shall not be considered extenuating circumstances;
- f. Board Members may be excused from Board Meetings by obtaining permission from one (1) Co-President or by a two-thirds ($\frac{2}{3}$) majority vote of the Board.
- g. If a Board Member misses two (2) or more Board Meetings and has not given notice, Members of the Board may take appropriate action per [Section 3.11](#);
- h. If a Board Member misses three (3) or more Board Meetings but has given notice, Members of the Board may take appropriate action per [Section 3.11](#);
- i. The Co-Presidents and Secretary shall draft the agenda for all Board Meetings, subject to the approval of the Board;
- j. Board Members may add items to the agenda;
- k. The Board shall vote on motions introduced by executives, which become Association policy if passed;
- l. The Board shall hear and vote on Committee Recommendations ([Article VI](#)), which become Association policy if passed;
- m. Non-executives may be invited to Board Meetings by a simple majority vote of the Board if their expertise or connections can aid the Board in its responsibilities. The Board may not divulge any confidential information while non-executive Members are present without the consent of both Co-Presidents;

3.10 Dismissal of Directors at Large

A Director at Large ([Section 4.11](#)) may be dismissed at any time through any of the following methods:

- a. Automatic dismissal at a time specified in the mandate letter or upon completion of the given mandate;
- b. Automatic dismissal upon the conclusion of the Board's term ([Section 3.2](#));
- c. Written notice of dismissal, agreed to by both Co-Presidents, given to the Director at Large;
- d. A Motion of Dismissal moved by any permanent executive and passed by simple majority vote at a Board Meeting;
- e. Automatic dismissal upon the resignation or vacancy of both Co-Presidents;
- f. Resignation by the Director at Large;
- g. Impeachment ([Section 3.11](#));

3.11 Impeachment

In the event that an executive fails to uphold the terms of this document, is found to be untruthful or unethical in their duties, or fails to address a potential conflict of interest to the satisfaction of the Board, they may be asked to resign by a motion of the Board passed with a two-thirds ($\frac{2}{3}$) majority. An executive may be impeached by the following process:

- a. A Meeting of Impeachment may be called by any Member who has collected the signatures of no less than one quarter ($\frac{1}{4}$) of the Membership or twenty five (25) signatures, whichever is the lower threshold, and given notice to the Board in writing;
- b. The Meeting of Impeachment must be held at Carleton University during reasonable hours in the fall or winter semesters or online during the summer semester;
- c. The entire Membership must be given no less than seven (7) calendar days' notice of the Meeting of Impeachment by the most senior Member of the Board not involved in proceedings by formal email. If all Members of the Board are involved in the proceedings, NPSIA Administration shall notify the Membership;
- d. All Members in good standing may attend and vote at the Meeting of Impeachment;
- e. The Member initiating the Meeting of Impeachment and the executive in question must agree on a neutral third-party to chair the Meeting of Impeachment;
 - i. If the two parties fail to agree on a neutral Chair in a timely manner, the Co-Presidents will appoint a Chair in a timely manner;
 - ii. Failing the previous criteria or in the case of a presidential impeachment, the Secretary shall appoint a Chair in a timely manner;
 - iii. Failing the previous criteria, or in the case of a Presidential and Secretarial impeachment, if no neutral Chair is appointed within one (1) calendar day of the Meeting of Impeachment, a member of the NPSIA Faculty or Administration staff shall serve as Chair;
- f. The Chair of the Meeting of Impeachment shall abide by [Model United Nations Rules of Procedure](#);

- g. During the Meeting of Impeachment, both the Member who moved the Motion of Impeachment and the executive in question must be permitted to speak to the motion for a maximum of four (4) minutes each;
- h. During the Meeting of Impeachment, the Chair may recognize an additional two (2) Members speaking for the motion and two (2) Members speaking against the motion, with a maximum speaking time of two (2) minutes per speaker;
- i. The executive in question shall be removed from office if the Motion of Impeachment is passed with a two-thirds ($\frac{2}{3}$) majority vote by the Members in attendance;

3.12 Vacancies

If a position on the Board is vacant, excluding one or both of the Co-Presidents, then the Board, by two-thirds ($\frac{2}{3}$) majority vote, shall either appoint a replacement from the Membership, the Co-Presidents shall delegate the vacant position's responsibilities within the Board, or the Co-Presidents shall ask the Secretary to organize a by-election;

- a. If one or both of the positions of Co-President is vacant, then the order of succession for who assumes the vacant Presidential spot(s) is as follows:
 - i. Vice President, Finance;
 - ii. Vice President, Communications;
 - iii. Director of Academics;
- b. If the positions of the Presidential Team ([Section 4.1](#)) and the Director of Academics are all vacant, the Secretary shall be responsible for organizing a by-election at the earliest possible date in accordance with election rules ([Article IX](#));
- c. If the Secretary role is vacant, the previous year's Co-Presidents shall appoint an interim Board from among the Membership until a by-election can be held;
- d. If the previous years' Co-Presidents cannot appoint an interim Board in a timely manner, the Director of the School shall appoint a permanent board from among the Membership;

Article IV: Executive portfolios

As the responsibilities outlined in this document are not mutually exclusive, executives shall also abide by and uphold the responsibilities outlined elsewhere in this document, particularly in [Section 3.4](#). In addition to other details outlined in this document, executives are empowered and expected to carry out the following responsibilities:

4.1 Co-Presidents

- a. Develop and execute the Association's vision in line with the Association's mandate ([Section 1.2](#)) for the academic year;
- b. Lead the Vice President, Finance and the Vice President, Communications ("the Presidential Team") by equitably delegating leadership tasks among the Presidential Team as appropriate under the portfolios of its Members;
- c. Call Board Meetings and chair them when the Secretary is not in attendance;

- d. Determine frequency, agenda, and general organization of Board Meetings;
- e. Attend faculty meetings and Graduate Academic Caucus meetings;
- f. Serve as the primary point-of-contact for the Director of the School;
- g. Work with the Vice President, Finance to monitor, raise, and distribute Association finances;
- h. Coordinate with the Vice President, Communications, to develop and execute outreach strategies;
- i. Coordinate with Directors and Representatives to assist in managing their respective obligations;
- j. Jointly possess the login information for all NSA websites and social media pages;
- k. Bear Primary Responsibility for the NSA Archive, defined as the repository for all materials collected over the course of the NSA's existence that are deemed to be of importance and to update the archive at the conclusion of their term with the materials collected over the Co-Presidents' term;
- l. Serve as the final authority responsible and accountable for all Association matters;
- m. Both Co-Presidents possess signing authority to enter contracts on behalf of the Association and authorize transactions on the Association's bank account;

4.2 Vice President, Finance

- a. Draft the annual budget and hold the Board accountable to it ([Section 5.1](#));
- b. Draft and maintain the Association ledger ([Section 5.1](#));
- c. Distribute funds on advice of the Co-Presidents in the most effective way to meet the Association's annual goals;
- d. Manage the Association bank account and deposit all revenues into the account
- e. Oversee all NSA fundraising initiatives;
- f. Apply for subsidies, grants, and event-specific funding where applicable;
- g. Issue receipts and thank you letters to all donors and sponsors;
- h. Collect payment of all fees from Members;
- i. Issue receipts to Members who request a receipt for any payments they made to the NSA in excess of \$10.00 CAD;
- j. Issue payments for all NSA expenses;
- k. Keep digital records of all financial transactions;
- l. Review and approve or deny all expense reports and estimates submitted by executives and the Board;
- m. Provide the Board with timely updates on the financial situation of the Association;
- n. Work with the GSA Representatives to secure funding from the GSA for Association events;
- o. The Vice President, Finance possesses signing authority to enter contracts on behalf of the Association and authorize transactions on the Association's bank account;

4.3 Vice President, Communications

- a. Coordinate with the Co-Presidents to develop an outreach strategy for the academic year;
- b. Chair the Communications Committee ([Section 6.7](#));
- c. Maintain and update all NSA websites and social media pages and groups;
- d. Possess Administrative authority on the Association's social media pages and groups;
- e. Keep the Membership informed of NSA activities, policies, and goals on a frequent basis throughout the year;
- f. Reply to external correspondence in a professional matter;
- g. Manage all advertising and promotion of all NSA events and initiatives;
- h. Review the public release of information from other executives to the Membership to ensure consistency and professionalism;
- i. Design NSA merchandise and work with the Vice President, Finance to facilitate sales;
- j. Enlist general Members to facilitate the creation and delivery of communications products;
- k. The Vice President, Communications possesses signing authority to enter contracts on behalf of the Association, but they are not permitted to authorize transactions on the Association's bank account;

4.4 Director of Academics

- a. Chair the Academic Committee ([Section 6.4](#));
- b. Coordinate projects on behalf of the Board within the Academics Committee;
- c. Relay information from the Academic Committee to the Board;
- d. Produce expense estimates for all academic events, subject to review and approval by the Vice President, Finance;
- e. Collaborate with the Vice President, Communications to promote events;
- f. Plan and run NSA events that do not fall under the mandate of the Director of Social Events or Director of Soirée;
- g. Develop and host academic-related events such as embassy visits, study sessions, guest speakers, and any other event relevant to the field of international relations;
- h. Liaise with NPSIA faculty on academic-related matters;
- i. Coordinate with the EDI Representatives to ensure events are accessible and meet NSA standards;
- j. Represent the Association on the School's Curriculum Committee;

4.5 Director of Social Events

- a. Chair the Social Committee ([Section 6.5](#));
- b. Plan and run NSA events that do not fall under the mandate of the Director of Academics or Director of Soirée;
- c. Coordinate projects on behalf of the Board within the Social Committee
- d. Relay information from the Social Committee to the Board

- e. Produce expense estimates for all social events, subject to review and approval by the Vice President, Finance;
- f. Collaborate with the Vice President, Communications to promote events;
- g. Develop and host social events such as pub nights, hikes, sporting outings, and any other event relevant to promoting the happiness and social aspects of NPSIA;
- h. Coordinate with the EDI Representatives to ensure events are accessible and meet NSA standards;

4.6 Director of Soirée

- a. Chair the Soirée Committee ([Section 6.6](#));
- b. Lead, develop, and execute the hosting of the NPSIA Soirée ([Article VII](#));
- c. Serve as the primary point of contact for all matters Soirée related;
- d. Produce expense estimates for all matters pertaining to Soirée, subject to review and approval by the Vice President, Finance;
- e. Head fundraising initiatives for Soirée;
- f. Collaborate with the Vice President, Communications to promote Soirée;
- g. Coordinate with the EDI Representatives to ensure Soirée is accessible and meets NSA standards;

4.7 Secretary

- a. Schedule Board meetings as directed by the Co-Presidents and terms of this document;
- b. Chair Board meetings per the terms of this document;
- c. Create and distribute the agenda for Board meetings;
- d. Take minutes at Board meetings and distribute them at the earliest convenience;
- e. Draft and distribute the agenda for and call General Meetings ([Article VIII](#));
- f. Facilitate internal Board communications;
- g. Maintain the Association archive;
- h. Provide administrative support to the Board;
- i. Work with the Vice President, Communications to advertise and staff Committee Roles ([Article VI](#));
- j. Organize and maintain the Association's file archive;
- k. Assist the Co-Presidents in coordinating the Annual General Election and subsequent Transition Period ([Article IX](#));

4.8 Second Year Representative

- a. Provide guidance and institutional knowledge to the Board;
- b. Advocate for second and upper-year concerns and perspectives at Board meetings;
- c. Assist in the general functioning of the Board and Association as a whole;

4.9 GSA Representatives

- a. Attend and represent the Association's interests at GSA Council meetings;
- b. Vote in a manner consistent with the views of the Board at external meetings;
- c. Attend and advocate for the Association at faculty and Graduate Academic Caucus meetings;
- d. Report on the activities and decisions of the GSA Council to the Board;
- e. Work with the Vice President, Finance to secure maximum available funding from the School, GSA, and other organizations;
- f. Assist in the general functioning of the Board and Association as a whole;

4.10 EDI Representatives

- a. Advocate for effective EDI policies at Board meetings;
- b. Jointly chair the EDI Committee ([Section 6.8](#));
- c. Work with the Board to support Association events that are inclusive;
- d. Attend and advocate for the Association at faculty and Graduate Academic Caucus meetings;
- e. Vote in a manner consistent with the views of the Board at external meetings;
- f. Report on the activities and decisions of the GSA Council to the Board;
- g. Represent the Association on the School's EDI Committee;
- h. Assist in the general functioning of the Board and Association as a whole;

4.11 Director at Large

A Director at Large is a Member who, appointed by unanimous decision of the Co-Presidents, is given a temporary executive mandate by the Co-Presidents and sits on the Board in a non-voting capacity. There may only be two (2) Directors at Large at any time;

Article V: Finances

5.1 Annual budget and ledger

It is the responsibility of the Vice President, Finance, on advice from the Co-Presidents, to draft an annual budget ("the budget") projecting the revenues and expenses faced by the Association during the entire academic year;

- a. Excepting electoral ([Article IX](#)) or constitutional ([Article X](#)) matters, the budget must be the first substantive item voted on by the Board, requiring a simple majority to pass with both Co-Presidents and the Vice President, Finance voting in the affirmative;
- b. The Vice President, Finance must keep the budget updated on a monthly basis and foremostly advocate for the financial wellbeing of the Association in all matters;
- c. It is the responsibility of the Vice President, Finance to maintain a ledger, updated weekly, of all financial transactions undertaken by the Association;

- d. All financial matters are to be treated with the strictest confidentiality and may not be shared outside of the Board unless unanimous consent is given by both Co-Presidents or one (1) Co-President and the Vice President, Finance;
- e. The Vice President, Finance may present an abridged version of the Budget to the Membership at any General Meeting subject to approval from one (1) Co-President and the Vice President, Finance;

5.2 Signing authority

- a. The Co-Presidents and the Vice President, Finance shall jointly possess signing authority over all financial and contractual matters of the Association;
- b. The Vice President, Communications may enter contracts on behalf of the Association, but is not permitted to authorize transactions on the Association bank account;

5.3 Withdrawals

Only the Co-Presidents or Vice President, Finance may authorize any withdrawals from the Association's bank account;

5.4 Deposits

Only the Co-Presidents or Vice, President, Finance or individuals authorized in writing by the Co-Presidents or Vice President, Finance, are permitted to make deposits into the Association's bank account;

5.5 Right to refuse signature

Any executive with signing authority has the right and responsibility to refuse to affix their signature to an Association cheque, contract, invoice, or to sign for a withdrawal from the Association account if they believe the transaction for which the funds in question are to be used is not in accordance with the Association budget, this document, or against [University policy](#) or statute. If an executive exercises this right, they must immediately notify the Board in writing of their decision and the rationale behind it;

5.6 Debt

The Association must always maintain a positive balance in its bank account and be able to cover its expenses for the year as set out in the annual Budget;

5.7 Operational expenses and reimbursement

Should the Board need to reimburse a Member for covering an Association expense:

- a. The Member in need of reimbursement shall provide the Vice President, Finance with a receipt of the payment;

- b. The Vice President, Finance shall make a copy of the receipt available in the Association's file archive;
- c. The Vice President, Finance shall reimburse the Member in a reasonable manner within a reasonable timeframe, provide proof of payment, and retain a copy of the proof of payment in the Association's file archive;
- d. Under no circumstances are reimbursements to be processed without a receipt or invoice being provided by the Member requesting reimbursement;

Article VI: Committees

6.1 Function of Committees

In order to allow the general Membership to shape their graduate experience and benefit from the diverse perspectives of the Membership, Directors shall chair specialized Committees where Members can provide their input and influence specific Association activities;

6.2 Formation of Committees

At the beginning of the Board's term, the Secretary shall circulate an expression of interest form to the Membership to determine a list of potential Committee Members. It is the responsibility of the Committee Chair, in consultation with the EDI Representatives, to determine the formation of their respective Committee:

- a. In the event that not enough Members sign-up for Committees, the Board may appoint any Member regardless of executive status to any Committee, granting them full voting rights in Committee, by simple majority vote;
- b. There are five (5) permanent Committees:
 - i. Academics Committee ([Section 6.4](#));
 - ii. Social Committee ([Section 6.5](#));
 - iii. Soirée Committee ([Section 6.6](#));
 - iv. Communications Committee ([Section 6.7](#))
 - v. EDI Committee ([Section 6.8](#))

6.3 Committee Meetings

Committee Meetings are intended to facilitate the planning, policy direction, and strategy of the Committee in fulfilling its mandate. The following procedures apply to Committee meetings:

- a. Committee Meetings shall be called and organized by the Chair at a reasonable time and place, making efforts to accommodate the schedules of all Committee Members;
- b. The Chair is responsible for determining the rules of procedure and agenda;
- c. In the event of the Chair's absence, the specified Vice Chair shall assume the duties of the Chair until the Chair's return;
- d. Quorum for a Committee Meeting shall constitute four (4) voting Members with at least one (1) of the Chair or Vice Chair being present;

- e. Non-executive members may only serve on one (1) Committee;
- f. Any executive may attend Committee Meetings as, unless otherwise specified, a non-voting Member with the exception of the Co-Presidents who always retain the right to exercise a collective single consensus-based (1) vote among the two of them;
- g. Non-committee Members may be invited as non-voting participants at the discretion of the Chair to Committee Meetings if it is believed their expertise or connections can aid the Committee in the fulfillment of its mandate;

6.4 Academics Committee

The Academics Committee is charged with the promotion of academic success in the field of international relations among the Membership. It shall be composed of the following permanent members afforded full voting rights:

- a. Director of Academics, Chair;
- b. Vice President, Communications, Vice Chair;
- c. Four (4) General non-executive Members;

6.5 Social Committee

The Social Committee is charged with the promotion of an enjoyable graduate student experience for the NPSIA membership. It shall be composed of the following permanent members afforded full voting rights:

- a. Director of Social Events, Chair;
- b. Vice President, Finance, Vice Chair;
- c. Four (4) General non-executive Members;

6.6 Soirée Committee

The Soirée Committee is charged with the organization of the Association's flagship event: the annual NPSIA Soirée ([Article VII](#)). It shall be composed of the following permanent members afforded full voting rights:

- a. Director of Soirée, Chair;
- b. Vice President, Finance, Vice Chair;
- c. One (1) GSA Representative;
- d. Four (4) General non-executive Members;

6.7 Communications Committee

The Communications committee is charged with developing communications materials that support the Association's activities as well as designing Association merchandise. It shall be composed of the following permanent members afforded full voting rights:

- a. Vice President, Communications, Chair;
- b. One (1) GSA Representative, Vice Chair;
- c. Four (4) General non-executive Members;

6.8 EDI Committee

The EDI committee is charged with ensuring that Association events are accessible and reflect best business practices. It shall be composed of the following permanent members afforded full voting rights:

- a. Two (2) EDI Representatives, Co-Chairs;
- b. One (1) GSA Representative, Vice Chair;
- c. Four (4) General non-executive Members;

6.9 Standing Committees

Should the Board deem it necessary it may, by a motion moved by any executive and passed by simple majority vote, establish a Standing Committee to study a specific issue *ultra vires* of the permanent Committees;

- a. Standing Committees shall abide the same terms of Committee Meetings found in [Section 6.3](#);
- b. The Board shall determine the mandate and composition of any Standing Committee created;
- c. A Standing Committee shall be dissolved if any of the following criteria are met:
 - i. A Motion of Dissolution of the Standing Committee is moved by any executive at a Board Meeting and is passed by simple majority;
 - ii. A Motion of Dissolution of the Standing Committee is moved by a Member of the Standing Committee at a Committee Meeting is passed with a two-thirds ($\frac{2}{3}$) majority with the Chair voting in the affirmative;
 - iii. The Standing Committee fulfills its mandate or the date of dissolution specified in its mandate letter passes;
 - iv. The Board is dissolved for any reason;
- d. There may only be a maximum of two (2) Standing Committees operating at any time;

Article VII: Soirée

7.1 Soirée objectives

Soirée is the Association's premier event. It is a gala featuring a prominent international relations-related keynote speaker where Members are able to meet, converse, and network with peers, academics, foreign dignitaries and other notable actors in the field of international relations. One of the Board's most important tasks is to work with the Soirée Committee, NPSIA Administration, and other relevant stakeholders to ensure the successful planning and hosting of Soirée;

Article VIII: General Meetings

A General Meeting serves as a forum for the Board to liaise with the Membership at large, provide updates on the fulfillment of its mandate, and solicit feedback. At least one (1) General Meeting must be called during the term of the Board;

8.1 Calling a General Meeting

To call a general meeting, the following procedure must be observed:

- a. The Co-Presidents in unanimous consent, or the Board, by a two-thirds ($\frac{2}{3}$) majority vote with at least one (1) Vice President voting in the affirmative, or a Member having collected the signatures of no less than one quarter ($\frac{1}{4}$) or of the Membership or twenty (20) signatures, whichever is the lower threshold, notify the Secretary in writing to call a General Meeting of the Membership;
- b. The General Meeting shall be held no later than thirty (30) calendar days after the Secretary is notified;
- c. The Secretary shall draft and distribute the agenda for the General Meeting to the Membership no less than seven (7) calendar days before the General Meeting;
- d. The Secretary shall book a reasonable space at Carleton University where the General Meeting shall be hosted;

8.2 General Meeting procedure

General Meetings shall observe the following procedures:

- a. The Co-Presidents shall jointly chair the General Meeting, if both are unavailable the meeting shall be chaired by one executive per the order of succession ([Section 3.12](#));
- b. The Secretary shall take minutes at the General Meeting and distribute them in a reasonable timeframe to the General Membership following adjournment of the Meeting. If the Secretary is unavailable, the Vice President, Communications shall temporarily assume the duties of Secretary for the General Meeting;
- c. General Meetings will follow [Model United Nations Rules of Procedure](#);
- d. All Members in good standing are entitled to attend, present, and vote on motions at General Meetings;
- e. Motions of Constitutional Interpretation may be moved by any Member and voted on at General Meetings following the procedures outlined in [Section 10.2](#);
- f. A General Meeting may also serve as a Meeting on Constitutional Amendments provided that the criteria and procedures in [Article XI](#) have been followed;

Article IX: Elections

9.1 Annual General Election

The following clauses outline the obligations of the Board and the procedure for calling a General Election:

- a. During the summer semester, the Board must set a reasonable date and time for the Annual General Election taking place in the fall semester on or before October 5;
- b. Important dates and procedures surrounding the Annual General Election must be announced to the Membership in writing by the Vice President, Communications and Secretary within ten (10) calendar days of the start of the fall semester;
- c. The election shall be administered by the following election officers:
 - i. The Co-Presidents shall jointly serve as [Chief Electoral Officer](#) ("CEO");
 - ii. The Secretary shall serve as [Returning Officer](#) ("RO");
 - iii. If the CEO or RO positions are unfilled, or the appointed persons fail to fulfil their duties in a timely manner, the Board shall be fill their positions per the order of succession stipulated in [Section 3.12](#);
 - iv. The procedure for removing election officers is the same as the one outlined in [Section 3.11](#);
 - v. An executive pursuing the Second Year Representative position must follow the conflict of interest procedure ([Section 3.8](#)) and is forbidden to serve as an election officer;
- d. Inquiries and complaints surrounding the electoral process must be submitted to the CEO in writing in a timely manner;
- e. The CEO has final say on all procedural electoral matters, taking care to uphold the terms of this document;
- f. Election Officers must act in a neutral and fair manner;

9.2 Candidate eligibility

To be eligible as a candidate, a Member must:

- a. Be in good standing with the University and Association;
- b. Meet the criteria stipulated in [Article II](#);
- c. Be in their first year at NPSIA in a Master's level program, with the exception of candidates contesting the position of Second Year Representative who must be in their second year at NPSIA in a Master's level program;
- d. Adhere to all guidelines stipulated in [Article IX](#);

9.3 Campaigning

- a. Candidates must inform the CEO and RO in writing of their intent to contest a position no less than five (5) calendar days in advance of the Annual General Election to run a

- sanctioned campaign, give a speech at the Annual General Election, and be included on the ballot;
- b. Candidates can give verbal notice at the Annual General Election to give a speech at the Annual General Election and be included on the ballot;
 - c. Candidates who do not give at least five (5) calendar days' written notice in advance of the Annual General Election to the CEO and RO of their intent to contest a position shall refrain from campaigning excessively;
 - d. A Candidate in the course of their campaign shall not:
 - i. Undertake any actions that abrogate their responsibilities as a Member ([Section 2.3](#));
 - ii. Offer financial compensation, favours, or otherwise suggest unfair incentives to Members in exchange for election support;
 - iii. Include anything in their Campaign that would compromise the status of the Association as a non-partisan, non-advocacy organization;
 - iv. Intimidate or otherwise discourage any Member from campaigning, voting, or engaging in the electoral process;
 - v. Seek endorsement from an election officer or former Co-President;
 - vi. Explicitly disparage any current or past member of the Board in their campaign;
 - vii. Form or participate in any slate, whereby a slate shall be understood to mean a group of candidates that run in a multi-position election as a unified group or under a common platform;
 - viii. Campaign by emailing students via their personal or Carleton emails;
 - ix. Explicitly criticize other candidates, their character, or their platform in bad faith;
 - x. Undermine the integrity, fairness, or freedom of any electoral process governed;
 - e. A Candidate will be immediately disqualified from the electoral process if they:
 - i. Attempt to tamper with the voting system;
 - ii. Solicit or attempt to solicit an election officer to act improperly in the electoral process;
 - iii. Suggest or threaten physical violence against another Candidate or Member;

9.4 Election procedure

Association elections are to be carried out in the following manner:

- a. Election outcomes are determined by [Instant Runoff Voting](#) ("IRV"): voters rank their choices on a ballot with the least popular choice being eliminated until one (1) candidate receives a simple majority of votes, for positions occupied by two (2) individuals, the voting process shall be repeated following the successful election of the first Candidate;
- b. Candidates running uncontested will face a vote of confidence requiring a two-thirds ($\frac{2}{3}$) majority of the votes cast in their favour to be elected;
- c. The options available on the ballot shall appear as follows:
 - i. Written-notice Candidates listed in alphabetical order of their given name;
 - ii. Verbal-notice Candidates listed in alphabetical order of their given name;
 - iii. Abstain;

- iv. No Confidence;
- d. The Annual General Election will follow [*Model United Nations Rules of Procedure*](#);
- e. The Annual General Election shall proceed as follows:
 - i. The CEO shall greet all Members in attendance and outline the agenda and relevant constitutional procedure;
 - ii. The RO shall read the list of registered Candidates in the following descending order and record any Candidates that give verbal-notice alphabetically by given name after each group is called;
 - 1. Candidates for Co-President;
 - 2. Candidates for Vice President, Finance;
 - 3. Candidates for Vice President, Communications;
 - 4. Candidates for Director of Academics;
 - 5. Candidates for Director of Social Events;
 - 6. Candidates for Director of Soirée;
 - 7. Candidates for Secretary;
 - 8. Candidates for Second Year Representative;
 - 9. Candidates for GSA Representative;
 - 10. Candidates for EDI Representative;
 - iii. The RO shall amend the Candidate list and ballots to include all new information provided per [Section 9.4.d.ii](#);
 - iv. The CEO will call on candidates as recorded by the RO to make speeches, not exceeding the specified time-limit for each speech, in the following descending order:
 - 1. Candidates for Co-President, three (3) minutes;
 - 2. Candidates for Vice President, Finance, two (2) minutes;
 - 3. Candidates for Vice President, Communications, two (2) minutes;
 - 4. Candidates for Director of Academics, one (1) minute;
 - 5. Candidates for Director of Social Events, one (1) minute;
 - 6. Candidates for Director of Soirée, one (1) minute;
 - 7. Candidates for Secretary, one (1) minute;
 - 8. Candidates for Second Year Representative, one, (1) minute;
 - 9. Candidates for GSA Representative, one (1) minute;
 - 10. Candidates for EDI Representative, one (1) minute;
 - v. The CEO and RO shall answer any procedural questions posed by the Membership;
 - vi. The RO shall distribute ballots to the Membership and allow for a reasonable amount of time for Members to submit their ballots;
 - vii. The RO shall tally votes in accordance with IRV procedure outlined in [Sections 9.4.a, 9.4.b, and 9.4.c](#);
 - viii. The RO shall inform the CEO of the results, with the CEO conducting due diligence wherever necessary;
 - ix. The CEO shall immediately inform the membership of the election results verbally and in writing;

9.5 Transition Period

To ensure a seamless transition to a new Board, the following procedure shall be observed:

- a. Within ten (10) calendar days of the Annual General Election, each outgoing executive shall contact their incoming counterpart and assist in preparing them for the role;
- b. Each outgoing executive shall draft a written report to be left in the Association file archive outlining their mandate, how they went about accomplishing their projects, and any information useful to the incoming executive;
- c. Within ten (10) calendar days following the Annual General Election, the outgoing Board shall transfer all relevant information, credentials, assets, etc. to their incoming counterparts;
- d. Ten (10) calendar days following the Annual General Election, the Board will be automatically dissolved and a new Board formed based on the General Election carried out per [Section 9.4](#);

Article X: Governing document

The Constitution of the Norman Paterson School of International Affairs (NPSIA) Students' Association ("the Constitution" and/or "this document") is the governing document of the NSA;

10.1 Constitution of the Norman Paterson School of International Affairs (NPSIA) Students' Association

The Constitution consists of eleven (11) Articles and may only be altered by the procedures outlined in [Article XI](#);

10.2 Constitutional interpretation

The Board is the primary interpreter of this document. Should disagreements arise, a Member must seek clarification from the Board prior to making any decisions:

- a. The Board must clearly articulate its decision writing and leave a record of decision in the Association file archive;
- b. Decisions of the Board are subject to re-examination at any time by the Board;

10.3 Force majeure

The following limited exemptions may be applied to the Constitution the event of a force majeure:

- a. Defines "force majeure" as circumstances that impact in a debilitating way the functioning of the Association, including but not limited to:
 - i. States of emergency;
 - ii. Natural disasters;
 - iii. Armed conflict;

- iv. Acts of terrorism;
- v. Pandemics;
- vi. The temporary closure of Carleton University;
- b. Authorizes the Board to:
 - i. Host NSA events normally required to be held at Carleton University at appropriate off-campus locations or through an appropriate online platform;
 - ii. Exempt executives from the Residency Requirements outlined in [Section 3.6](#);
 - iii. Temporarily postpone the Transition Period ([Section 9.5](#)) no more than seven (7) calendar days;
- c. Any decisions made under this section by the Board must be announced immediately to the Association through email and social media accounts, and must specify the total duration they are in effect;
- d. All decisions made under this section by the Board will have a duration of no longer than the term of each Board as outlined in [Section 9.5](#);

10.4 Constitutional limitations

[Carleton University Policies](#), regulations and other governing documents as well as Government laws, regulations, and court orders in the jurisdiction where Association activities take place always supercede this document and no Member may be held accountable for disregarding this document in cases where it conflicts with the exceptions above;

Article XI: Amending protocol

11.1 Amending the Constitution

Any Article, Section, Clause, or Sub-Clause included in this document may only be altered according to the following procedure:

- a. Any Member may present a Constitutional Amendment to the Board by giving written notice to the Secretary;
- b. The Board must call a Constitutional Meeting within a reasonable amount of time after being presented an Amendment by a Member following the procedure in [Article VIII](#);
- c. The Board shall announce the date and location of a Constitutional Meeting of the Association to all Members so long as the meeting is held at Carleton University with a start time between 08:00 and 22:00 Eastern Standard Time;
- d. The announcement must be made at least seven (7) calendar days before the day the meeting is scheduled to be held;
- e. Members bringing forward amendments to the Constitution must make the text of their amendment available to the Secretary at least seventy two (72) hours prior to the Constitutional Meeting;
- f. The Board, by simple majority vote, shall appoint a chair for the Constitutional Meeting;
- g. Quorum for Constitutional Meetings shall constitute one quarter ($\frac{1}{4}$) of the Membership or twenty five (25) Members, whichever is the lower threshold;

- h. The Chair of the Constitutional Meeting shall abide by [*Model United Nations Rules of Procedure*](#);
- i. The Chair must ask Members in attendance for motions to determine the order and format in which the amendments shall be presented. If all of the motions fail, the order and format will be at the discretion of the Chair;
- j. The author(s) of the first amendment shall present the text of their amendment;
- k. The Chair may recognize an additional two (2) Members speaking for the motion and two (2) Members speaking against the motion, with a maximum speaking time of two (2) minutes per speaker;
- l. Should fewer than two Members wish to speak in favour of an amendment, the amendment is deemed to have failed. Should fewer than two Members wish to speak in opposition, the amendment is deemed to have been passed. Voting procedure is not required in either circumstance;
- m. The assembled Members shall vote on the amendment. Amendments require a vote of two-thirds ($\frac{2}{3}$) of the assembled Members in favour of the amendment in order to pass;
- n. Any and all amendments passed will automatically be taken into force except in cases where the amendment carries a delay clause which explicitly pushes the implementation of a change to a later date;
- o. The chronologically latest amendment passed shall always supercede those passed earlier with respect to constitutional interpretation;
- p. Potential changes to Article, Section, Clause, Sub-Clause, referencing, numbering or lettering will not be required to be specified in the amendment. Formatting, grammatical, spelling, clerical, or referencing errors do not require a formal amendment to fix and may be amended at the discretion of the Board.