

Constitution of the Canadian Political Science Students' Association/Association des Étudiant(e)s de Science Politique du Canada (CPSSA/AÉSPC)

Ratified 19 January 2003, Annual Conference at Concordia University in Montréal, Québec.

Amended 21 January 2006, Annual Conference at McGill University in Montréal, Québec.

Amended 22 January 2007, Annual Conference at the University of Victoria in Victoria, British Columbia.

Amended 7 February 2009, Annual Conference at the University of Alberta in Edmonton, Alberta.

Article 1: Name

1. The society shall be known in English as the Canadian Political Science Students' Association, hereinafter the CPSSA.
2. The society shall be known in French as the Association des Étudiant(e)s de Science Politique du Canada, hereinafter the AÉSPC.

Article 2: Aims

1. The aim of the CPSSA shall be:
 - a. to advance the study of political science at the undergraduate level;
 - b. to provide opportunities for political science students to share knowledge; and
 - c. to engender communication between political science student associations of Canada's post-secondary institutions.

Article 3: Membership

1. Individual Members

Members of the CPSSA/AÉSPC shall be all undergraduate students of political science or politics, and undergraduate students of related fields taking courses in political science or politics registered at a Canadian post-secondary institution.
2. Members-at-large
 - a. Non-members wishing to apply for membership-at-large in the CPSSA/AÉSPC must contact their Regional Representative.
 - b. The decision to extend membership-at-large rests with the Board of Directors.
3. Association Membership
 - a. Membership in the CPSSA/AÉSPC shall be granted to associations who represent undergraduate students of political science, politics, or other related fields, at post-secondary institutions in Canada.
 - b. The decision to extend association membership rests with the Board of Directors.
 - c. Associations shall be considered non-voting members.
4. Membership Withdrawal

Associations or members-at-large wishing to withdraw their membership must contact their Regional Representative.

Article 4: Annual General Meeting

1. The Annual General Meeting will be held during the National Conference.
2. The Chair of the Annual General Meeting shall be appointed by the Board of Directors and shall chair the meeting in accordance with the most recent version of Robert's Rules of Order.

3. Quorum for the Annual General Meeting shall be 15% and no less than 10 of CPSSA members registered as delegates at the National Conference representing a minimum of three regions, as defined in Article 7.
4. Business exclusive to the Annual General Meeting shall be:
 - a. Constitutional Amendments;
 - b. Election of the Board of Directors; and
 - c. Any other motions pertinent to the organisation.
5. Notice of the Annual General Meeting shall be provided with the National Conference schedule; and
6. For the purposes of the Annual General Meeting, each delegation must select one of its members to serve as their lead delegate.

Article 5: Voting

1. Votes at the Annual General Meeting shall be cast according to the post-secondary institution at which each member registered as a delegate represents.
2. Each post-secondary institution shall receive one vote.
3. Within each delegation of each post-secondary institution the vote shall be decided by plurality, with the lead delegate abstaining. Should a tie occur, the lead delegate will cast a vote.
4. The Chair shall abstain from all votes except in the event of a tie for the election of the Board of Directors.
5. In the case of the Board of Directors, the election will take place via secret ballot, decided by plurality.
6. For all other business, public vote will be the norm.
7. For non-Constitutional related motions, the method of which said motions will be decided upon is by plurality.

Article 6: The Board of Directors

1. The elected members of the CPSSA/AÉSPC Board of Directors shall be:
 - a. Atlantic Representative
 - b. Quebec Representative
 - c. Ontario Representative
 - d. Prairie Representative
 - e. Mountain Representative
 - f. Editor of the Journal
 - g. Director of Finance
 - h. Director of External Relations
 - i. Director of National Conference
2. The appointed members of the CPSSA/AÉSPC Board of Directors shall be:
 - a. Ex-officio Members [2]
3. The Board members shall serve from the end of the National Conference in which they are elected to the end of the following National Conference.
4. The Board of Directors shall meet using any feasible means of communication a minimum of once a month.

Article 7: Powers and Duties of the Board of Directors

1. The Atlantic Representative shall:

- a. represent the interests of undergraduate students of CPSSA/AÉSPC members at post-secondary institutions located in the provinces of Newfoundland and Labrador, New Brunswick, Nova Scotia, and Prince Edward Island;
 - b. participate in monthly meetings with the Board of Directors;
 - c. maintain regular contact with the Association Member representative at every post-secondary institutions in their region;
 - d. transmit information from the Board of Directors to these student representatives and vice-versa; and
 - e. encourage attendance and participation by students in their region in the CPSSA/AÉSPC and all its Conferences, journals, and other bodies.
2. The Québec Representative shall:
 - a. represent the interests of undergraduate students of CPSSA/AÉSPC members at post-secondary institutions located in the province of Québec;
 - b. have a high level of proficiency in the French language;
 - c. participate in monthly meetings with the Board of Directors;
 - d. maintain regular contact with the Association Member representative at every post-secondary institution in their region;
 - e. transmit information from the Board of Directors to these student representatives and vice-versa;
 - f. encourage attendance and participation by students in their region in the CPSSA and all its Conferences, journals, and other bodies,
 - g. The Québec Representative shall make a particular effort to involve students from francophone post-secondary institutions and shall work towards an increase in their participation to more closely resemble their weight in the total membership of CPSSA/AÉSPC.
 - h. and have the authority to appoint, contingent on a Board of Directors vote of approval, a Deputy Representative and/or Translation Officer.
3. The Ontario Representative shall:
 - a. represent the interests of undergraduate students of CPSSA/AÉSPC members at post-secondary institutions located in the province of Ontario,
 - b. participate in monthly meetings with the Board of Directors;
 - c. maintain regular contact with the Association Member representative at every post-secondary institution in their region,
 - d. transmit information from the Board of Directors to these student representatives and vice-versa;
 - e. encourage attendance and participation by students in their region in the CPSSA and all its Conferences, journals, and other bodies; and
 - f. have the authority to appoint, contingent on a Board of Directors vote of approval, a Deputy Representative for their region.
4. The Prairie Representative shall:
 - a. represent the interests of undergraduate students of CPSSA/AÉSPC members at post-secondary institutions located in the provinces of Manitoba and Saskatchewan, and the Territories of Nunavut and the Northwest Territories;
 - b. participate in monthly meetings with the Board of Directors;
 - c. maintain regular contact with the Association Member representative at every post-secondary institution in their region,
 - d. transmit information from the Board of Directors to these student representatives and vice-versa; and

- e. encourage attendance and participation by students in their region in the CPSSA and all its conferences, journals, and other bodies.
5. The Mountain Representative shall:
- a. represent the interests of undergraduate students of CPSSA/AÉSPC members at post-secondary institutions located in the provinces of Alberta and British Columbia, and the Yukon Territory,
 - b. participate in monthly meetings with the Board of Directors;
 - c. maintain regular contact with the Association Member representative at every post-secondary institution in their region;
 - d. transmit information from the Board of Directors to these student representatives and vice-versa; and
 - e. encourage attendance and participation by students in their region in the CPSSA and all its Conferences, journals, and other bodies.
6. The Editor of the Journal shall:
- a. convene, within one month of taking office a committee including but not limited to an English-language Editor or French-language Editor (whichever is not the Editor-in-Chief's first language)
 - b. keep in regular communication (at least once a month) with the Board of Directors, and the Journal Committee
 - c. participate in monthly meetings with the Board of Directors;
 - d. oversee during their mandate the creation of at least two issues of the CPSSA/AÉSPC's journal, published at least online (although preferably both online and in print);
 - e. ensure that a good balance of the articles included in the journal are in each of Canada's official languages, in approximate proportion to the volume of submissions received in each language;
 - f. ensure that the articles included in the journal examine a wide range of political science fields (such as but not limited to international relations, political theory, comparative politics, or Canadian politics);
 - g. ensure that the journal does not lean universally towards one opinion or ideology;
 - h. ensure that each article in the journal include a short (one to two paragraph) abstract in each official language; and
 - i. strive in all decision-making for a journal of the highest academic quality.
7. Director of Finance shall:
- a. participate in monthly meetings with the Board of Directors;
 - b. provide financial oversight for the organisation;
 - c. pursue and maintain non-profit status, including securing a formal audit;
 - d. work in conjunction with the Director of National Conference to ensure financial integrity of the conference;
 - e. be empowered to convene a committee to assist in completion of their duties; and
 - f. work with the Director of External Relations to generate revenue for the CPSSA/AÉSPC.
8. Director of National Conference:
- a. participate in monthly meetings with the Board of Directors;
 - b. organise the National Conference;
 - c. provide financial oversight for the National Conference by serving as the signing authority for the National Conference;
 - d. disseminate Conference Information to the regional representatives;
 - e. convene, within one month of taking office a committee to assist in planning, to be known as the Conference Coordinating Committee;

- f. will appoint a Deputy Director, who pending approval of the Board of Directors will be granted secondary signing authority on the Conference account; and
 - g. maintain website and communications for the CPSSA/AÉSPC.
- 9. Director of External Relations
 - a. coordinate publicity for the activities of the CPSSA/AÉSPC, including but not limited to the National Conference and the Journal;
 - b. pursue and maintain external relations with organisations including but not limited to the International Political Science Students' Association and the Canadian Political Science Association;
 - c. empowered to convene a committee to assist in the completion of their duties; and
 - d. works with the Director of Finance to generate revenue for the CPSSA/AÉSPC.
- 10. Ex-Officio Members [2]
 - a. One shall be a former member of Conference Coordinating Committee, and duties shall be to assist the Conference Coordinating Committee through consultation and advice;
 - b. One shall be from the previous Board of Directors, excluding the previous Director of National Conference;
 - c. Shall chair the Board of Directors monthly meetings;
 - d. Shall appoint individuals to fill vacant positions on the Board of Directors with the approval of the Board of Directors;
 - e. Shall ensure the duties of members of the Board of Directors are completed;
 - f. Shall fulfill the duties of an ombudsperson for the CPSSA/AÉSPC
 - g. these members shall be non-voting present in order to provide guidance and consultation to the Board of Directors; and
 - h. the ex-officio members shall be appointed by the previous year's Board of Directors.

Article 8: Eligibility

- 1. All Individual Members present at the Annual General Meeting of the CPSSA/AÉSPC shall be eligible to stand for election to the Board of Directors;
- 2. The position of Director of National Conference may not be held by students of the same post-secondary institution for two consecutive years;
- 3. The Director of National Conference shall be the only elected member of the Board of Directors from the post-secondary institution hosting the National Conference;
- 4. Candidates for the position of Atlantic Representative must be members of the CPSSA attending post-secondary institution in the region described in Article 7.1.a;
- 5. Candidates for the position of Québec Representative must be proficient in French, and members of the CPSSA attending post-secondary institution in the region described in Article 7.2.a;
- 6. Candidates for the position of Ontario Representative must be members of the CPSSA attending post-secondary institution in the region described in Article 7.3.a;
- 7. Candidates for the position of Prairie Representative must be members of the CPSSA attending post-secondary institution in the region described in Article 7.4.a;
- 8. Candidates for the position of Mountain Representative must be members of the CPSSA attending post-secondary institution in the region described in Article 7.5.a.

Article 9: Removal from Office

- 1. Any Director may be removed from office for impropriety, violation of this constitution, delinquency of duties, or misappropriation of funds.

2. A motion to remove a member of the Board of Directors may be presented by any member of the CPSSA/AÉSPC and must include the grounds for removal from office. It must be presented by email to the entire Board of Directors and supported by three members of the Board of Directors.
3. The motion to remove shall be voted upon by all Directors, who shall be contacted via telephone or email at least two weeks prior to the vote, and who shall reply by the deadline to vote with their choice.
 - a. The vote shall be overseen by a Temporary Returning Officer (TRO).
 - b. The TRO shall be selected from the list of lead delegates at the most recent National Conference.
 - c. The TRO shall not be an attendee of the same post-secondary institution as any of the Directors, nor shall he/she be an attendee of a post-secondary institution in the same region as the Director under threat of removal.
4. Passage of a motion to remove shall require a 2/3 majority vote of the Board of Directors, excluding the member under threat of removal.

Article 10: Superseding Clause

1. This Constitution repeals and supersedes all previous constitutions.

Article 11: Amendments to the Constitution

1. This Constitution may only be amended by a 2/3 majority vote in the same fashion as articulated in Article 5, excluding the stipulation for secret ballot.
2. All proposed Constitutional amendments must be submitted to the Board of Directors in writing at least 24 hours prior to the commencement of the Annual General Meeting, at which time they will be included in the agenda.
3. All amendments will be applicable as of the next mandate of the Board of Directors, and not retroactive unless stated.