



The International, Political and Policy Studies
Student Association Constitution

Updated in December 2025 by Benjamin Dennie

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Article 1: Name

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

Article 2: Definitions

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 Impeachment ad-hoc Committee” shall refer to the 11 students consisting of Registered Student Government executives from a variety of RSGs for the purposes of overseeing impeachment proceedings.

Article 3: Membership

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
- Political Science and Juris Doctor

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

3.2.2. IPPSSA Members will be notified of their membership each semester by the Vice President of Communications no later than two weeks after student lists detailing student opt-in are received by the IPPSSA.

3.2.3. If an IPPSSA 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

4.1. 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

5.1. 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

6.1. The Executive Committee of the IPPSSA consists of fourteen voting members and two non-voting members:

- President
- Vice-President of Internal Affairs
- Vice-President of Finance
- Vice- President of Academic Affairs (International Studies and Modern Languages)
- Vice- President of Academic Affairs (Political Science)
- Vice-President of Academic Affairs (Public Administration)
- Vice-President of Communications
- Vice-President of Equity & Activism
- Vice-President of Francophone Affairs
- Vice-President of Philanthropic Affairs
- Vice-President of Social Affairs
- Vice-President of Clubs
- First Year Representative
- Director of Model Parliament

- Director of Politika

6.2. Appointed members of exec are non-voting members, who are appointed by a simple majority vote of the executive.

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 be members of the IPPSSA at the beginning 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 31st of August.

7.1.5. Acting as one of the three official signing authorities for IPPSSA

7.1.5.1. The President must be based in the National Capital Region (reside primarily at a National Capital Region address) for a minimum of 80% of the fall and winter semesters of their term

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 1st, 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 80-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 Vice President of Francophone Affairs and their committee to ensure proficiency in both official languages in order to act as the official spokesperson of the IPPSSA.

7.1.24. Attending meetings of the RSG and FSS Faculty Council to represent IPPSSA

7.1.25 Advocating for joint priorities of RSGs to the Faculty of Social Sciences and for coordinating and collaborating on advocacy efforts and initiatives with the Academic Representatives

- 7.1.26 Presenting to the Faculty of Social Sciences' Faculty Council a comprehensive account of RSG and student priorities and demands at least once throughout their term
- 7.1.27 Having 1 meeting per month with the FSS Directors of the UOSU Board to discuss issues that students at the Faculty of Social Sciences collectively face in the context of UOSU's activities
- 7.1.28 Having one meeting per month with the FSS Senator to discuss issues that students at the Faculty of Social Sciences collectively face in the context of the activities of the University Senate
- 7.1.29 Creating, in collaboration with other executives, a network of correspondence with other student associations at the Faculty of Social Sciences in order to promote discussion and solidarity on certain issues
- 7.1.30 Informing students of initiatives and opportunities that the Faculty of Social Sciences is implementing, including but not limited to undergraduate research opportunities
- 7.1.31 Facilitating a town hall between the Dean of the Faculty of Social Sciences and students a minimum of one time throughout their term
- 7.1.32 Consulting with members regarding the quality of Social Sciences (FSS) courses, teaching, and administration within the Faculty of Social Sciences continuously as well as through holding a joint town hall with the other RSG's twice throughout their term
- 7.1.33 Acting as a designated Executive of contact for handling the confidential impeachment process.
- 7.1.34 Assuming membership of the Scholarships Committee, as outlined in the mandate of the Vice-President of Finance.
- 7.1.35. The President will manage and maintain the IPPSSA's membership, including the IPPSSA's general student list and the IPPSSA's Event Member list.
- 7.1.35.1. 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.
 - 7.1.35.2. 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 are received by the IPPSSA.
- 7.1.36. The President shall oversee and administer the hiring of an Internship Program

7.1.36.1. The in-coming Executive Committee shall hire the Internship Program Coordinator for the upcoming mandate, appointing them by majority vote no later than May 15. The out-going Internship Program Coordinator shall assist with the hiring process, and the out-going Executive Committee may be consulted as appropriate.

7.1.36.2. In addition to administering the Internship Program, the Internship Program Coordinator shall create and oversee the Internship Committee. The Internship Committee shall be responsible for student and political office/organization 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.

7.1.37. The President shall oversee and administer the hiring of a Mentorship Program Coordinator, who will be tasked with running the IPPSSA Mentorship Program

7.1.37.1. The in-coming Executive Committee shall hire the Mentorship Program Coordinator for the upcoming mandate, appointing them by majority vote no later than May 15. The out-going Mentorship Program Coordinator shall assist with the hiring process, and the out-going Executive Committee may be consulted as appropriate.

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 one of the three official signing authorities for IPPSSA.

7.2.4.1. The Vice-President of Internal Affairs must be based in the National Capital Region (reside primarily at a National Capital Region address) for a minimum of 80% of the fall and winter semesters of their term

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 general assemblies 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 80-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 Acting as a designated Executive of contact for handling the confidential impeachment process.

7.2.18 Hiring a clerk committee that would be responsible for taking meeting minutes at executive meetings' alternating language each week, and also completing other tasks where assigned by the VP Internal.

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 31st of August.

7.3.4. Acting as one of the three official signing authorities for IPPSSA.

7.3.4.1. The Vice-President of Finance must be based in the National Capital Region (reside primarily at a National Capital Region address) for a minimum of 80% of the fall and winter semesters of their term

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 1st 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, 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. Creating and chairing a Finance Committee with the purpose of keeping the Vice-President of Finance continually informed on the state of affairs of IPPSSA events and projects that constitute major financial implications.

7.3.15.1 The Finance Committee shall meet at least once per month beginning in August of the yearly mandate of the Executive.

7.3.15.2 The membership of the Finance Committee shall include all members of IPPSSA committees that are responsible for the financial and/or legal affairs of their respective committees, including but not limited to those responsible for U.S. Trip, 101 Week, Social Science Ball, Model Parliament, Public Policy Conference, and major events under the mandate of Directors with Special Portfolio.

7.3.15.3 In the case where an IPPSSA committee responsible for events and/or projects that constitute major financial implications lacks a member who is specifically responsible for financial and/or legal affairs, the Chair of that committee shall represent their committee on the Finance Committee.

7.3.15.4 Other members of the Executive and other committees may be requested by the Vice-President of Finance to join the Finance Committee either permanently or as needed.

7.3.15.5 Members of the Executive, other than those specified in Subsections 7.3.15.3 and 7.3.16.4, are not required to attend the Finance Committee, but are entitled to do so if they wish and/or as needed.

7.3.15.7. While the Model Parliament Director of Finance is not required to be a member of the Finance Committee, they must present financial updates to the

Finance Committee and consult on financial matters deemed necessary by the Vice-President of Finance or the Model Parliament Director of Finance.

7.3.16. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-minute blocks on two separate days, in order to meet with IPPSSA members.

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

7.3.18. 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.

7.4.1.1 The VP EIL shall create and chair an International Studies and Modern Languages Volunteer Committee composed of IPPSSA students. This committee will be assisting the planning events such as embassy visits, US Trip, conferences and other events on issues concerning EIL students. A list of all members of the Volunteer Committee must be tabled and approved by the IPPSSA Executives at an Executive meeting. Any change to membership must be tabled before the executive.

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 80-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.

7.4.19. 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.

7.4.19.1. In the event that the annual U.S. Trip cannot be organized, the Vice-President of Academic Affairs (International Studies and Modern Languages), in consultation with the Executive Committee, may organize an alternative trip or event of a political and historical nature, such as a visit to a Canadian city, to provide members with a similar experiential learning opportunity.

7.4.20. Is responsible that IPPSSA refrains to the best of their abilities from visiting or supporting institutions, organizations, and events actively working to uphold white supremacy, colonization, or the oppression of minorities on future trips, domestic or abroad.

7.4.21. Is responsible that IPPSSA be mandated to include anti-racist and decolonial components on all trips organized by the Association, including scheduling events related to actively countering oppressive historical narratives.

7.4.18.4.1. The Vice-President of Academic Affairs (International Studies and Modern Languages) will continue to work with the VP Equity on ensuring these principles are upheld in a fair and accessible manner to all participants.

7.4.22. Is required to create a report on the Academic Conference outlining alongside the Vice President of Academic Affairs (PAP & POL) the successes, failures and recommendations for next 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 80-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 and chair a "Political Science Committee" composed of University of Ottawa political science students. This committee will be in charge of planning and executing events that are meant to enhance student's academic experience at the University of Ottawa. 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 Academic Affairs for 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 term, even if returning for a second term.

7.5.18.1. Is required to create a report on the Academic Conference outlining alongside the Vice President of Academic Affairs (PAP & EIL) the successes, failures and recommendations for next year.

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 80-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.

7.6.18.2. Is required to create a report on the Academic Conference outlining alongside the Vice President of Academic Affairs (POL & EIL) the successes, failures and recommendations for next year.

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. If the elected student is a unilingual anglophone, they must hire a 101-week coordinator who is self-identified francophone and passes a French-language fluency test administered by the VP of Francophone Affairs. 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 VP of Francophone Affairs.

7.7.7. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-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.

7.7.11 The Vice-President of Social Affairs shall create and chair a Social Affairs Committee

7.7.11.1 The Social Affairs Committee does not have a limit on members.

7.7.11.2 One of the members of the Social Affairs Committee must have responsibilities relating to sponsorships who is charged with outreach for financial sponsorships to aid with offsetting the costs of various social events throughout the mandate.

7.7.11.3 It remains the discretion of the Vice-President of Social Affairs as to when 101 Week Head Guide(s) is/are hired and for how long their term lasts within the months of May to September. The fulfillment of the role of 101 Week Head Guide(s) is a matter separate from the creation, hiring, and execution of the roles on the Social Affairs Committee.

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-President 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 80-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. Holding or attending at least one meeting with the Feminist Resource 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.

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

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

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

7.9.7.1 Provide general equity audit feedback to the executive at the first meeting of every month on the past month's audits. If the audits in question are of a sensitive nature they are permitted to be discussed in camera.

7.9.7.2 Provide a written summary of the year's equity audits to the entire executive during transition/at the end of their term to provide guidelines, support and helpful things to think about to the next year's executive. If the audits in question are of a sensitive nature they are permitted to be discussed in camera.

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

7.9.8. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-minute blocks on two separate dates, in order to meet with IPPSSA members.

7.9.9. Recommending and assisting to facilitate mental health, diversity, equity and inclusion training and AODA (Accessibility for Ontarians Act) Training, 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.

7.9.10. Monitor the Anonymous Equity/accessibility concern form and correct or follow up on any complaints, concerns, suggestions or questions from the IPPSSA student population.

7.9.11. The Vice-President of Equity and Activism should create and chair an Equity committee composed of a diverse group of IPPSSA students who may identify as a minority, which can include but is 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 and Francophone students

7.9.11.1. This committee will assist the Vice-President of Equity and Activism in equity audits, the planning of equity events and any other sections of the mandate as they see fit. A list of all members of the committee must be tabled

and approved by the IPPSSA Executive at an Executive meeting. Any change to membership must be tabled before the executive.

7.9.11.2. The Model Parliament Director of Equity must be a member of the Equity Committee, and they must present regular updates to the Equity Committee and consult on all equity matters deemed necessary by the Vice-President of Equity or the Model Parliament Director of Equity.

7.9.12. Acting as a designated Executive of contact for handling the confidential impeachment process.

7.9.13. The Vice-President of Equity and Activism, in collaboration with the Equity Committee, shall have the authority to investigate equity-related complaints submitted through the Anonymous Equity/Accessibility Concern Form and other official reporting mechanisms.

7.9.13.1. The Vice-President of Equity and Activism shall try to the best of their ability to hire students of diverse backgrounds. The committee shall consist of these students and the Equity representative for Model Parliament.

7.9.14. The VP Equity and the Equity Committee shall follow a structured and confidential investigation process that includes:

7.9.14.1. Conducting interviews with complainants and witnesses as necessary.

7.9.14.2 Gathering relevant documentation and evidence while ensuring fairness and privacy.

7.9.14.3 Preparing a report with recommendations for resolution, which may include mediation, corrective action, or referral to the appropriate authorities within IPPSSA or the University of Ottawa.

7.9.15. The VP Equity shall provide general updates to the Executive Committee on a monthly basis, which will include outlining trends and concerns regarding equity issues within IPPSSA, while maintaining confidentiality of individual cases and various upcoming commemorations or observances.

7.9.16. The VP Equity and the Equity Committee shall be required to undergo training on investigative procedures, equity frameworks, and conflict resolution at the beginning of their mandate. The training completed must come from an accredited organization, such

as but not limited to Occupational Health and Safety Canada, and the VP Equity and Equity Committee must present proof of completion at the organization's General Assembly, or at the next executive meeting.

7.10. The **First Year Representative**:

7.10.1. The First Year Representative serves as a link between the Executive committee and the first year membership.

7.10.2. The First Year Representative is a member of the Executive and shall exercise a vote on all matters.

7.10.3. The First Year Representative is responsible for:

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

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. 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 30th 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.

7.10.5. Should the First 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.

7.10.6. The First Year representative is elected exclusively by students in their respective year level, as per their academic standing determined by the University of Ottawa.

7.10.7. The First Year Representative is responsible for writing a transition report for their successor before the end of their term.

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 all social media accounts, including for committees (excluding Politika and Model Parliament).

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 and managing new membership outreach.

7.11.5. Publishing a Notice of General Assembly three 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. Chairing the Communications Committee, with members who assist the Vice-President for Communications with any part of the mandate of the Vice-President for Communications as they see fit.

7.11.9.1 While the Model Parliament Director of Communications is not required to be a member of the Communications Committee, they must present regular updates to the Communications Committee and consult on all communication matters deemed necessary by the Vice-President of Communications or the Model Parliament Director of Communications.

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

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

7.11.12. Communications requests made by all Vice Presidents, Representatives, as well as their committee members, follow the procedure outlined in section 7.11.13, and that only the Vice President of Communications have the final say on circumstantial differences.

7.11.12.1 Requests for external communication to IPPSSA general members by way of email marketing, outreach campaigns, event promotions, etc. be given to both the Vice President of Communications and the Vice President of Francophone Affairs with reasonable time to complete both translation and communications procedures. The Vice President of Communications is granted up to five days to complete request should only text be provided. The request must be delivered to both VPs and must use the format (i.e. document, form, etc.) that is specified by the Vice President of Communications at the start of their mandate or at subsequent times of review.

7.11.12.2 No request to publish material under the name of the association is guaranteed to be fulfilled within 24 hours of reception, no matter the completion of prior steps, such as translation or graphic design. Vice President of Communications is provided with 48 hours to complete any publishing request, assuming visual aspect, translation, and all other necessary material be provided at the time of the request.

7.11.12.3 All publications of the association must be checked by the Vice President of Francophone Affairs (or a director responsible for translation or bilingualism) to ensure proper use and inclusion of the French language. This can be facilitated by providing the correct documentation for a communications request and delivering it to both the Vice President of Francophone Affairs and the Vice President of Communications within the time period established by the Vice President of Francophone Affairs and the Vice President of Communications at the beginning of their mandate or subsequently clarified or changed during their mandate. Should the requestee provide documentation for communications request with less than the expected amount of time, the Vice President of Communications has discretion to delay communication by five days to provide the Vice

President of Francophone Affairs with ample time to complete the translation procedure

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. The VP Franco shall preside the Francophone Committee, which is composed of members who assist in Francophone event planning and French translation across AÉÉIPPSSA.

7.12.9.1. While the Model Parliament Director of Bilingualism is not required to be a member of the Francophone Affairs Committee, they must present regular updates to the Francophone Affairs Committee and consult on all francophone affairs and bilingualism matters deemed necessary by the Vice- President of Francophone Affairs or the Model Paliament Director of Bilingualism.

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 80-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.

7.14 Director of Model Parliament

7.14.1. The Director of Model Parliament shall create a "Model Parliament 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. The Executive may also remove a member of the committee without the approval of the Director of Model Parliament with a simple majority vote.

7.14.1.1 The Director of Model Parliament shall be the Chair of the Committee for the duration of their mandate.

7.14.2. The Director of Model Parliament is required to write a Model Parliament report for their successor before the end of their term, even if returning for a second term.

7.14.2.1. The Model Parliament report shall outline the successes, failures and recommendations for next year. The Director of Model Parliament 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.

7.14.2.2 Members of the Model Parliament committee are required to submit a transition report about their time and position on the Model Parliament committee. If the members do not submit a report, the Director of Model Parliament will fill in the gaps of committee positions in their Model Parliament report.

7.14.3 The Director of Model Parliament is responsible for setting up a Town Hall to receive feedback on Model Parliament during the Winter Semester, after Sitting Days.

7.14.4 The Director of Model Parliament shall be a Director with Special Portfolio as defined by subsection 7.13 of the IPPSSA Constitution.

7.14.5 Applications for Director of Model Parliament must be publicized along with the publications advertising IPPSSA elections, in the months prior to the yearly transition to the new Executive.

7.14.6 The Executive shall be responsible for selecting the Director of Model Parliament following the yearly transition to the new mandate, no later than May 15th of that mandate.

7.14.7 The Director of Model Parliament shall have an effective mandate of their appointment until April 30th.

7.14.8 Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-minute blocks on two separate days, in order to meet with uOttawa students.

7.14.9 The Director of Model Parliament, with assistance from the Model Parliament Organizing Committee, is responsible for ensuring the availability, promotion, upkeep and accessibility of a Model Parliament Manual for public use to share institutional knowledge.

7.14.9.1 The Model Parliament Manual is to be dedicated to Marissa St. Amand, Jarrod Sokul, and any active or recent participants who may pass away in the future, pending permission from their respective families.

7.14.9.2 A copy of the Model Parliament Manual would be available for free on the uOttawa Model Parliament website.

7.15 Director of Politika

7.15.1. The Director of Politika shall create a “Politika Editorial Team” composed of University of Ottawa students. This committee will be in charge of assisting in the coordination of IPPSSA’s undergraduate publication, Politika. 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 Director of Politika and they shall notify the Executive of the changes to their committee.

7.15.1.1. The Director of Politika shall be the Chair of the Committee for the duration of their mandate.

7.15.2. The Director of Politika is responsible for:

7.15.2.1. Organizing relevant events to promoting student publishing.

7.15.2.2. Manage the editorial process for publishing articles on the online publication platform throughout the academic year.

7.15.3. The Director of Politika is required to write a Politika report for their successor before the end of their term, even if returning for a second term.

7.15.3.1. The Politika report shall outline the successes, failures and recommendations for next year. The Director of Politika must present this report before the Executive to relay the successes and failures of Politika and to present action points to improve the publication.

7.15.3.2. Members of the Politika committee are required to submit a transition report about their time and position on the Politika committee. If the members do not submit a report, the Director of Politika will fill in the gaps of committee positions in their Politika report.

7.15.4. The Director of Politika with Special Portfolio as defined by subsection 7.13. of the IPPSSA Constitution.

7.15.5. Applications for Director of Politika must be publicized along with the publications advertising IPPSSA elections, in the months prior to the yearly transition to the new Executive.

7.15.6. The Executive shall be responsible for selecting the Director of Politika following the yearly transition to the new mandate, no later than May 15th of that mandate.

7.15.7. The director of Politika shall have an effective mandate of their appointment until April 30th.

7.15.8. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-minute blocks on two separate days, in order to meet with uOttawa students.

7.16. Vice President of Clubs

7.16.1. The Vice President of Clubs shall act as the primary liaison between IPPSSA and all affiliated clubs.

7.16.2. The VP Clubs shall ensure clubs adhere to the IPPSSA Constitution, policies, and university regulations.

7.16.3. The VP Clubs shall coordinate the recognition and renewal process for affiliated clubs.

7.16.4. The VP Clubs shall represent club interests at executive meetings and general assemblies.

7.16.5. The position shall be elected in the same manner as other executive roles, with a term aligning with the academic and year.

7.16.6. The VP Clubs must demonstrate functional proficiency in both French and English to effectively communicate with all affiliated clubs and members of the Association.

7.16.7. Holding at least two office hours per week during the Fall and Winter semesters, divided into two 80-minute blocks on two separate days, in order to meet with uOttawa students.

Article 8: Executive Meetings

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. The

planning of executive meetings and the President's role within executive meetings must incorporate an element of verbal bilingualism that goes beyond encouraging members to speak French.

8.16. Executive meetings are conducted according to Robert's Rules of Order.

Article 9: Impeachment Procedure

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

9.1.1. Mismanagement of IPPSSA funds, including but not limited to:

9.1.1.1. Budgeting more than 3% of yearly expenses for "exec appreciation", or for other expenses to the benefit of Executive members and that do not meaningfully benefit the IPPSSA organization, community, or general members in some way.

9.1.1.2. Budgeting less funds overall for "volunteer appreciation" of committee members than for "exec appreciation", or for other expenses to the benefit of Executive members and that do not meaningfully benefit the IPPSSA organization, community, or general members in some way.

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 act in an appropriate manner and acts contradictory to IPPSSA values. Examples of such inappropriate behaviour include but are not limited to:

9.1.4.1 Issues of harassment and violence as defined by Part II section 122 of the Canadian Labour Code meaning any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness, including any prescribed action, conduct or comment;

9.1.4.2 Abuse of power by using one's status on IPPSSA to oppress others through language or actions, to sexually harass,

to discriminate, or to use IPPSSA resources for personal gain, etc.;

9.1.4.3 Criminal offences

9.1.4.4 Violation of any UOSU by-laws and or standing policies

9.2 The beginning of the impeachment process of an Executive member requires either:

9.2.1 Raising of a complaint to a designated member of the executive responsible for handling confidential impeachment complaints (Vice President of Equity & Activism, the President, or the Vice President of Internal Affairs) or submitting a complaint through the Equity/Accessibility Concern Form.

9.2.2 The submission of a petition signed by 25 IPPSSA members. This petition must include the student number and student emails of each signatory and must be submitted to the entire Executive. The Executive(s) must pass on the petition to the ad-hoc Impeachment Committee immediately upon its formation.

9.3 Any motion or petition with the goal of impeachment must clearly specify the precise events or activities justifying impeachment in the form of a written summary of the complaints against the accused and if applicable what sections of the Constitution have been violated.

9.4 In the event of a complaint alleging an executive member has committed an act outlined in Article 9.1 as grounds for impeachment:

9.4.1 The designated Executive member must ascertain the views of the complainant as to what outcome they would like to pursue. Possible outcomes could include:

9.4.1.1 Verbal or written warning from the Executive member with a maximum of 3 warnings prior to initiating the impeachment process.

9.4.1.2 Restrictions on attending events. For events where the defendant might be expected to attend, every reasonable effort will be made to accommodate the complainant's preferences.

9.4.1.3 Dismissal from their executive role through the impeachment process.

9.4.2 The designated Executive member must:

9.4.2.1 Not identify any complainants without their explicit approval.

9.4.2.2 Not disclose any information to other bodies without the explicit approval from the complainant, paying careful attention to information that could be used to identify the complainant.

9.4.2.3 Respect the choice and agency of the complainant, providing relevant information without prescribing a course of action.

9.4.2.4 Ensure that the complainant knows that they can lodge the complaint with the University of Ottawa and other relevant bodies, such as the University of Ottawa's Ombudsperson or the police, as applicable.

9.4.3 If the designated Executive member, in consultation with the complainant, decides to pursue dismissal from their executive role through the impeachment process, they must initiate the process to appoint the ad-hoc Impeachment Committee outlined in Article 9.6.

9.5 In the event of a petition leading to impeachment:

9.5.1 The ad-hoc Impeachment Committee must meet to ratify the impeachment request to determine whether an impeachment trial should be initiated. A vote of (= 50% +1, rounded up) is required.

9.6 The ad-hoc Impeachment Committee shall consist of 11 Registered Student Government executives from a variety of RSGs.

9.6.1 The President, the VP Internal and the VP Equity (hereafter referred to as the appointing executives) will work collectively to appoint an ad-hoc Impeachment Committee posthaste.

9.6.1.1 In the event that one or more of the appointing executives has a conflict of interest, they must recuse themselves. It will be the responsibility of the Executive to nominate replacements by $\frac{2}{3}$ vote.

9.6.1.2 The appointing executives must actively and personally contact at least 15 RSGs to request members of their executives apply. They must table proof of their conversation with 15 RSGs at the next IPPSSA Executive Meeting for it be included in the public meeting minutes.

9.6.2 This committee shall consist of 11 Registered Government executives, or former executives from a variety of RSGs.

9.6.2.1 No singular RSG shall hold more than $\frac{1}{3}$ of seats.

9.6.2.2 The appointing executives should seek to represent as many RSGs as possible.

9.6.2.3 In the event that it is impossible to fill all of the seats with RSG executives, the appointing executives may ask RSGs to nominate a member at large instead of an executive.

9.6.2.4 No current or former IPPSSA member can sit on the ad-hoc Impeachment Committee.

9.6.2.5 The appointing executives should select committee members based on their availability for meetings and diverse representation.

9.7 In the event of an impeachment trial the ad-hoc Impeachment Committee must meet within 7 to 14 calendar days to determine the constitutionality of the impeachment pursuant to Article 9.1.

9.7.1 The ad-hoc Impeachment Committee meetings, while dealing with impeachment proceedings, shall be held *in-camera* to respect the sensitive nature of impeachment.

9.7.2 The votes of each Impeachment Committee member will be by secret ballot, and only the results of the vote will be released to the public.

9.7.3 At the meeting, the defendant and the complainant in question must both be given at least forty-five (45) minutes composed of a general statement, as well as a question and answer period. Both the defendant and complainant will be given speaking rights for their designated time period. Outside of their designated times, they will be asked to leave the meeting to respect the confidential nature of the debate.

9.7.3.1 The agenda of the meeting must be shared with all members of the ad-hoc committee Impeachment Committee, the complainant and the defendant in question in advance of the meeting. This agenda will include all the main questions that will be posed during the question and answer period.

9.7.3.1.1 Neither the complainant nor the defendant in question shall be informed of each other's set of questions, but shall be informed of their own respective questions.

9.7.3.2 The defendant and complainant in question shall both have the right to be represented at the meeting by a person of their choosing, who shall have speaking rights during the designated portion of their respective speaking time despite the *in-camera* nature of the meeting

9.7.3.3 Both the defendant and complainant reserve the right to submit written statements and responses to questions if desired. The chair will read out statements in this case.

9.7.3.4 The defendant and complainant shall both have the right to present documentary evidence, which shall be sent to the Chair of the Committee no less than four (4) calendar days prior to the meeting. The Chair shall forward the evidence to the committee members within twenty-four (24) hours of receiving it.

9.7.4. All processes will be conducted in accordance with the principle of progressive discipline.

9.7.5 The ad-hoc Impeachment Committee may, with 3/4 vote (= 75% +1, rounded up), decide to impeach an Executive member, if it is clear and obvious that the member did violate any clause of Article 9.1. They must file a report explaining their decision in writing to the Executive.

9.7.6 The ad-hoc Impeachment Committee may also recommend other disciplinary actions with 3/4 vote (=75% +1, rounded up) including but not limited to the examples outlined in 9.4.1.

9.7.7 A member of the ad-hoc Impeachment Committee with a conflict of interest must recuse themselves from the trial in question.

9.8 Following the impeachment trial:

9.8.1 If a successful impeachment occurs, then the impeached Executive is prohibited from running for any Executive role on IPPSSA in the future.

9.8.2 The ad-hoc Impeachment Committee must make recommendations that improve the organization and/or process based on the proceedings. These recommendations shall be presented at the following General Assembly.

Article 10: Elections

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

10.1.1 The Election Rules can be found in Annex F of the constitution, as amended by the executive

10.1.2. General elections will be held annually in February. By-elections will be held annually in October.

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.

10.2.1 As part of the hiring process, the Chief Electoral Officer must pass a test administered by the VP of Francophone Affairs proving they can communicate efficiently in French and English.

10.2.1.1. In the event that the VP of Francophone Affairs is considering becoming a candidate in the upcoming election they must disclose this conflict of interest to the President and the Executive will vote to select another Executive to administer the bilingualism testing.

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, on the condition that they appoint a 101 Week Coordinator and a Social Science Ball Coordinator, who are 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 or current IPPSSA Executive may not hold a second position while still fulfilling the mandate for the position they were first elected to. If a current Executive wins election for a second position before the end of the term for their current position, they must resign from the first position.

10.7. Each ballot will be an official document on which the candidates' names appear as written on the approved nomination forms. The order of the names is as follows:

10.7.1 In the case of a paper ballot, alphabetically from A-Z

10.7.2 In the case of an online ballot, randomized, using alphabetical order from A-Z according to their surnames as the base ballot

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.

10.9. Candidates seeking election to the academic executive positions of IPPSSA (VP POL, VP PAP, VP EIL) and year representatives must collect signatures from their

program equivalent to the percent average of twenty-five (25) students from POL, PAP, and EIL.

10.9.1. The calculation of the percent average will be done using the following equation: $X = [(25/a) + (25/b) + (25/c)] / 3$ rounded up or down to the nearest whole number.

10.9.1.1. The value of the variables present in the equation are determined by the enrollment numbers of the POL, PAP, and EIL programs according to the records available to the President at the time of the candidate registrations.

10.9.2. The number of total signatures needed may not exceed fifty (50) signatures. The minimum total signatures needed must be at least six.

10.9.3. Other positions outside of the academic and year representatives are still required to obtain 15 signatures as part of their nomination for candidacy.

10.10. Uncontested elections will be run with a "Yes or No" Ballot. In order to be elected, the candidate must receive a "Yes" vote from at least two-thirds (2/3rds) of all ballots cast for that position.

10.11. All referendum questions respecting Article 13 can only be added to the ballot of the next scheduled election in the semester (Fall by-election or Winter general election).

Article 11: Transition

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

11.1.1 The transition period starts the 1st of March and ends on the last day of April, to give ample time for the sitting executive to aid in the smooth transition of the upcoming executive, without interfering with the exam schedule set by the University of Ottawa.

11.1.2 Within the above outlined transition period, all transition events and meetings involving outgoing and incoming Executive members, and committee members where they apply, must happen during this deadline. Transition reports and documents must be submitted to their respective portfolios before the end of the outgoing member's mandate or be provided to the incoming President should the position be vacant during the transition period.

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

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

12.1. 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 if submitted by email to the President and VP Internal more than seven (7) days before the General Assembly,

12.4.1. Any and all motions presented at IPPSSA General Assemblies which affect a particular committee ensure that said committee is informed of the motion prior to the General Assembly. This can be done through any form of communication including (but not limited to) office hours, official IPPSSA emails, or phone calls.

12.4.2. Motions do not require the approval of any or all affected committees, simply that any and all affected committees should be made aware of the motion beforehand.

12.5. Votes on motions presented at a General Assembly shall be conducted through a voting method determined by the Chair of the Assembly, in consultation with the Clerk committee, which may include an online or electronic voting platform when appropriate.

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.

12.10. In addition to following the most recent edition of Robert's Rules of order, motions at the general assembly will proceed in the following order:

12.10.1. A 2 minute opening statement by the presenter of the motion in favour

12.10.2. Each speaker will proceed with a limit of 2 minutes, alternating between those against and those in favour until all speakers have been exhausted. After that point, the vote takes place.

12.10.3. Amendments follow the process from 12.10.1. And continue until 12.10.2.

12.10.4. Amendments can only come from one of the six original speakers and will be treated after all the original speakers have been exhausted.

Article 13: Constitutional Amendments

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. Proposed amendments are passed at the General Assembly by a two-thirds majority vote.

13.3. 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.

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

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

13.6. 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.

13.7. 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.

13.8. 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.

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

13.10. 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

14.1. 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 students, 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.

14.1.3 Any role in charge of the organization must abide by the IPPSSA non-partisan regulations when accepting donations and sponsorships

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 of sixty (60) days applies to all reimbursement requests submitted to IPPSSA. Expenses submitted more than sixty (60) days after the date they were incurred shall not be eligible for reimbursement under any circumstances.

14.8.1. All reimbursement requests must be accompanied by a valid receipt and must be approved by a financial motion of the Executive Committee prior to payment.

14.8.2. Once a reimbursement request has been approved, the Vice-President of Finance (or another signing authority) shall ensure that payment is issued within fourteen (14) days of approval, unless exceptional circumstances are approved by the Executive Committee.

14.8.2.1. It is the responsibility of the claimant to verify that payment has been received. Any issues or discrepancies must be reported to the Executive Committee within thirty (30) days of approval. After this period, IPPSSA shall not be held liable for unreported or unverified payment errors.

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 \$300 per academic year.

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.

14.12 When the organization hires directors, Chief Electoral Officers (CEO), committee members, and all other unelected positions, it follows the practices outlined in subsection 14.12.

14.12.1 During interview and selection decisions for all unelected positions, at least 2 Vice Presidents or elected Year Representatives must be present.

14.12.2 In the case that a position be vacant after the general election, excluding the position of First Year Representative, the hiring process happens in the following manner:

14.12.2.1 If position is to be filled before the transition period ends, the previous Executive must take part in the hiring process following the procedure in subsection 16.1.2, and before May 15th with the requirements of subsection 6.2 and 6.2.1.

14.12.2.2 If the position is to be filled after the transition period, only newly elected VP and Representatives can take part in the hiring process, while continuing to follow the procedure of subsection 14.12.

Annex

Annex A: Bilingualism Policy

Preamble:

The IPPSSA is a bilingual French-English association, and all functions of the association must be accessible in both official languages of the University of Ottawa.

1. **Communication**

1.1. All IPPSSA media, documents and communications must be available simultaneously in French and English. This includes, but is not limited to:

- The constitution, by-laws, policies, appendices, and all other documents governing IPPSSA.
- Communications, including: websites, social networking profiles and publications, physical and virtual posters, brochures, tickets, programs, and schedules.
- Minutes and notes of executive, general and, where applicable, committee meetings.

1.2. French will be the first language used in communications, followed by English.

1.3. All IPPSSA members have the right to freely share their ideas in French or English at Executive meetings, General Assemblies, Forums, and other related events.

1.4. All ballots, referenda, surveys or other documents involving a vote or opinion of IPPSSA members shall be available in both official languages. If a ballot, referendum or poll is not available in both French and English, the results will be considered null and void.

1.5. All motions and constitutional amendments presented at Executive or General Meetings must be available in both languages. No amendment may be adopted without being presented in a bilingual version.

1.6. All communications in French must be reviewed by the Vice-President of Francophone Affairs and their committee to ensure the quality of the language. Any translation required by a member of the Executive must be submitted at least five working days prior to the scheduled publication date.

2. Bilingualism Test

2.1. The IPPSSA bilingualism test, its structure, creation and correction is at the discretion of the Vice-President of Francophone Affairs. However, it must include at least oral, written and reading components to ensure a proficient bilingualism.

2.2. When necessary, the test will be administered by the Vice-President of Francophone Affairs and their committee, and will apply to certain executive positions, including:

- President
- Vice-President of Internal Affairs
- Vice-President of Francophone Affairs
- Vice-President of Communications
- Chief Electoral Officer
- 101 week Coordinator
- Chair of the General Assembly (in accordance with article 10.3).

3. Events

3.1. All events organized or promoted by IPPSSA must provide for its French and English components, including facilitation, announcements, promotion and communications during the event.

3.2. Where the nature of the event or the composition of the membership warrants, the association shall ensure that Francophone volunteers, speakers and/or facilitators are present to facilitate the participation of Francophone members.

3.3. This may include, but is not limited to:

- Model Parliament
- 101 Week events
- Social Sciences Ball

- Academic Conference
- PD Day
- Networking events
- Etc.

3.4. Where relevant, article 15.3 also applies during events.

Annex B: Executive and Committee Member Conduct Policy

Purpose

This policy establishes clear expectations for the behavior and conduct of executives and committee members within the International, Political, and Policy Studies Student Association (IPPSSA). It fosters a culture of integrity, accountability, respect, and professionalism, ensuring that all members contribute positively to the organization's mission and objectives.

Scope

This policy applies to all executives and committee members involved in IPPSSA, including but not limited to executive members, committee chairs, and appointed committee members. It governs conduct in meetings, communications, decision-making processes, and interactions with stakeholders.

Preamble

IPPSSA strives to foster a friendly and welcoming environment for all members. This annex outlines guidelines for behavior and conduct of executives and committee members, promoting integrity, professionalism, and mutual respect during meetings, events, and other activities.

Core Principles

1. Integrity and Accountability

1.1. **Honesty:** Members must act with integrity, ensuring that their actions and decisions reflect the highest ethical standards.

1.2. **Accountability:** Members are responsible for their actions and must be prepared to justify their decisions.

1.3 **Conflict of Interest:** Members must disclose potential conflicts of interest and refrain from participating in decisions where conflicts exist.

2. Respect and Inclusivity

2.1. **Diversity:** Embrace and promote diversity in all its forms, including race, gender, age, sexual orientation, and abilities.

2.2. **Respectful Engagement:** Treat others with respect and courtesy, actively listening and valuing differing perspectives.

2.3. **Safe Environment:** Foster an environment where all members feel safe to express their views without fear of retribution.

3. Professionalism

3.1. **High Standards:** Maintain professionalism in all interactions, representing IPPSSA positively.

3.2. **Commitment:** Honor commitments, deadlines, and responsibilities to ensure reliability and trustworthiness.

3.3. **Continuous Improvement:** Encourage self-development and seek opportunities for growth.

4. Confidentiality

4.1. **Sensitive Information:** Protect confidential and proprietary information, sharing it only with authorized individuals.

4.2. **Discretion:** Exercise discretion when discussing organizational matters outside official meetings or communications.

5. Compliance with Policies

5.1. **Policy Awareness:** Stay informed about IPPSSA policies and procedures, particularly governance and ethics.

6. Constructive Communication

6.1. **Open Dialogue:** Promote a culture of open and honest communication, encouraging and valuing feedback.

6.2. **Conflict Resolution:** Address disagreements respectfully, resolving issues constructively and privately when possible.

Expectations

1. Attendance and Participation

1.1. **Regular Attendance:** Members must attend all meetings and actively participate in discussions.

2. Decision-Making

2.1. **Collaborative Approach:** Engage in a collaborative decision-making process, prioritizing IPPSSA's best interests.

2.2. **Support Decisions:** Once a consensus is reached, members must publicly support the committee's decisions.

3. Use of Resources

3.1. **Resource Stewardship:** Use organizational resources responsibly and only for their intended purposes.

3.2. **Personal Gain:** Avoid using IPPSSA resources for personal benefit.

4. Representation of IPPSSA

4.1. **Public Engagement:** Communicate in alignment with IPPSSA's values and mission when representing the organization publicly or in media.

4.2. **Social Media Conduct:** Maintain professionalism and respect when discussing IPPSSA on social media platforms.

Reporting Violations

1. Reporting Mechanism

1.1. **Confidential Reporting:** Suspected violations should be reported to the Vice-President of Equity and Activism via email, office hours, or an anonymous form.

1.2. **Alternative Reporting:** If the complaint concerns the VP Equity, reports may be directed to the President. If the complaint involves both, the VP Internal will handle it.

1.3. **Non-Retaliation:** Good-faith reports will be treated seriously, and retaliation against reporters will not be tolerated.

2. Investigations

2.1. **Prompt Action:** Violations will be investigated promptly and impartially, using methods such as contacting witnesses and speaking to relevant parties.

3. Impeachment

3.1. Following investigation, potential outcomes include:

- **Warnings:** Verbal or written warnings (up to three) before initiating impeachment.
- **Event Restrictions:** Accommodations to ensure complainant comfort at events.
- **Dismissal:** Removal from the executive role or committee through the impeachment process.

Training and Development

1. Orientation and Training

1.1. **Initial Training:** New members will undergo orientation on this policy and ethical guidelines.

1.2. **Ongoing Training:** Regular sessions will cover ethics, compliance, and best practices.

2. Resources

2.1. Members will have access to resources, including legal guidance and ethical frameworks, to support informed decision-making.

Review and Amendments

This annex will be reviewed annually during a General Assembly and amended as necessary. Members will be notified of updates through official channels.

Acknowledgement

By participating as an executive or committee member of IPPSSA, you acknowledge that you have read, understood, and agree to comply with this Conduct Policy.

Annex C: Anti-Harassment and Discrimination Policy

Purpose:

IPPSSA is committed to creating and maintaining a diverse, inclusive, and respectful environment for all individuals. This policy outlines the organization's stance on harassment and discrimination, and establishes procedures for reporting, investigating, and addressing such

behavior. The aim is to ensure that all members, regardless of their background, feel safe and supported.

Scope:

This policy applies to all members of IPPSSA, including executives, committee members, volunteers, students, and participants in the organization’s activities and events. It covers all interactions within the organization, as well as external settings related to organizational activities (e.g., meetings, social events, online platforms).

Definitions

Harassment

Harassment is defined as any unwelcome, offensive, or intimidating behavior that is based on an individual’s identity or personal characteristics, including but not limited to race, ethnicity, gender, sexual orientation, disability, religion, socioeconomic status, or age. Harassment can include physical actions, verbal comments, or written communications.

Discrimination

Discrimination involves any unfair or prejudicial treatment of individuals or groups based on personal characteristics or identity factors protected under human rights legislation (e.g., race, gender, disability). Discrimination may manifest through exclusion, unequal access to resources, or biased decision-making that negatively impacts individuals or groups.

Sexual Harassment

Sexual harassment refers to any unwanted sexual advances, comments, or conduct of a sexual nature that creates a hostile or uncomfortable environment for the individual subjected to such behavior.

Zero Tolerance for Harassment and Discrimination

IPPSSA has a zero-tolerance policy for any form of harassment, discrimination, or bullying. Any behavior that threatens the safety, dignity, or well-being of individuals will be addressed swiftly and appropriately, regardless of the perpetrator’s status within the organization.

Examples of Prohibited Behaviour Include but are not limited to:

- Verbal or physical harassment based on identity factors (e.g., race, gender, disability).
- Unwanted physical contact or sexual advances.
- Offensive jokes, comments, or slurs.

- Discriminatory practices in hiring, promotion, or resource allocation.
- Exclusion or marginalization of individuals based on their personal characteristics.

Reporting Mechanisms

Confidential Reporting

Individuals who experience or witness harassment or discrimination are encouraged to report the incident(s) immediately. IPPSSA provides a confidential form for equity complaints. All complaints will be treated with the utmost confidentiality and handled in a sensitive and timely manner.

Anonymous Reporting

In cases where individuals do not feel comfortable disclosing their identity, anonymous reporting options will be made available through the form, allowing individuals to report incidents without fear of retaliation.

Investigation Process

All reports of harassment or discrimination will trigger a thorough investigation by the designated authority.

1. A confidential interview with the complainant to gather detailed information.
2. Interviews with witnesses, if applicable.
3. A meeting with the alleged perpetrator to inform them of the complaint and give them an opportunity to respond.

Principles of the Investigation Process

- **Fairness:** Both the complainant and the respondent will have an opportunity to present their side of the story.
- **Confidentiality:** Information will only be shared with individuals who are directly involved in resolving the complaint.
- **Timeliness:** The investigation will be conducted as swiftly as possible while ensuring thoroughness and accuracy.

Outcomes and Disciplinary Actions

If the investigation finds evidence of harassment or discrimination, appropriate actions will be taken to address the issue, including but not limited to:

- Warnings or reprimands for minor violations.
- Mandatory sensitivity or anti-discrimination training for the offender.

- Suspension or removal from the organization or event participation for more severe violations.
- Termination of employment or membership for serious or repeated violations.

Investigative Authority of the VP Equity and the Equity Committee

1. **Jurisdiction:** The Vice-President of Equity and Activism and the Equity Committee shall be responsible for investigating equity-related complaints within IPPSSA, including but not limited to concerns regarding discrimination, harassment, and accessibility barriers.
2. **Complaint Handling Process:**
 - Complaints may be submitted anonymously through the Equity/Accessibility Concern Form or directly to the VP Equity.
 - The VP Equity shall acknowledge receipt of complaints and determine whether further investigation is warranted.
 - Investigations shall be conducted impartially and confidentially, ensuring procedural fairness for all parties involved.
3. **Possible Outcomes:**
 - Mediation between involved parties.
 - Recommendations for policy changes or additional equity measures.
 - Referral to the Executive Committee or relevant university bodies if necessary.
4. **Confidentiality and Ethics:**
 - All investigations shall prioritize the privacy and safety of complainants.
 - No information shall be disclosed without explicit consent, except where legally required.
5. **Annual Review:** The investigative procedures and effectiveness of this policy shall be reviewed annually by the Equity Committee, and amendments shall be proposed as needed.

Annex D: IPPSSA Clubs Policy Manual

Preamble: Definitions

The “Club Activity Report” shall be defined as: the report that all IPPSSA-recognized clubs must submit that includes financial information.

“Club activities” shall be defined as any officially promoted event whether internal or open to the public, events put on by IPPSSA-recognized clubs.

A “Major Event” shall be defined as: any event put on by an IPPSSA-recognized club that is expected to have more than 60 participants.

“IPPSSA recognition” shall be defined as, and may be referred to as: any clubs affiliated, recognized by, or otherwise officially recognized by the IPPSSA VP Clubs.

Part 1: Purpose

The purpose of this policy manual is to outline the guidelines, responsibilities, and expectations for clubs affiliated with the International, Political, and Policy Studies Student Association (IPPSSA). This document ensures consistency, transparency, and fairness in club operations, fostering an environment that supports student engagement and leadership, and aligns with IPPSSA’s mission to promote academic, professional, and social engagement within the International, Political, and Policy Studies community.

By becoming an IPPSSA affiliated club, a club accepts that they have the rights and responsibilities outlined in the remainder of the ANNEX D: IPPSSA Clubs Policy Manual.

Part 2: Club Recognition and Affiliation

2.1 Eligibility Criteria

To be recognized as an IPPSSA-affiliated club, a group must:

- Align with IPPSSA’s mandate of fostering academic, professional, or social engagement within the International, Political, and Policy Studies community.
- Be open to all IPPSSA members without discrimination.
- Have a minimum of five (5) active student members, including a President and at least one other executive.
- Submit a completed Club Recognition Application Form to the Vice President of Clubs (VP Clubs).

2.2 Application Process

Prospective clubs must submit:

- A Club Constitution outlining their objectives, governance structure, and election procedures.
- A list of executive members and their contact information.
- A brief statement of how the club contributes to the IPPSSA mandate and student experience.

Applications will be reviewed by the VP Clubs in consultation with the IPPSSA Executive

Committee, which holds the authority to approve or deny recognition based on their adherence to the criteria outlined above.

2.3 Renewal Process

Clubs must renew their recognition annually by submitting an Updated Executive List and a Club Activity Report to the VP Clubs. Failure to submit renewal documents may result in the loss of IPPSSA recognition and future funding eligibility.

Part 3: Responsibilities of Clubs

3.1 Governance and Operations

Each club must adhere to its own constitution and the policies outlined in this manual. Clubs must host a minimum of one event per semester to maintain active status and keep financial and membership records up to date.

3.2 Compliance and Accountability

Clubs must comply with all IPPSSA policies, the UOSU Club Policy university regulations, and relevant laws. Clubs must not engage in any discriminatory, violent, or unethical conduct. The VP Clubs and the IPPSSA Executive Committee reserve the right to investigate complaints and take disciplinary action, including but not limited to recommending suspension or un-recognition to the UOSU, and recommending cancellation of future funding from IPPSSA.

Part 4: Event Planning and Funding

4.1 Event Approval

Clubs must seek approval from the VP Clubs before hosting major events, as defined under “definitions”. Clubs must submit an Event Proposal Form to the VP Clubs at least two (2) weeks before an event. Events involving external speakers, fundraisers, or sponsorships may require additional approval.

4.2 Funding Eligibility

Recognized clubs are eligible to apply for funding from IPPSSA. Funding is granted based on the availability of funds and the relevance of club activities to IPPSSA’s mandate. Clubs may apply for IPPSSA funding, subject to budgetary availability. Funding applications must include a detailed budget and event plan.

4.3 Use of Funds

Approved funds must be used exclusively for club activities and events. Clubs must submit an Expense Report with receipts to the VP Clubs within two (2) weeks of using funds. Clubs are encouraged to seek external sponsorships.

Part 5: Code of Conduct

5.1 Safe and Inclusive Environment

Clubs must ensure a safe, respectful, and inclusive environment for all members. Any incidents of misconduct must be reported to the VP Clubs.

5.2 Disciplinary Action

Clubs failing to uphold the code of conduct may face disciplinary action, including suspension or removal of IPPSSA affiliation.

Part 6: Sanctions and Appeals

6.1 Grounds for Sanctions

A club may face disciplinary action if it:

- Violates IPPSSA's Constitution, this policy manual, or university policies.
- Fails to fulfill its responsibilities (e.g., missing required reports, misusing funds) and active membership.
- Engages in misconduct, harassment, or discrimination.

6.2 Disciplinary Measures

- First Offense → Written warning from the VP Clubs.
- Second Offense → Temporary suspension of IPPSSA recognition and funding. Any remaining funds in the club's account provided by IPPSSA must be returned immediately. The conditions for the end of the temporary suspension and the return of recognition and prior funding must be made explicit and understood to the offending Club by the VP Clubs. It is the responsibility of the Club to communicate and demonstrate that they have fulfilled the conditions to end the temporary suspension, which the VP Clubs has the authority to accept or decline based on reasonable grounds.
- Third Offense → Revocation of club recognition upon the recommendation of the VP Clubs and passed by a simple majority vote by the IPPSSA Executive Committee during an IPPSSA Executive Meeting. If a club's recognition is revoked in this manner and they had funds provided by IPPSSA from the time the recommendation by the VP Clubs was made, they must return that sum of funds they had at that moment immediately. This resolution must be communicated to the sanctioned club by the VP Clubs within 24h of it being passed.

6.3 Appeal Process

Clubs may appeal disciplinary decisions by submitting a formal appeal letter to the IPPSSA

President within seven (7) days of receiving notice. The IPPSSA Executive Committee will review the appeal and issue a final decision.

Part 7: Amendments to This Manual

7.1 Amendments Process

Proposed amendments to this manual must be submitted in writing to the VP Clubs.

Amendments require approval by the IPPSSA Executive Committee through a formal vote or a two-thirds (2/3) majority vote at an IPPSSA Executive Meeting, or the General Assembly. Any approved amendments must be communicated to all affiliated clubs.

Annex E: Sexual Harassment Prevention Policy

1. Purpose

This policy aims to reaffirm the International, Political and Policy Study Student Association's (IPPSSA) commitment to fostering a safe and respectful environment for all members, free from sexual harassment. It outlines our dedication to preventing sexual violence, providing support to those affected, and ensuring compliance with the University of Ottawa's Policy 67b on the Prevention of Sexual Violence.

2. Scope

This policy applies to all members of IPPSSA, including elected representatives, volunteers, and participants in our programs and events, whether these occur on or off-campus or through digital platforms.

3. Definitions

- **Sexual Harassment:** Engaging in a course of vexatious comment or conduct of a sexual nature that is known or ought reasonably to be known to be unwelcome. This includes, but is not limited to, unwanted sexual attention, implied or expressed promises of reward for sexual favors, threats of reprisal for refusing such advances, and any behavior that creates a poisoned environment.
- **Poisoned Environment:** A negative psychological and emotional environment for work or study, created by comments or conduct that constitute harassment or discrimination.

4. Policy Statement

IPPSSA prohibits any form of sexual harassment within its operations and activities. We are committed to:

- **Prevention:** Implementing proactive measures to prevent sexual harassment through education and awareness programs and executive training.
- **Support:** Providing accessible support and resources to individuals affected by sexual harassment, and promoting resources offered by the university.
- **Response:** Ensuring timely and effective responses to incidents of sexual harassment, including clear procedures for reporting and addressing complaints.

5. Reporting Procedures

Members who experience or witness sexual harassment are encouraged to report the incident promptly. Reports can be made:

- Anonymously through IPPSSA's reporting form [accessible on the instagram LinkTree. Anonymous reports may only be investigated to the extent that information is available in the initial report. If an individual is named in the allegation, the VP Equity is able to investigate and communicate with said individual if the initial report requests].
- **University Resources:** The University of Ottawa's Human Rights Office, which provides information and support regarding harassment and discrimination (<https://www.uottawa.ca/about-us/administration-services/human-rights-office>).

6. Confidentiality

All reports and investigations will be handled with strict confidentiality to protect the privacy of all individuals involved, in accordance with applicable laws and university policies.

7. Investigation and Resolution

Upon receiving a report, IPPSSA's VP Equity will:

- Refer the reporting party to the Human Rights Office of the University as well as a resource list that is created by the VP Equity and reviewed annually." The VP Equity will work in consultation with the Human Rights Office however the HRC will conduct the whole investigation.
- **Take Appropriate Action:** Based on the findings, implement necessary actions, which may include disciplinary measures, to address the behavior and prevent future occurrences. Depending on the severity of the action, this could involve legal authorities and consequences.

8. Education and Training

We are committed to providing ongoing education and training to all executive and committee members on topics related to sexual harassment prevention, consent, and bystander intervention.

9. Related Policies

Members are also encouraged to familiarize themselves with the University of Ottawa's related policies:

- **Policy 67b - Prevention of Sexual Violence:**
<https://www.uottawa.ca/about-us/policies-regulations/policy-67b-prevention-sexual-violence>
- **Policy 67a - Prevention of Harassment and Discrimination:**
<https://www.uottawa.ca/about-us/policies-regulations/policy-67a-prevention-harassment-and-discrimination>

By implementing this policy, IPPSSA demonstrates its commitment to maintaining a safe and respectful environment for all members, in accordance with the values and guidelines set forth by the University of Ottawa.

Annex F: Election Rules

A copy of the 2024-2025 general election rules can be found [here](#).

Annex G: Suspension Policy

Purpose

IPPSSA is committed to maintaining a safe and inclusive space, and the purpose of this policy is to provide a clear, fair, and survivor-centered approach to student suspensions. This policy outlines the stance on when a suspension is necessary for a member of IPPSSA and the procedures to be taken if it is the most suitable course of action for a student who has committed an infraction, following the investigation process of a complaint submitted to the VP Equity of IPPSSA. This policy aims to ensure that the safety and healing of student survivors of IPPSSA are prioritized and that students who have committed harmful behavior towards other IPPSSA students are held accountable.

Core Principles

- **Survivor-centered:** The decision-making process is based on the needs and safety of the survivor. Being survivor-centered means that the survivor ultimately makes the final decision on their wellbeing and next steps.
- **Accountability instead of punishment:** Providing focus on meaningful accountability of actions and behavioral change
- **Fairness:** Ensuring fairness for all students, including the respondent

Scope

This policy applies to all members of IPPSSA, including executives, committee members, volunteers, students, and participants in the organization's activities and events. It covers all interactions within the organization, as well as external settings related to organizational activities (e.g., meetings, social events, online platforms).

Definition(s)

- **Survivor:** a student who has experienced harm, such as harassment, discrimination, bullying, assault, or other misconduct (who experienced incident/s of discriminatory violence (this can include sexual violence, gender-based violence, racism, ableism, queerphobia, and more)
- **Respondent:** a student who has allegedly committed the harm
- **Suspension:** A temporary or permanent removal of the individual(s) involved in IPPSSA, whether it be from committee work, events, or affairs related to IPPSSA
- **Supportive Measures:** Non-disciplinary services offered to survivors, such as safety planning, professional counseling, or academic accommodations

Grounds for suspension

Suspension of an IPPSSA student is considered when the student:

1. Has violated any policy of the IPPSSA constitution pertaining to Harassment, Discrimination, Bullying or inappropriate conduct.
2. Has been found responsible for conduct that poses a serious threat to the safety or well-being of one or multiple other students
3. Has engaged in repeated behavior that significantly negatively affects other students, including harassment, discrimination, and/or sexual harassment

Survivor-centered process

Involvement: Survivors are not required to participate in the disciplinary processes of the respondent, but can be offered to be involved. They can choose to have access to an advocate or support person throughout the process, and may request reasonable protective measures (such as campus escorts, schedule changes, choice of online classes) regardless of whether the suspension is pursued.

Confidentiality: The privacy of survivors will be protected, and the information will only be shared between the survivor, the witness(es), the VP Equity, and the President. If the suspension is related to MPSP, the Director of MPSP and the Director of Equity of the MPSP committee will also be informed. A confidentiality agreement will be presented during meetings/consultations which will be signed.

Notice and Support: The survivor will be notified of the outcome of any suspension proceeding in a timely (within 7 days of actioning the complaint) and trauma-informed manner. They will also be informed of their rights, available resources, and the appeal process if they believe the resolution of the issue was not just.

Process for the respondent

Following the complaint, the VP Equity will launch an impartial investigation into the respondent, hold a meeting with them and the president to discuss the case brought forward,

and take notes of their perspective on this matter. Following that, the VP of Equity will consult with the Equity Committee and the President before any decision is made.

If a suspension is deemed necessary, the respondent will be notified of the suspension through an email sent to them and the equity report, which will detail the grounds for which they have been suspended, the length of the suspension, and any other actions to be taken by the respondent during the suspension, such as extra training. Re-entry will be considered after training has been completed, and at the consent of the complainant.

Resources

The University has many resources to aid student survivors to support them:

Feminist Resource Center: The Feminist Resource Center (FRC) promotes gender equity and liberation on campus by providing a welcoming, non-judgmental space for all. It offers a range of resources, including sexual violence prevention, support for survivors, and advocacy for issues related to the intersection of gender with other identities. (<https://www.seuo-uosu.com/services/frc>)

Pride Center: The Pride Center is a student-run service focused on promoting and representing a culture of affirmation and celebrating diversity. The center works to create a respectful and accepting environment for its communities and allies by hosting events, offering programs and resources, and advocating for students. (<https://www.seuo-uosu.com/services/pride>)

Human Rights Office: The Human Rights Office is dedicated to fostering an environment of understanding and respect for the university community. We address concerns and complaints related to harassment, discrimination, racism, hate, sexual violence, responsible conduct, and accessibility, equity, diversity, and inclusion. (<https://www.uottawa.ca/about-us/administration-services/human-rights-office>)

Related policies

Members are also encouraged to familiarize themselves with IPPSSA's related policies:

- **See Annex C: Anti-Harassment and Discrimination Policy**
- **See Annex E: Sexual Harassment Prevention Policy**

Members are also encouraged to familiarize themselves with the University of Ottawa's related policies:

- **Policy 67a - Prevention of Harassment and Discrimination:**
<https://www.uottawa.ca/about-us/policies-regulations/policy-67a-prevention-harassment-and-discrimination>

- **Policy 67b - Prevention of Sexual Violence:**
<https://www.uottawa.ca/about-us/policies-regulations/policy-67b-prevention-sexual-violence>

Annex H: Equity Complaint Process

Who may Investigate: VP Equity, President, or a member of the Equity Committee may lead an investigation regarding an equity complaint against a person.

Anyone who is leading an investigation MUST disclose to the Equity Committee, VP Equity or President of any personal bias. If there is any bias, a person with the designated authority who does not have known bias must conduct the investigation.

Filing of Complaints

Any Equity Complaint or concern may be filed through the form or may be filed in person to the VP Equity.

- If the complaint is filed in person, the VP Equity MUST write the details of the complaint on the equity report form.
- If a complaint is filed through the google form, the VP Equity or a member of the equity committee must set up either a virtual or in person meeting to gather information on the Equity Report Form.
- If a complaint is sent anonymously but specifically states any parties who are involved in the complaint, the VP Equity must attempt at addressing the issue, whether it is a discussion with the parties mentioned, or keeping the complaint on record.

Handling of Complaints

1. After the VP Equity has gathered information from the complainant, the VP Equity will contact the other involved parties to hear both sides.
 - a. The other party has a choice not to respond or attend a meeting at their own discretion.
2. After this meeting occurs, the President, (or Internal) VP Equity, and at least one other member of the Equity Committee must discuss next steps and their decision.
3. Once a decision is made and is approved by the VP Equity and President, a report, and or a warning outlining any measures taken must be sent to all parties involved, with confidentiality in mind. This report must be available in both official languages.
 - a. A report may have the complainant's name redacted for privacy purposes.
4. If an individual would like to appeal the final decision and report, they have 72 hours to contact to request a meeting with the VP Equity to discuss why they believed the decision was not appropriate.
 - a. If the Equity Committee, VP Equity and President agree on the actions taken and the person refuses to abide or accept the limitations/decision put in place, the

VP Equity, President, Complainants and Committee reserve the right to file a complaint regarding the issue to the University of Ottawa Human Rights Office.

5. Any reports of extreme harassment, bullying, sexual harassment or violence must be forwarded to the human rights office unless the complainant does not wish to do so.