



The International, Political and Policy Studies Student  
Association Constitution

*Modified April 2022*



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## Article 1: Name

1. The name of this association is “International, Political and Policy Studies Student Association”.

## Article 2: Definitions

2.
  - 2.1. “IPPSSA” means “International, Political and Policy Studies Student Association”.
  - 2.2. “UOSU” means “University of Ottawa Students’ Union”.
  - 2.3. “Academic Representatives” means all student representatives on the Department Assemblies and the Faculty Council.
  - 2.4. “Student” shall refer to any student who is a member of the IPPSSA as defined by Article 3.1.
  - 2.5. “The Executive” refers to the Executive Committee.
  - 2.6. The “IPPSSA Constitutional Committee” shall refer to the students nominated and voted for during the Fall General Assembly for the purposes of overseeing impeachment proceedings.

## Article 3: Membership

3.
  - 3.1. An IPPSSA student is anyone enrolled at the University of Ottawa in Political Science, Public Administration, International Studies and Modern Languages in either an honours, joint honours or major. Students that are full-time, part-time, or in co-op are considered full IPPSSA students and shall be given the right to vote and partake in any IPPSSA exclusive events.
    - 3.1.1. The recognized programs and interdisciplinary programs within the IPPSSA are:
      - Political Science
      - Public Administration
      - International Studies and Modern Languages
      - History and Political Science
      - Public Administration and Political Science



- Communications and Political Science
- Philosophy and Political Science
- Political Science and Feminist and Gender Studies
- Political Science and Economics

3.2. An IPPSSA Event Member is a student who fits the conditions mentioned in Section 3.1, in addition to paying the UOSU's Student Life Fee when their tuition fees are due.

3.2.1. IPPSSA Event Members are subject to receive exclusive discounts, pre-sale access, and other perks determined by the Executive.

3.2.2. IPPSSA Event Members will be notified of their membership each semester by the Director of Communications no later than one week after student lists detailing student opt-in is received by the IPPSSA.

3.2.3. If an IPPSSA Event Member does not pay the Student Life Fee the following semester, after paying for it the semester previous, they will lose their status as an IPPSSA Event Member.

3.3. The IPPSSA is defined as a Recognized Student Government (RSG) in the University of Ottawa Students' Union constitution and is therefore an autonomous student government from the UOSU that works in partnership to best represent IPPSSA students.

## Article 4: Jurisdictions

4.

4.1. Within the terms set out in this document, the IPPSSA is the decision-making and representative body for those students who are members as defined by Article 3.1.

## Article 5: Mandate

5.

5.1. Promote the interests of its members before different bodies including, but not limited to, the Social Sciences Faculty Council, the Political Studies School Council, and the administration of the University of Ottawa.

5.2. Provide members with a forum to discuss ways in which to improve their education at the University of Ottawa, and to discuss issues related to student life and to the fields of political, policy and international studies.



- 5.3. Encourage students to become involved in the university community (with particular emphasis on active involvement in the affairs of the IPPSSA) as well as the community at large.
- 5.4. Promote a bilingual environment amongst all students.
- 5.5. Promote amongst students a sense of belonging to the IPPSSA, to the School of Political Studies or the program in which students are enrolled.
- 5.6. Promote awareness of career opportunities open to students in the fields of political, policy and international studies.
- 5.7. Stimulate constructive dialogue and co-operation between students and professors, and students and administrators.
- 5.8. Promote issues of a general interest to students in co-operation with other Recognized Student Governments, campus clubs, IPPSSA's respective departments, and the Faculty of Social Sciences.
- 5.9. Administer itself in such a way that is as independent and autonomous from the UOSU as determined by the IPPSSA and the administration of the University of Ottawa.

## Article 6: Executive

6.

- 6.1. The Executive Committee of the IPPSSA consists of fourteen voting members: The President, the Vice-President of Internal Affairs, the Vice-President of Finance, the Vice-President of Academic Affairs (International Studies and Modern Languages), the Vice-President of Academic Affairs (Political Science), the Vice-President of Academic Affairs (Public Administration), the Vice-President of Social Affairs, the Vice-President of Francophone Affairs, the Vice-President of Philanthropic Affairs, the Vice-President of Equity & Activism, First Year Representative, Second Year Representative, Senior Representative, and Vice-President of Communications.
- 6.2. Appointed members of exec are non-voting members, who are appointed by a simple majority vote of the executive on or before May 15th of each year.
  - 6.2.1. If an elected Executive position becomes vacant and a by-election is deemed impractical the President and Vice-President Internal reserve the right to commence a call-out for open applications and conduct interviews and present to the Executive a candidate to fulfill the vacancy. A discussion and debate will be



held concluding with a vote where the candidate must achieve a simple majority of the current elected Executive members for their appointment to be approved.

6.2.2. Any interviews conducted must hold an element of anonymity in candidacies, in order to minimize bias during the written application evaluation process.

6.2.3. Only members of the IPPSSA, as elaborated in Article 3.1., are permitted to be executive committee members.

6.2.4. All executive members, including directors, must remain members of the IPPSSA for the entirety of their term.

6.2.5. Members of the Executive Committee may serve for a maximum of two academic years in the same position.

6.2.6. Members of the Executive must obtain adequate training in mental health first-aid or an equivalent to knowledge and understanding of mental health within a 3-month period after each executive member's start date. Said training is to be facilitated by the Vice-President of Equity & Activism.

## Article 7: Executive Positions

7. The members of the Executive are:

7.1. The **President** is responsible for:

7.1.1. Acting as the official spokesperson of the IPPSSA in both official languages.

7.1.2. Coordinating IPPSSA activities and ensuring that the organization of events is efficient and dynamic.

7.1.3. Presiding over, preparing the agenda for, and encouraging consensus at Executive meetings.

7.1.4. Planning, with the Vice-President of Finance, a budget for the IPPSSA before the 31<sup>st</sup> of August.

7.1.5. Co-signing cheques issued by the IPPSSA.

7.1.6. Reviewing, approving, and signing all audits prepared by the Vice-President of Finance for the UOSU before the audits are submitted to the UOSU.



7.1.7. Assisting Executive Committee members in their duties as enumerated in Articles Seven and meeting with the Executive Committee members on a regular basis and conducting midterm review meetings with executive members individually to ensure they are fulfilling their mandate. These meetings must take place no later than the end of January.

7.1.8. Consulting with members and professors regularly.

7.1.9. Inviting, before September 1<sup>st</sup>, each of the Vice-Presidents to submit their projects for the year in progress, and in turn presenting them to members to encourage involvement in the activities of the IPPSSA.

7.1.10. Meeting with a designated UOSU representative, the Dean of the Faculty of Social Sciences, the Chair of the School of Political Studies, administrators in the Faculty of Social Sciences, professors and members as necessary. The President is required to participate in a minimum of one meeting with the faculty per-semester.

7.1.11. Ensuring that the IPPSSA follows constitutional guidelines.

7.1.12. Naming the neutral Executive Chair to preside over General Assemblies, such a nomination being subject to ratification by the Executive.

7.1.13. Attending meetings of the Presidential Roundtable of the UOSU.

7.1.14. Update the Executive on changes made at the Board of Directors that will have direct effects to the IPPSSA Executive and members.

7.1.15. Ensuring that the Constitution of the IPPSSA is kept up to date.

7.1.16. Ensuring their accessibility in Ottawa during the summer months and ability to perform their duties without any hindrance.

7.1.17. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.1.18. Promotion campaigns must be implemented for all elections, by-elections and general assemblies.

7.1.19. Promotion campaigns must include the following:

7.1.19.1. Class presentations to the classes represented by the IPPSSA at the time of the campaign.



7.1.19.2. That there be physical, visual notification of the ongoing campaign, at least one (1) week before the campaign starts, these may include but are not limited to posters, flyers, handouts.

7.1.19.3. That the relevant promotional information be distributed electronically through at least two different services/formats; these must include but is not limited to the official IPPSSA website, social media, emails, and/or some form of bulk notification.

7.1.20. That the above-mentioned regulations be monitored by the President or delegated accordingly, in cooperation with the Vice-President of Communications; during elections regulations are to be applied and enforced by the election convener.

7.1.21. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.1.22. Working with the Vice-President of Francophone Affairs towards maintaining a strong spirit of bilingualism within IPPSSA, such as the executive meetings, events, etc.

7.1.23. Passing a second language evaluation administered by the Bilingualism Committee to ensure proficiency in both official languages in order to act as the official spokesperson of the IPPSSA.

7.2. The **Vice-President of Internal Affairs** is responsible for:

7.2.1. Representing the IPPSSA and further its goals to other RSGs and within the Faculty of Social Sciences.

7.2.2. Serve as an alternate to the Finance, Communications and Presidential roundtables.

7.2.3. Fulfilling the duties of the President in their absence or when designated, including but not limited to acting as the official spokesperson and chairing meetings of the executive committee.

7.2.4. Acting as a signing authority in concert with the President and the Vice-President of Finance.

7.2.5. Coordinating the use of IPPSSA resources, and resources external to the association, including but not limited to university, faculty and UOSU rooms, materials and resources.





7.2.6. Ensuring and embracing effective relationships with administrative officers at the Faculty, department and university levels.

7.2.7. Ensuring that all members of the executive and all official volunteers have access to shared IPPSSA resources, and resources sourced externally, as necessary to perform their duties, and ensuring that such use is efficient and responsible.

7.2.8. Preparing the agenda for executive meetings in concert with the President and other members of the executive committee.

7.2.9. Working with the Vice-President of Finance to find new ways of creating a more inclusive and workable office.

7.2.10. Taking minutes during executive meetings and ensuring that they are made available to members in accordance with the constitution.

7.2.11. Ensuring that the Constitution of the IPPSSA is kept up to date in concert with the President.

7.2.12. Being aware of the structure and functioning of the UOSU and its services, as well as the services offered to students by the University of Ottawa, and services that may be useful for the Association.

7.2.13. In collaboration with the President, the Vice-President of Internal Affairs would hold at least 2 meetings per semester with members of the Faculty of Social Sciences, which include but are not limited to the Dean of the Faculty of Social Sciences, the Dean of Undergraduate Studies for the Faculty of Social Sciences and the Chair of Political Studies.

7.2.14. Ensuring their accessibility in Ottawa during the summer months and ability to perform their duties without hindrance.

7.2.15. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.2.16. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.2.17. The Vice-President of Internal Affairs will manage and maintain the IPPSSA's membership, including the IPPSSA's general student list and the IPPSSA's Event Member list.



7.2.17.1. They will work in collaboration with the UOSU and the School of Political Studies to obtain updated student lists each semester in order to manage the IPPSSA's membership list.

7.2.17.2. In collaboration with the Vice-President of Communications, they will ensure that the IPPSSA students are made aware of their membership status each semester no later than one week after student lists detailing student opt-in is received by the IPPSSA.

7.3. The **Vice-President of Finance** is responsible for:

7.3.1. The sound management of IPPSSA funds.

7.3.2. Preparing and presenting an IPPSSA financial statement at the first Executive meeting of each month and presenting a midterm IPPSSA financial statement at the beginning of each Winter session.

7.3.3. Planning, with the President, the IPPSSA budget before the 31<sup>st</sup> of August.

7.3.4. Co-signing all cheques issued by the IPPSSA.

7.3.5. Ensuring that the financial impacts of decisions are considered when expenses are discussed at Executive meetings.

7.3.6. Demonstrating the financial constraints on the IPPSSA when necessary, during Executive meetings.

7.3.7. When contracts are being signed by other Executive members, ensuring that all clauses have been read and that legal and financial implications have been carefully considered.

7.3.8. Meeting with each member of the Executive before the 1<sup>st</sup> of August in order to determine the amount of funds needed for projects.

7.3.9. Knowing the deadline for submitting the financial statements of the IPPSSA to the UOSU Comptroller General for auditing purposes and for being aware of the dates of transfers of student levies from the UOSU to the IPPSSA.

7.3.10. Respecting UOSU regulations concerning financial control and the annual presentation of assets.

7.3.11. Ensuring that at the end of their mandate, an amount equal to 10% of UOSU levy transfers for the year is left in the bank account for the incoming Executive.

7.3.12. Ensuring that the IPPSSA is never in a position of financial deficit.



7.3.13. Ensuring that all IPPSSA financial documents, books, and files are kept up to date at all times.

7.3.13.1. Is responsible for being aware of the processes for changing signing authorities and starting that process following the election of the new Executive.

7.3.14. Ensuring that the budget of the IPPSSA for the year in progress, as well as the financial statements of the IPPSSA, are posted on the IPPSSA website.

7.3.14.1 A financial statement presentation must happen at an executive meeting at the beginning of both the Fall and Winter semesters to ensure transparency of payments.

7.3.15. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.3.16. Ensuring their accessibility in Ottawa during the summer months and ability to perform their duties without any hindrance.

7.3.17. Writing a transition report for their successor before the end of their term, even if returning for a second term.

#### 7.4. The **Vice-President of Academic Affairs (International Studies and Modern Languages)**:

7.4.1. Represents and is elected exclusively by students in the program of International Studies and Modern Languages. They must be registered in the above program.

7.4.2. Is responsible for assisting students with grade reviews, academic appeals, questions related to course selection or programs, and academic problems related to the administration or teaching staff.

7.4.3. Is responsible for attending a training session of the Student Rights Centre of the UOSU.

7.4.4. Is responsible for attending meetings of the Academic and External Roundtable of the UOSU.

7.4.5. Is responsible for organizing conferences and speakers on issues concerning students, in collaboration with the Vice-President of Internal Affairs and the Vice-President of Francophone Affairs.



- 7.4.6. Is responsible for creating, in collaboration with the Academic Representatives, a network of correspondence with other student associations and organizations on and off campus in order to promote discussion and solidarity on certain issues.
- 7.4.7. Is responsible for promoting, in collaboration with the Academic Representatives, the improvement and development of the academic programs in which students are enrolled.
- 7.4.8. Is responsible for promoting, in collaboration with the Academic Representatives, the creation of courses that respond to the interests of students.
- 7.4.9. Is responsible for consulting with members regarding the quality of courses, teaching and administration within the School of Political Studies and the Faculty of Social Sciences.
- 7.4.10. Is responsible for meeting with the Dean of the Faculty of Social Sciences with other Vice-Presidents of Academic Affairs as needed to discuss academic matters important to students.
- 7.4.11. Is responsible for informing students of opportunities for academic exchanges abroad.
- 7.4.12. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.
- 7.4.13. Is responsible for working in collaboration with other members of the executive, students and academic representatives to complete an annual review of their program to be completed and published by the end of the academic year.
- 7.4.14. Is responsible for ensuring their accessibility during the summer months.
- 7.4.15. Is responsible for representing the International Studies and Modern Languages program on the Faculty of Social Sciences Faculty Council and School of Political Studies Assembly, and if applicable, the respective departmental, school and institute assemblies.
- 7.4.16. Is responsible for meeting with the Chair of the School of Political Studies and the Supervisor of Undergraduate Studies of the School at least twice a year in order to discuss the main objectives of School and projects on which the administration and the IPPSSA might collaborate.
- 7.4.17. Is responsible for organizing modern language related internationally themed activities.



7.4.18. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.4.18.1. The Vice-President of Academic Affairs (International Studies and Modern Languages) is required to create a report on the U.S. Trip outlining the successes, failures and recommendations for next year. The Vice-President will also be required to make a report for other events should 2/3 of the executive request it.

7.4.18.2. Is responsible for organizing IPPSSA's annual U.S. Trip. The Vice-President of Academic Affairs (International Studies and Modern Languages) will be responsible for organizing an alternative event to host in the case of a U.S. Trip cancellation during that academic year.

**7.5. The Vice-President of Academic Affairs (Political Science):**

7.5.1. Represents and is elected exclusively by students in the program of Political Science. They must be registered in the above program.

7.5.2. Is responsible for assisting students with grade reviews, academic appeals, questions related to course selection or programs, and academic problems related to the administration or teaching staff.

7.5.3. Is responsible for attending a training session of the Student Rights Centre of the UOSU.

7.5.4. Is responsible for attending meetings of the Academic and External Roundtable of the UOSU.

7.5.5. Is responsible for creating, in collaboration with the Academic Representatives, a network of correspondence with other student associations and organizations on and off campus in order to promote discussion and solidarity on certain issues.

7.5.6. Is responsible for promoting, in collaboration with the Academic Representatives, the improvement and development of the academic programs in which students are enrolled.

7.5.7. Is responsible for promoting, in collaboration with the Academic Representative, the creation of courses that respond to the interests of students.

7.5.8. Is responsible for consulting with members regarding the quality of courses, teaching, and administration within the School of Political Studies and the Faculty of Social Sciences.



7.5.9. Is responsible for meeting with the Dean of the Faculty of Social Sciences with other Vice-Presidents of Academic Affairs as needed to discuss academic matters important to students.

7.5.10. Is responsible for informing students of opportunities for academic exchanges abroad.

7.5.11. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.5.12. Is responsible for working in collaboration with other members of the executive, students and academic representatives to complete an annual review of their program to be completed and published by the end of the academic year.

7.5.13. Is responsible for ensuring their accessibility during the summer months.

7.5.14. Is responsible for representing the Political Science program on the Faculty of Social Sciences Faculty Council and School of Political Studies Assembly, and if applicable, the respective departmental, school and institute assemblies.

7.5.15 Is responsible for initiating at least one discussion via any form of correspondence with the Head of the School of Political Studies or an equivalent representative a minimum of once per semester to discuss the main projects and academic issues on which the faculty, the school and IPPSSA might collaborate.

7.5.16. Is responsible for organizing politics-related events.

7.5.17. The Vice-President of Academic Affairs (Political Science) shall create a “Model Parliament Planning Committee” composed of University of Ottawa students. This committee will be in charge of assisting in the coordination of IPPSSA’s Model Parliament. A list of all members of the Committee must be tabled and approved by the IPPSSA Executive at an Executive meeting. Any changes to membership shall be done at the discretion of the Vice-President of Political Science and they shall notify the Executive of the changes to their committee.

7.5.18. Is responsible for writing a transition report for their successor before the end of their, even if returning for a second term.

7.5.18.1. The Vice-President of Academic Affairs (Political Science) is required to create a report on Model Parliament outlining the successes, failures and recommendations for next year. The Vice-President of Academic Affairs (Political Science) must present this report before the Executive to relay the



successes and failures of Model Parliament and to present action points to improve the event.

7.5.18.2 Members of the Model Parliament committee are required to submit a transition report about their time and position on the MPSP committee. If the members do not submit a report, the Vice-President of Academic Affairs (Political Science) will fill in the gaps of committee positions in their Model Parliament report.

#### 7.6. The **Vice-President of Academic Affairs (Public Administration)**:

7.6.1. Represents and is elected exclusively by students in the program of Public Administration. They must be registered in the above program.

7.6.2. Is responsible for assisting students with grade reviews, academic appeals, questions related to course selection or programs, and academic problems related to the administration or teaching staff.

7.6.3. Is responsible for attending a training session of the Student Rights Centre of the UOSU.

7.6.4. Is responsible for attending meetings of the Academic and External Roundtable of the UOSU

7.6.5. The VP PAP shall create and chair a Public Administration Volunteer Committee composed of IPPSSA students. This committee will be in charge of planning events such as conference and speaker events on issues concerning IPPSSA students. A list of all members of the Volunteer Committee must be tabled and approved by the IPPSSA Executive at an Executive meeting. Any change to membership must be tabled before the executive.

7.6.6. Is responsible for creating, in collaboration with the Academic Representatives, a network of correspondence with other student associations and organizations on and off campus in order to promote discussion and solidarity on certain issues.

7.6.7. Is responsible for promoting, in collaboration with the Academic Representatives, the improvement and development of the academic programs in which students are enrolled.

7.6.8. Is responsible for promoting, in collaboration with the Academic Representatives, the creation of courses that respond to the interests of students.



7.6.9. Is responsible for consulting with members regarding the quality of courses, teaching, and administration within the School of Political Studies and the Faculty of Social Sciences.

7.6.10. Is responsible for meeting with the Dean of the Faculty of Social Sciences with other Vice-Presidents of Academic Affairs as needed to discuss academic matters important to students.

7.6.11. Is responsible for informing students of opportunities for academic exchanges abroad.

7.6.12. Is responsible for holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.6.13. Is responsible for working in collaboration with other members of the executive, students, and academic representatives to complete an annual review of their program to be completed and published by the end of the academic year.

7.6.14. Is responsible for ensuring their accessibility during the summer months.

7.6.15. Is responsible for representing the Public Administration program on the Faculty of Social Sciences Faculty Council and School of Political Studies Assembly, and if applicable, the respective departmental school and institute assemblies.

7.6.16. Is responsible for meeting with the Chair of the School of Political Studies and the Supervisor of Undergraduate Studies of the School at least twice a year in order to discuss the main objectives of the School and projects on which the administration and the IPPSSA might collaborate.

7.6.17. Is responsible for organizing public administration related events.

7.6.18. Is responsible for writing a transition report for their successor before the end of their term, even if returning for a second term.

7.6.18.1. The Vice-President of Academic Affairs (Public Administration) is required to create a report on the Public Policy Conference outlining the successes, failures and recommendations for next year. The Vice-President will also be required to make a report for other events should 2/3 of the executive request it.

7.7. The **Vice-President of Social Affairs** is responsible for:

7.7.1. Being of the required legal drinking age in Ontario at the start of their mandate to ensure proper functioning of all IPPSSA social events.





7.7.2. Organizing and ensuring the proper functioning of 101 Week activities to welcome new students and encourage their integration into the university community.

7.7.2.1. The Vice-President of Social Affairs must schedule at least one event for 101 Week addressing the issue of consent, violence, substance abuse, and various forms of prejudice. This event must occur at some point during the first three days of 101 Week.

7.7.2.2 The draft schedule for 101 Week must be finalized by August 1st.

7.7.3. Making efforts to include professors in IPPSSA social activities and to foster interaction between professors and students.

7.7.4. The Vice-President of Social Affairs must plan at least one all-ages event per semester with the first-year representative.

7.7.5. Is responsible for attending meetings of the Social Roundtable of the UOSU.

7.7.6. Is responsible for passing a second language test administered by the Chief Elections Officer to ensure proficiency in both French and English.

7.7.6.1. If the elected student is a unilingual anglophone, they must hire a 101-week coordinator who is a self-identified francophone and passes a French-language fluency test administered by the President. If the elected student is a unilingual francophone, they must hire a 101-week coordinator who is a self-identified anglophone and passes an English-language fluency test administered by the President.

7.7.7. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.7.8. Ensuring their accessibility during the summer months by staying in Ottawa for a minimum of three months.

7.7.9. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.7.9.1. The Vice-President of Social Affairs is required to create a report on 101 Week outlining the successes, failures, and recommendations for next year. The Vice-President of Social Affairs will also be required to make a report for other events should 2/3 of the executive request it.

7.7.10 Is responsible for initiating a first meeting with other FSS RSGs for the planning of the Social Sciences Ball before the start of the Winter semester.



7.8. The **Vice-President of Philanthropic Affairs** is responsible for:

- 7.8.1. Ensuring IPPSSA's active participation in all philanthropic endeavours of the UOSU and the University of Ottawa endorsed by the Executive.
- 7.8.2. Acting as IPPSSA's charity fundraiser coordinator and thus working with the Vice-Presidents of Social Affairs to see that IPPSSA's contribution and participation in a charity fundraiser is successful.
- 7.8.3. Liaising with the UOSU's Student Life Commissioner on an ongoing basis to ensure that IPPSSA and the UOSU are working together effectively.
- 7.8.4. Endeavouring to successfully coordinate at least one fundraising event in their term in support of a cause decided on by the Executive.
- 7.8.5. Shall attend or ensure at least one other representative of the IPPSSA attends, the University Affairs Roundtable of the UOSU.
- 7.8.6. Is responsible for ensuring their accessibility during the summer months.
- 7.8.7. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.
- 7.8.8. Attending philanthropic roundtables and philanthropic campaigns.
- 7.8.9. Coordinating various events in their term to fundraise for causes supported by the Executive and IPPSSA students.
- 7.8.10. Informing students about various activism campaigns through e-mails, the IPPSSA website and various social media.
- 7.8.11. Being responsible for writing a transition report for their successor before the end of their term, even if returning for a second term.
- 7.8.12 Will be responsible for the annual IPPSSA merch order. Timeline, merchandise items and varieties to be determined by the executive each year. This can be combined with philanthropic promotional campaigns or donations of the profits, to be determined each year by the executive.
  - 7.8.12.1 A Merch Coordinator can be appointed each year if the executive sees fit to assist or run the merch program as needed.

7.9. The **Vice-President of Equity and Activism** is responsible for:



7.9.1. Actively promoting the representation and inclusion of identities under the protected grounds of the Ontario Human Rights Code, including, but not limited to: women, lesbian, gay, bisexual, trans, non-binary, gender non-conforming and queer students; students with disabilities; First Nations, Inuit and Métis students; international students; racial and ethnic minorities, Francophone students and others, within leadership and organizational roles within the IPPSSA.

7.9.2. Making themselves available to marginalized students within the IPPSSA to make sure that their voices are heard and represented.

7.9.3. Working with all members of the Executive to ensure that IPPSSA events are as inclusive, accessible, and sustainable as possible.

7.9.3.1. Ensuring that an equity checklist for the planification of events is prepared, available and kept up to date, and that a review of such checklists should be conducted at the end of each term.

7.9.4. Working with the Vice-President of Social Affairs to plan at least one equity focused event for 101 Week.

7.9.5. Coordinating or, collaborating with, at least one activist event in their term, in support of a cause as decided upon by the Executive, in collaboration with the Vice-President of Philanthropic Affairs.

7.9.6. Holding or attending at least one meeting with the Women's Resource Centre, Bilingualism Centre, Pride Centre, Centre for Students with Disabilities, International House and other UOSU services at the beginning of their mandate to see how IPPSSA can work in collaboration with these services.

7.9.6.1. Attend trainings for equity issues offered by the above listed organizations.

7.9.7. Coordinating student participation in all days of action, vigils, and ceremonies of the UOSU and others as agreed upon by the IPPSSA Executive.

7.9.8. Conduct equity audits of major IPPSSA events, to be evaluated at the end of each semester by the IPPSSA Executive.

7.9.9. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.9.10. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate dates, in order to meet with IPPSSA members.



7.9.11. Recommending and assisting to facilitate mental health and anti-oppression training, or an equivalent, for the incoming Executive members at the end of their term, to be completed during the Transition process within a period deemed reasonable and appropriate by the Vice-President of Equity and Activism in consultation with the President.

7.9.12. Attending meetings of the Equity Roundtable of the UOSU.

7.9.13. During their mandate, one event must touch Indigenous and/or decolonisation topics, to be elaborated with Indigenous members of the student and/or Ottawa community. This can include but is not limited to fundraisers, conferences, promotional campaigns, discussion groups, etc.

#### 7.10. The **Year Representatives**:

7.10.1. The Year Representatives serve as a link between the Executive committee and the membership.

7.10.2. The Year Representatives are members of the Executive and shall exercise a vote on all matters.

7.10.3. Year Representatives are responsible for:

7.10.3.1. Representing to the Executive the general and particular interests of the members in their respective year.

7.10.3.1.1. There shall be separate representatives for first and second-year students, while the number of representatives for students in third year and higher shall be determined by the Executive committee from time-to-time.

7.10.3.2. Proposing projects to the Executive, assisting, or offering advice on projects presented by the Executive, and to making suggestions on any other relevant subjects.

7.10.3.3. Transmitting information from the executive to the membership of their respective academic year through class presentations.

7.10.3.4. Consulting regularly with members in their respective year and working with the Vice-Presidents of Academic Affairs, the University representatives, and the rest of the Executive committee to ensure they are addressed.

7.10.3.5. Attending weekly meetings of the Executive committee.

7.10.3.6. To promote and protect a bilingual environment, and to ensure a continued communication with their respective year in both official languages.



7.10.4. Each year representative shall be assigned a major task which may include, but not be limited to, finance assistant, clothing order, communications / promotions assistant, a major speaker event, logistics/social assistant, and program review assistant.

7.10.5. The election for first-year representative will occur before the end of the first week of October and they shall serve a term until April 30<sup>th</sup> of the following year. The President or Vice-President Internal will act as the Elections Convener and will exercise the powers outlined in Article 7.2. The elections will be conducted pursuant to the relevant guidelines outlined in Article 7.

7.10.6. Should any Year Representative position remain unfilled following an election, the Executive, by a simple majority vote, may appoint a representative from nominations received after an open call lasting no less than five business days.

7.10.7. Year representatives are elected exclusively by students in their respective year level, as per their academic standing determined by the University of Ottawa.

7.10.8. Year representatives are to host one student town hall, and/or feedback mechanism, per semester, to the students of their respective year, to relay information about future IPPSSA initiatives and to create a dialogue about how to improve proceedings of the IPPSSA. In hosting these feedback mechanisms, the year representative in question must be sure to introduce themselves, describe their role on the IPPSSA Executive committee, and provide information on upcoming events, where relevant.

7.10.9. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.10.10. Until such time as the Executive committee may otherwise direct, the year representative charged with representative upper-year students is responsible for the continued administration of the IPPSSA Political Internship Program and shall assume the additional title of *Internship Program Director*.

7.10.10.1. For further clarity, the previous section empowers the Executive committee, by majority vote, to appoint to the position of Internship Program Director another individual who is not an existing member of the Executive committee *should the need arise*, pursuant to procedures outlined in section 6.2.1.

7.10.10.2. In addition to administering the Political Internship Program, the Internship Program Director shall create and oversee the Internship Committee. The Internship Committee shall be responsible for student and political office outreach, candidate recruitment and vetting, and the organization of intern placements. The Committee must also prepare a brief report at the end of each



year documenting the number of participating students and offices and propose any suggestions for program improvement.

7.11. The **Vice-President of Communications** is responsible for:

7.11.1. Communicating and promoting IPPSSA and IPPSSA-supported events and statements to the student body.

7.11.2. Maintaining the IPPSSA website and social media platform.

7.11.3. Publishing newsletters and keeping the electronic mailing list updated.

7.11.4. Working with Executive members to develop online initiatives to aid them in the fulfillment of their mandates.

7.11.4.1. For further clarity, the Vice-President for Communications shall be responsible for communicating with first years before and during 101 Week.

7.11.5. Publishing a Notice of General Assembly two weeks prior to the scheduled date.

7.11.6. Publishing meeting minutes of the IPPSSA Executive and the Constitutional Committee as soon as they are available.

7.11.7. Ensuring that all written communications of IPPSSA are bilingual, in collaboration with the Vice-President for Francophone Affairs.

7.11.8. Establishing a promotional strategy for the year, including the creation of a list of targeted classes for presentations, ensuring that students in all four programs and in both languages are reached.

7.11.9. Working collaboratively with Executive as appropriate to develop a sponsorship package, recognize sponsors on IPPSSA platforms, and execute outreach to prospective sponsors.

7.11.9.1. Working collaboratively with the Vice-President of Finance to understand Canada Revenue Agency guidelines, ensure robust and accurate sponsorship records, prepare thank you notes, and follow the cheque donation processes.

7.11.10. Chairing the Communications Committee, which shall consist of no more than 4 members for the purpose of assisting the Vice-President for Communications with graphic design, photography, sponsorship, and any part of the mandate of the Vice-President for Communications as they see fit.

7.11.11. Must pass a second language evaluation administered by the Bilingualism committee to ensure proficiency in both official languages.



7.11.12. Writing a transition report for their successor before the end of their term, even if returning for a second term.

7.12. The **Vice-President of Francophone Affairs** is responsible for:

7.12.1. Engaging and encouraging the active involvement of Francophone members within the IPPSSA.

7.12.2. Building a sense of community amongst Francophone and Francophile members.

7.12.3. Actively recruiting Francophone members for leadership and organizational roles within the IPPSSA.

7.12.4. Organizing, in coordination with the Vice-President of Academic Affairs and the Vice-President of Internal Affairs, speakers and conferences in French.

7.12.5. Organizing, in coordination with the Vice-Presidents of Academic Affairs, opportunities for Francophone and Francophile students to interact with Francophone professors outside the classroom.

7.12.6. A list of all members of the organizing committee for Jeux de la Science Politique must be tabled and approved by the IPPSSA Executive at an Executive meeting. Any changes must be tabled and voted upon by the Executive.

7.12.7. Ensuring that Francophone students represented by IPPSSA are represented at all IPPSSA events and in all IPPSSA spaces, including Executive meetings and the office space. This includes ensuring all events organized by the Executive include a component in the French language and/or takes into account Francophone participants.

7.12.8. Organizing a minimum of one event per semester that is primarily in French, aimed primarily at Francophone students or that is about elements of the Francophone culture.

7.12.9. Is responsible for chairing the Bilingualism Committee.

7.12.10. Any translation required by an Executive member must be submitted within a minimum of five (5) business days to translate.

7.12.10.1. The Vice-President of Francophone Affairs will have a month at the beginning of their mandate to create a translation plan that will then be presented to the Executive committee.

7.12.11. Must identify as a Francophone and pass a French-language test.



7.12.12. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 90-minute blocks on two separate days, in order to meet with IPPSSA members.

7.12.13. For writing a transition report for their successor before the end of their term, even if returning for a second term.

**7.13. Director with Special Portfolio:**

7.13.1. All voting members of the Executive reserve the right to appoint, in exceptional circumstances, a Director with Special Portfolio, such nomination being subject to ratification by the Executive.

7.13.2. A Director with Special Portfolio must have a clear and relevant mandate defined by the nominating member.

7.13.3. There can be only a maximum of three Directors with Special Portfolio at one time.

7.13.4. Directors with Special Portfolio are non-voting members of the Executive

7.13.5. The appointment of Special Portfolio Directors must be in accordance with the Canada *Not-for-Profit Corporations Act*, including having three elected members on the Executive for every one appointed member.

## Article 8: Executive Meetings

**8.**

8.1. Meetings of the Executive shall be held once a week during the Fall and Winter semesters. However, the Executive reserves the right to meet as often as it deems necessary and in the manner it deems appropriate.

8.2. During the summer period (May to August), Executive meetings must be held at least once a month, and each member of the IPPSSA Executive must attend at least four meetings.

8.3. A member of the IPPSSA Executive can miss a maximum of three meetings in each of the Fall and Winter semesters. Failure to present adequate reasons for absences is justification for impeachment.

8.4. Quorum at Executive meetings is half of the current voting Executive members plus one.





- 8.5. To the extent that is feasible, Executive meetings are to be held at a set time, date, and location, which are to be posted on the IPPSSA website and outside the IPPSSA office.
- 8.6. Executive meetings are public and all IPPSSA members have the right to attend.
- 8.7. The Executive may meet in camera in order to discuss matters of a sensitive nature.
- 8.8. The chair of the meeting may expel a non-Executive member if this member is inhibiting the progress of the meeting.
- 8.9. Each of the elected members of the Executive have an equal vote.
- 8.10. Votes at Executive meetings are taken by a show of hands and are decided by a simple majority, that is to say 50% of the elected Executive members present and voting plus one. In the case of a tie, the motion is lost.
- 8.11. All Executive motions regarding financial expenditures must have the support of 50%+1 of all financial voting members.
- 8.12. Each Executive member is individually responsible for implementing Executive decisions and duties assigned to them within the deadlines set out at those meetings.
- 8.13. The agenda for each Executive meeting is submitted by the President at the start of the meeting. Any additions may be subjected to a vote at the request of a member of the Executive.
- 8.14. The IPPSSA must make the minutes of each Executive meeting available on the IPPSSA website.
- 8.15. Anyone intervening at an Executive meeting may do so in English or in French and may request that any verbal intervention be explained to them in either of these languages. Furthermore, any written document presented at an Executive meeting must be made available in either of these languages.
- 8.16. Executive meetings are conducted according to Robert's Rules of Order.

## Article 9: Impeachment Procedures

9.

9.1. Justifications for the impeachment of an Executive member are:

9.1.1. Mismanagement of IPPSSA funds.



9.1.2. Failure to fulfill constitutional duties without valid reason.

9.1.3. Failure to carry out specific directives adopted at an official Executive meeting without valid reasons.

9.1.4. Failure to conduct herself in an appropriate manner that runs contradictory to the values IPPSSA aims promotes that include such actions as:

- Issues of harassment
- Abuse of power
- Indictable criminal offences

9.2. The impeachment of an Executive member requires either:

9.2.1. The submission of a motion to impeach the Executive member in question by a fellow IPPSSA Executive member. Thereafter, a vote of three-quarters of the members of the Executive is required. Any motion of an Executive meeting whose purpose is to impeach a member of the Executive must specify the precise events or activities justifying impeachment. Should the IPPSSA Executive vote to impeach an Executive member in this process, the IPPSSA Vice-President of Internal Affairs must inform the Constitutional Committee of the vote in writing and procure for it any relevant documents within three days of such a vote.

9.2.2. The submission of a petition signed by 50 members. This petition must include the student number of each signatory and must be submitted to the Executive, the Executive member(s) in question, and the Constitutional Committee. Any petition and any resolution of a General Assembly whose purpose is to impeach a member of the Executive specify the precise events or activities justifying impeachment. Should the General Assembly vote impeach an Executive member in this process, the IPPSSA Vice-President of Internal Affairs must inform the Constitutional Committee of the vote in writing and procure for it any relevant documents within three days of such a vote.

9.3. Upon the request of the impeached Executive member, the Constitutional Committee shall meet within 14 days of any successful impeachment vote to ensure the constitutionality of the impeachment pursuant to Article 9.1.

9.3.1. The Constitutional Committee may, with a unanimous vote, overturn the impeachment of an Executive members, if it is clear and obvious that the member did not violate any clause of Article 9.1. They must file a report explaining their decision in writing to the Executive and the Executive member(s) in question.



## Article 10: Elections

10.

10.1. Elections will proceed according to the IPPSSA Election Rules.

10.2. A call for the Chief Electoral Officer will be put out two weeks before the nomination opens during both a general election and by-election. The CEO will be selected based on an application process and approved by a majority of voting members of the Executive. Should no one apply, the Executive may appoint a CEO by a majority of the voting members of the Executive.

10.3 Requirements for submitting candidacy for the positions of President, Vice President of Internal Affairs, Vice President of Social Affairs and Vice President of Communications include being able to communicate effectively in both English and French as confirmed through the language skills test which is to be administered by the Elections CEO and IPPSSA's outgoing Vice-President of Francophone Affairs.

10.3.1 A unilingual candidate running for the position of Vice-President of Social Affairs may still be considered for the position if they are the only one in the running, on the condition that they appoint a 101 Week Coordinator who is fluent in the official language not spoken by the candidate.

10.4. The IPPSSA Executive must be neutral and therefore no member of the Executive can under any circumstance openly support any candidate running for a position on the IPPSSA Executive or participate in any campaign unless it is their own.

10.5. Third party advertising supporting one candidate, or another is prohibited.

10.5.1. However, as long as no link is found between third party advertising and a candidate, no candidate shall be penalized for these actions.

10.6. Members of the incumbent IPPSSA Executive, unless they choose to resign, may not run for a second position while still fulfilling their mandate.

10.7. Each ballot will be an official document on which the names of the candidates, as they appear on the successfully completed nomination forms, are listed alphabetically from A-Z according to their surnames.

10.8. Each qualified voter must mark their ballot preferentially for all options, with a "1" denoting the most preferred choice, followed by a "2", and so forth.



## Article 11: Transition

### 11.

11.1. The newly elected members of the Executive begin their one-year term on the 1<sup>st</sup> of May.

11.2. Each outgoing Executive member must submit a transition report to their incoming successor within one month of the end of the outgoing Executive member's mandate, which must include:

11.2.1. A detailed account of how the member executed each of their responsibilities as outlined in the relevant sections of Article 7.

11.2.2. A list of useful contacts and resources employed during their term.

11.2.3. A description of the successes and challenges faced during their term.

11.2.4. A list of recommendations, if necessary, for constitutional or organizational changes to the position occupied by the member.

## Article 12: General Assemblies

### 12.

12.1. The General Assembly is chaired by a person not currently a member of the IPPSSA Executive chosen by the President and approved by the Executive. The General Assembly must be conducted in accordance with the most recent edition of "Robert's Rules of Order".

12.2. Quorum is set at 25 IPPSSA members, including members of the Executive Committee.

12.3. The General Assembly must be advertised by the IPPSSA Executive at least two weeks in advance indicating in both English and French the date, time, and location of the meeting.



- 12.4. Any motion may be presented at a General Assembly without prior notice.
- 12.5. Votes on motions presented at a General Assembly are taken by a show of hands and are decided by two-thirds majority of students present and voting.
- 12.6. A General Assembly of the IPPSSA must be held at least once in both the Fall and Winter academic sessions.
- 12.7. An emergency meeting of the General Assembly may be called by way of the submission of a petition to the Executive signed by at least 20 members of the IPPSSA.
- 12.8. The Executive must call a General Assembly within five days following the submission of such a petition, notwithstanding Article 12.3.
- 12.9. The President is responsible for coordinating a Question Period during the assembly, which will follow the Financial Update. This Question Period will last a maximum of 15 minutes, of which a maximum of 5 minutes is dedicated to an update from the President, and the rest of the time devoted to a question and answer period of which the President will answer questions posed by members.

## Article 13: Constitutional Amendments

13.

- 13.1. Changes to the IPPSSA Constitution may be done by way of either a General Assembly or a referendum question.
- 13.1.1. The IPPSSA Executive may edit the Constitution by unanimous vote, so long as the content of the edits do not change the purpose or intent of the text. Such edits should only involve minor editing to formatting, spelling, grammar, and unnecessary repetitive text.
- 13.2. Amendments to the IPPSSA Constitution may be proposed without prior notice at a General Assembly held in accordance with Article 12.
- 13.3. Proposed amendments are passed at the General Assembly by a two-thirds majority vote.
- 13.4. Any member of the IPPSSA who wishes to propose a constitutional amendment by referendum must gain the signatures and student numbers of 25 students supporting the proposed amendment. These signatures must be submitted to the IPPSSA Executive for verification and approval.



13.5. Amendments proposed by way of a referendum must be announced and advertised at least two weeks prior to the date of the referendum.

13.6. The President of the IPPSSA will act as referendum convenor and will adhere to the relevant guidelines outlined in Article 10.

13.7. The member proposing the amendment becomes the official head of the “pro-amendment” campaign and will have all the privileges and limitations of any other candidate in an IPPSSA election, as set out in Article 10.

13.8. Any member can become the head of the “anti-amendment” campaign by gaining the signatures and student numbers of ten students and submitting these to the IPPSSA Executive for verification and approval. As the head of the “anti-amendment” campaign, this member will have all the privileges and limitations of any other candidate in an IPPSSA election as set out in Article 10.

13.9. The referendum question as submitted in accordance with Article 13.4. will be placed on the ballot with the choice of voting “Yes” or “No” to the question.

13.10. Voting, ballot counting, and the announcement of the referendum results will take place in accordance with the election rules enumerated in Article 10.

13.11. A simple majority (50% of votes cast plus one) is required for a referendum question to pass. In the case of a tie, the motion is lost.

## Article 14: General Points

14.

14.1. IPPSSA Executive members may openly support a political party. However, in the course of their duties, Executive members may not use IPPSSA resources or their influence as a member of the IPPSSA Executive to further their personal interests or partisan agenda.

14.1.1. In order to ensure that the IPPSSA properly represents all student, it, as an entity, shall remain non-partisan and may not endorse any political parties, candidates and slates for any elected office at any level.

14.1.2. For further clarity, IPPSSA may, through motions adopted by a 2/3 vote of the Executive or by the General Assembly, choose to express support for political causes, campaigns and/or organizations so as long as they:

a) are non-partisan in nature, and



b) are deemed to be in the interest of IPPSSA students.

14.2. The IPPSSA Constitution applies and assumes full authority over all matters and persons subject to the Political Studies Student Association Constitution, the Political Science Student Association Constitution and the Political, International and Development Studies Student Association.

14.3. The English version of this document is to be treated as the primary document when the English and the French versions do not concur.

14.4. After an amendment process as detailed in 13.1., the President and the Vice-President of Internal Affairs must convene to ensure that the amendments decided by an amendment process are enacted in the Constitution.

14.5. The IPPSSA Constitution must be archived electronically.

14.6. Enacting any changes to the text of the Constitution must occur within 14 days after the successful process of amending the Constitution.

14.7. The process detailed in Articles 14.5. to 14.7. is the responsibility of the President.

14.8. A statute of limitations exists on reimbursement requests submitted to IPPSSA. IPPSSA will not be liable for expenses that are submitted more than four (4) months after the expense is incurred.

14.9. The Executive must have an up-to-date Anti-Harassment and Anti-Bullying Policy in which all IPPSSA events must abide by.

14.9.1. The Anti-Harassment and Anti-Bullying Policy must be made public and easily accessible to all participants of IPPSSA events.

14.9.2. The Anti-Harassment and Anti-Bullying Policy is not only limited to IPPSSA students, but all participants of IPPSSA events. By participating in IPPSSA events, participants agree to abide by the policy.

14.9.3. The President, the Vice-President of Internal Affairs and the Vice-President Equity and must meet once a semester to determine if any revisions or updates must be made to the policy.

14.10. Although members of the Executive shall not be remunerated, they shall, for the duration of their mandate, receive free admission to any and all IPPSSA events that are public and open to students. Executives who attend events outside of their mandate may receive free admission to IPPSSA events up to \$200 per academic year.



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14.10.1. This does not apply to philanthropic events. Moreover, the Vice-President of Finance, in collaboration with the organizing Executive member and the President, may waive Article 14.11. on a per-event basis.

14.11 All executive members hosting events that would include guest speakers are encouraged to compensate them for their time with a culturally appropriate small gift or donation in their name to be determined in consultation with the speaker instead of an honorarium. This is not applicable to workshop or training events in which the speakers in question require financial compensation for their work.