

**CONSTITUTION OF THE BACHELOR OF GLOBAL AND  
INTERNATIONAL STUDIES (BGInS) STUDENTS' SOCIETY**

Carleton University

Tuesday, March 6, 2018

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**Preamble**

We, the Executive of the Bachelor of Global and International Studies Students' Society at Carleton University, do hereby establish this constitution of the Bachelor of Global and International Studies Students' Society.

**Article I: The Organization**

The organization shall be known as the Bachelor of Global and International Studies Students' Society (BGInS Students' Society), and hereafter shall be referred to as the "Society".

The Society shall operate as a not-for-profit organization, and a society under Carleton University and the Carleton University Student Association (CUSA).

**Article II: The Purpose**

The Society shall foster community within the BGInS program, as well as between the BGInS program and the Arthur Kroeger College, the Faculty of Public Affairs and the Faculty of Arts and Social Sciences while facilitating the interaction of its members with leaders in the BGInS program. Moreover, it will be the Society's responsibility to engage students in a practical application of their learning.

The Society shall provide opportunities for its membership to contribute to their community and to the best of its means, seek to promote the BGInS program, the Arthur Kroeger College, the Faculty of Public Affairs and the Faculty of Arts of Social Sciences to prospective and current students at Carleton University.

**Article III: Membership and Structure**

All students enrolled in the BGInS program shall automatically be considered members of the Society free of charge, and students enrolled in other programs will be considered members upon payment of a ten dollar (\$10) mandatory membership fee.

- a. Members shall have the right to:
  - i. Partake in all Society events or initiatives;
  - ii. Be informed of all general meetings and elections of the Society and the results thereof;
  - iii. Attend general Society meetings and speak on any issue;
  - iv. Vote in all elections for which they are entitled to vote (as determined by year and program standing); and
  - v. Invite non-member guests to any Society event; however, the Council reserves the right to give preference to Society members for limited-seating events.
  
- b. Executive Council members shall have the right to:
  - i. Upon a 2/3 majority vote, remove any individual who actively pursues inflicting harm on another member and/or the structure of the Society. Such actions

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include, but are not limited to:

1. Undertaking plans that have the intention of disorganizing and/or damaging the structure of events put in place by the Executive Council;
  2. Intentionally harming another member;
  3. Defacing or distorting the reputation of another member; and/or
  4. Attempting to bring direct harm to the Society itself by bringing unlawful amendments to the Constitution or subverting the integrity of the Council.
- c. Abstaining from a vote of removal is not permitted.
- d. The Executive Council will be responsible for relaying a decision of removal to the Society Advisor.

### **Article IV: The Composition of the Executive Council**

The Executive Council, or simply the 'Council,' shall be the administrative body of the Society, elected by and composed of members of the Society. Serving on the Executive Council consists of a substantial and serious time commitment that must be taken seriously. Council positions are exclusive to students enrolled in the BGInS program, and shall consist of the:

- a. President – Responsible for, but not limited to:
- i. The overall leadership of the Society;
  - ii. Coordinating executive duties by ensuring all members of the Council fulfill their designated tasks;
  - iii. Calling and chairing meetings;
  - iv. Creating and distributing meeting agendas a minimum of twenty-four (24) hours prior to the meeting unless prior notice is given;
  - v. Possessing joint signing authority on all Society finances;
  - vi. Possessing joint login information for all forms of the Society's social media;
  - vii. Serving as the final authority on all *logistical workings\** of the Executive Council; and
  - viii. Sitting on the BGInS Management Committee.
- b. Vice President Finance and Sponsorship – Responsible for, but not limited to:
- i. Managing all Society funds and bank accounts;
  - ii. Managing all Society fundraising initiatives;
  - iii. Creating all budget presentations and sponsorship packages for fundraising initiatives;
  - iv. Submitting draft budgets to the Council for approval;
  - v. Presenting a constant update of all Society expenditures to the Council after all alterations to finances and tracking of all receipts;
  - vi. Ensuring all reimbursements occur in a timely and appropriate fashion;
  - vii. Working closely alongside the Vice President Social and Vice President Academic and Administration to coordinate event funding;

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- viii. Distributing 'Thank You' letters to donors and sponsors; and
  - ix. Collecting the membership fees of non-BGInS students.
- c. Vice President Communications and Media – Responsible for, but not limited to:
- i. Being in charge of communications with all BGInS students, Society members and Society partners;
  - ii. Informing the membership of all events, initiatives, upcoming meetings and elections;
  - iii. Maintaining a comprehensive database of all Society partners' contact information;
  - iv. Managing and updating the Society's official email account, website, and forms of social media; and
  - v. Conducting feedback reviews following Society events and initiatives.
- d. Vice President Academic and Administration – Responsible for, but not limited to:
- i. Being the primary organizer and executor of all *academic*\* events and initiatives, and proposing these to the Council for approval;
  - ii. Keeping meeting minutes and attendance, and providing them for members within seventy-two (72) hours of each meeting unless prior notice is given;
  - iii. Organizing and facilitating the Year Representative elections;
  - iv. Working closely alongside the Vice President Social when needed;
  - v. Chairing Society meetings in the event that the President is unable to attend; and
  - vi. Sitting on the BGInS management committee.
- e. Vice President Social – Responsible for, but not limited to:
- i. Being the primary organizer and executor of all *social*\* events and initiatives, and proposing these to the Council for approval;
  - ii. The selling and distribution of all BGInS merchandise;
  - iii. Assisting the Vice President Finance and Sponsorship in all Society fundraising; and
  - iv. Working closely alongside the Vice President Academic and Administration when needed.
- f. All Executive Council members shall be granted password privileges to the Society email account (bginsstudentsociety@gmail.com).
- i. The official Society email is to be used for, and only for, all official correspondences with Society partners and members.

**Article V: Year Representative Positions**

The Year Representatives shall be elected by Society members in the corresponding year of study in September. The Year Representative positions are exclusive to students enrolled in the BGInS program, and shall consist of the:

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- a. First Year Representative – Responsible for, but not limited to:
  - i. Acting as a full-fledged Council member once elected; and
    - 1. Includes possessing voting rights.
  - ii. Assisting in the implementation of all Society events and initiatives.
- b. Upper Year Representatives (*Conditional\**) – Responsible for, but not limited to:
  - i. Acting as a full-fledged Council member once elected; and
    - 1. Includes possessing voting rights.
  - ii. Assisting in the implementation of all Society events and initiatives.

**Article VI: Elections and Impeachments**

- a. The Executive Council shall be elected for a term of one (1) year starting May 1 and ending April 30.
- b. Elections are to be held in the month of March for the Executive Council. April will act as a shadowing period.
- c. In order to be eligible to sit as an Executive Council member, one must:
  - i. Be a Carleton University student enrolled in the Bachelor of Global and International Studies Program;
  - ii. Be residing in the National Capital Region throughout the Fall and Winter semesters;
  - iii. Have access to the internet, and all other tools necessary carry out their respective duties to the highest quality; and
  - iv. Not be completing the International Experience Requirement (IER) during one's term, unless:
    - 1. The IER consists of enrolment in a Global and International Group Project course at Carleton University;
    - 2. The IER is completed between May and August and the executive has access to reliable means of communication with the remainder of the Executive Council; or
    - 3. The IER is completed between May and August and lasts a maximum of 31 days.
- d. In order to be eligible to sit as an Upper Year Representative, one must:
  - i. Be a Carleton University student enrolled in the Bachelor of Global and International Studies Program; and
  - ii. Be residing in the National Capital Region throughout the Fall and Winter semesters.
- e. In order to preserve elections that are equitable, respectful and transparent, bringing about electoral fraud in the following manners are strictly forbidden:
  - i. All forms of bribery;
  - ii. Intimidation of opposition;

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- iii. Slander of opposition;
  - iv. Interference with election ballots;
  - v. Any attempt to manipulate election results; and
  - vi. All other actions that are deemed to undermine a fair and equitable election, as determined by either the Executive Council in the case of First and/or Upper Year Representative candidates, or by the Electoral Committee in the case of Executive Council candidates.
- f. In the case of a First Year and/or Upper Year Representative candidate being found to be bringing about electoral fraud in the manner outlined in Article V, Section (e), the Council shall, after deliberating on the matter, choose whether or not to disqualify the candidate in question from the elections.
- g. In the case of an Executive Council candidate being found to be bringing about electoral fraud in the manner outlined in Article V, Section (e), see Article IV, Section (b) of the 'Bachelor of Global and International Studies Students' Society – Electoral Code Policy'.
- h. Elections for the First Year Representative and Upper Year Representatives shall be held by the Council and headed by the Vice President Academic and Administration in the month of September. The term shall be from the date of election to April 30 of the following year;
- i. In the case of there being zero nominees for the position of First Year Representative, the nomination period shall reopen for a time period established at the discretion of the Vice President Academic and Administration.
  - ii. In the case of an excessive number of applications for the position, decided at the discretion of the Council, an interview process shall be undertaken by the Council in order to set the final amount of official candidates.
- i. The President and Vice President Finance and Sponsorship must transition signing authority over the official bank account and all other fiscal matters to the newly elected Council prior to April 30.
- j. The President and Vice President Communications and Media must transition login authority over all email accounts and forms of social media to the newly elected Council prior to April 30.
- k. In the case of a single nominee for an Executive Council or Year Representative position, the nominee must nonetheless be elected by the Society membership.
- l. In the case of there being zero nominees for an Executive Council position, the nomination period shall reopen for a time period established at the discretion of the Electoral Board.
- i. In the case of an Executive Council position remaining vacant following the March elections, it will be filled at the time of the Year Representative elections in the month of September.
- m. In the case of an Executive Council position remaining vacant following the September

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elections, or in the case of there being no candidates for First Year Representative, those positions shall be declared vacant for the duration of the academic semester. At the start of the following semester, an election will be held to fill this vacant position. The duties associated with that position may be filled by other Council members until such position can be filled.

- n. In the case of an Executive Council position becoming vacant during the course of the year, a by-election shall be held at the earliest discretion of the Council. The term shall be from the date of election until the next April 30.
- o. Any Executive Council member is removed from Council automatically when that Executive Council member:
  - i. Is no longer a member of the Society; or
  - ii. Misses three (3) consecutive meetings of the Council, unless the remainder of the voting members of the Society excuses the absences by a 2/3 majority vote.
- p. An Executive Council member may be impeached from Council by a 2/3 majority vote of the remainder of the voting members of the Society on a motion in favour of their impeachment, in the event that they are deemed to not be fulfilling assigned duties in a satisfactory manner.
  - i. Abstentions are not permitted on votes of impeachment.

**Article VII: Meetings**

- a. The Society must hold regular meetings that are, except in the case of extenuating circumstances, open to all members.
  - i. The specific time and location of the mandatory meeting is at the discretion of the Chair, but this information cannot be withheld from any members of the Society and must be publicly known.
  - ii. The frequency of Council meetings will be at the discretion of the Chair, however, a minimum of one (1) per month must be held throughout the entirety of the Council's term.
- b. The Chair is capable of holding emergency meetings if they feel that additional topics must be discussed immediately, without being able to wait for the mandatory meeting. These meetings are to be open to all members of the Society, but do not need to be announced beyond the Executive Council.
- c. Meetings shall run if there is quorum of any three (3) Executive Council members, including either the Chairperson or Acting-Chairperson.
- d. A motion shall be considered passed at a meeting if it receives the support of the majority of Council present.
- e. The Society's meetings will be conducted in a respectful and professional manner.

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**Article VIII: Attendance Policy**

- a. Attendance is expected and required by all Executive Council members at every mandatory meeting, unless prior notice is given to the Chair.
  - i. Attendance is expected at all emergency meetings, but an absence is not punishable if a Council member is unable to attend.
  - ii. In the event of an absence, the Council member in question must notify the Chair and VP Academic and Administration immediately with the reason concerning why they are unable to attend.
- b. An Executive Council member's attendance must not drop below 90%, unless the absences are excused by the Council.
  - i. An absence is considered excused when the Council successfully passes a vote at the beginning of the meeting forgiving the single occasion.
- c. In the case of an infraction of any Section under Article VIII, an Executive Council member will be considered for removal from the Executive Council.

**Article IX: Society Advisor**

The acting Director of the Bachelor of Global and International Studies Program shall act as the Advisor to the Society.

**Article X: Method to Amend the Constitution**

The Constitution shall be subject to review, in its entirety, both at the beginning and end of the Executive Council's term. Approval by 2/3 majority vote of the Council will pass proposed amendments. Amendments are effective immediately, unless otherwise stipulated in the proposal.

**Article XI: Dissolution of the Society**

- a. Any member of the Society may file a motion for dissolution of the Society.
- b. Dissolution of the Society requires a unanimous vote by the Executive Council and a general member referendum being successfully passed with 2/3 majority vote in favor of dissolution.
  - i. If a motion for dissolution passes successfully, the Society shall be dissolved effective immediately.
- c. Upon dissolution, all Society assets shall be given to the Bachelor of Global and International Studies Program.

**Article XII: Definition of Terms**

- a. Logistical Workings: Logistical workings refer strictly to the workings of the Council in relation to the calling and chairing of meetings, distribution and allocation of non-portfolio specific responsibilities among the Executive Council and interpretation of all Society documents.



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- i. Article IV, Section (a), Subsection (vii).
- b. Academic Events: Events that are meant to enrich the knowledge of attendees as well as those that complement or aid in the understanding of BGInS core courses.
  - i. Article IV, Section (d), Subsection (i).
- c. Social Events: Events that are meant to provide entertainment, leisure and community building.
  - i. Article IV, Section (e), Subsection (i).
- d. Conditional: In the context of Upper Year Representatives, should the position possess no candidates during the September election period, the position shall be left vacant for the remainder of the Academic Year with no by-elections.
  - i. Article IV, Section (g).

**Article XIII: External Documents**

- a. Bachelor of Global and International Studies Students' Society Electoral Code Policy.

**Article XIV: Latest Amendments to the Constitution**

The Constitution was amended to its current form by Noah Hollis, Monica Lung, Talia Rampelt, Clémence Nizet, and Beatrice Borres on Tuesday, March 6, 2018.

President – Noah Hollis

Vice President Academic and Administration – Monica Lung

Vice President Social – Talia Rampelt

Vice President Finance and Sponsorship – Clémence Nizet

Vice President Communications and Media – Beatrice Borres