

**POLITICAL SCIENCE UNDERGRADUATE ASSOCIATION (PSUA)
CONSTITUTION**

Adopted 27 October 1999
Finalized on 20 September 2007
Amended 11 September 2008
Amended 25 March 2009
Amended 20 May 2011
Amended 9 April 2012
Amended 11 April 2013
Amended 31 May 2013
Amended 30 March 2016
Amended 27 September 2017

Preamble

- Whereas the social science of political institutions and the principles and conduct of government is known as political science;
- Whereas for a great number of people this social science compels us to seek out knowledge and understanding of political science through study;
- Whereas we, the undergraduate students of the Department of Political Science at the University of Alberta, share a common interest in the study of political science;
- Whereas we seek a forum to exchange ideas and knowledge, to meet people of our educational brethren, and to extend our experiences beyond that of lectures and seminars;
- We the founding members have agreed to form a registered non-partisan, not-for-profit student organization whose name shall be the University of Alberta Political Science Undergraduate Association, to be governed by its members for their collective benefit.

Article 0 • Definitions

"PSUA" means the University of Alberta Political Science Undergraduate Association.

"PSUR" means the Political Science Undergraduate Review academic journal.

"Constitution" means The Constitution of the University of Alberta Political Science Undergraduate Association.

"Board" means the Executive Board of the University of Alberta Political Science Undergraduate Association.

"Executive" means a member of the Executive Board of the University of Alberta Political Science Undergraduate Association.

"Department" means the University of Alberta Department of Political Science.

"OASIS" means the Organization for Arts Students and Interdisciplinary Studies.

"Students' Union" means the University of Alberta Students' Union.

"Political science student" means an undergraduate student who has taken a political science course within the past academic year.

Article 1 • Mandate and Goals

The mandate and goals of the PSUA are as follows:

1. To develop a student group composed of undergraduate students wherein discussion is in a friendly, non-discriminatory, non-partisan atmosphere;
2. To promote an awareness of political issues, processes, and structures;
3. To facilitate relations between undergraduate political science students, graduate political science students, professors of Political Science, Political Science alum, and the Department;
4. To create and maintain relations with undergraduate political science associations and organizations of other universities across Canada and the world.

Article 2 • Membership

Any University of Alberta undergraduate student who is registered in the Political Science Honours, Major, or Minor program shall be considered a member of the PSUA.

Article 3 • The Executive Board

3.1: Executive Board Membership

The general membership shall select eight members of the PSUA to serve as members of the Executive Board of the PSUA. The Executive Board of the PSUA shall be composed of the following positions:

The President, who shall:

- chair all functions of the PSUA and its Executive Board;
- act as a representative on behalf of the PSUA at the direction of the membership and Executives;
- ensure that the regulations set forth in the Constitution and Bylaws are complied with;
- conduct urgent business on behalf of the PSUA only if there is insufficient time (less than 24 hours) to convene a meeting of the Board or a general meeting of the PSUA;
- manage all official records of the PSUA;
- hold one of two signing authorities for the association's bank account;

- coordinate logistics of the annual general meeting
- coordinate voting software with Discover Governance for PSUA elections.

The Vice-President (Internal), who shall:

- assist and carry out the President's duties in the event of a presidential absence, as deemed by the Board;
- coordinate the internal operations of the PSUA, including but not limited to preparing agendas, recording meeting minutes, booking meeting rooms, and undertaking other administrative and clerical duties;
- initiate and undertake projects at the direction of the Board;
- help facilitate communications within the PSUA;
- take initiative to build and maintain healthy working relationships between members of the Executive Board.

The Vice-President (External), who shall:

- act as a liaison to all external parties, such as the Department, OASIS, the University of Alberta, the University of Alberta Students' Union, and Student Group Service
- act as a liaison to all relevant student groups on campus;
- act as a liaison between the PSUA and the political science associations and organizations of other universities;
- Update and maintain the Jobs and Opportunities section of the PSUA website;
- Promote the Political Science program when the opportunity arises.

The Vice-President (Communications), who shall:

- maintain the permanent records of the PSUA; coordinate recruitment of new members and volunteers through events such as the SU Clubs Fair;
- coordinate the publicity of the PSUA and PSUR;
- maintain the PSUA's online presence by using various methods of social media;
- create and maintain an email account; send timely emails to its membership.

The Vice-President (Academic), who shall:

- initiate and undertake the planning of the PSUA's academic events;
- encourage political discourse and debate between political science students;
- serve as the Managing Editor of the PSUR undergraduate journal;
- Promote the PSUR to undergraduate students;
- Recruit and lead a team of volunteers that edit and compile the PSUR.

The Vice-President (Events Community), who shall:

- initiate and plan all social and networking events, including one year-end event;
- work with the VP Communications to publicize all events;
- work with the VP Events Fundraising to incorporate fundraising into events where relevant.

The Vice-President (Events Fundraising), who shall:

- initiate and plan all fundraising activities and events;
- work with the VP Events Community on event expenses;
- work with the VP Finance to coordinate fundraising for events;
- liaison with the VP Finance on remuneration for event expenses.

The Vice-President (Finance), who shall:

- maintain all accounts and monies of the PSUA;
- be responsible for the recording of all debts and the payment of all debts;
- seek methods to generate revenues for the PSUA as directed by the Board;
- create budgets and grant applications as required;
- prepare financial documentation of the PSUA;
- hold signing one of two signing authorities for the PSUA's bank account.

3.2: Board Committees

The Board shall be free to establish committees as it sees fit on approval of the Board. The Board shall have the power to appoint and remove members to and from committees on the approval of Board. Appointed members shall have the right to refuse such appointments without penalty.

3.2.1: Political Science Undergraduate Review (PSUR) Standing Committee

The VP Academic shall chair the PSUR Standing Committee as the PSUR Managing Editor. The VP Academic, as chair, shall recruit Political Science students, prioritizing PSUA members, to serve as members of the committee including, but not limited to, the following roles:

- Submissions Editors (2): responsible for selecting which papers to publish, editing and proofreading for quality and fact checking to ensure academic integrity.
- Themes Editor (1): responsible for structuring the PSUR submission in a logical order and creating themes for selected submission to be divided by chapter.
- Compilation Editor (1): responsible for editing and formatting all submissions into the PSUR template and to make the PSUR presentable and ready to print, including developing and updating cover pages.

3.3: Board Reports

Each Executive, with the exception of the VP Finance, is expected to submit a written report to the President at the end of each semester. Each report shall include:

- An overview of the events carried out by the PSUA in the past semester under their role on the Board
- A course of action for the following semester;

The VP Finance is expected to submit a written monthly financial report including all costs incurred and a budget for the preceding month. Written reports shall be retained in accordance with Article 4.7.

3.4: Term Lengths

The term of office for the Board shall be from May 1 to April 30 of the following year. If a member of the Board engages in gross negligence to their duty as an Executive, the Board holds the right to remove the individual from their position on the Board. This motion requires a two-thirds majority vote. The member has 5 business days to appeal the decision. This process of appeal falls under Article 9.

3.5: Vacancies

Should there be a Board vacancy prior to the Students' Council by-elections in the Fall Term, a by-election shall be held using the Students' Union online software as outlined in section 5.4. Should there be a Board vacancy after the Students' Council by-election, the remaining PSUA Executives shall distribute that portfolio's work amongst themselves.

Article 4 • Administration and Meetings

4.1: Board Meetings

The Board shall meet bi-weekly at a time that is subject to the availability of all Executive members. Any member of the Board may call a meeting to be held within five days of the call. All meetings of the Board must be recorded in the minutes of the PSUA, and subsequently distributed to Board members within five working days. The minutes of the PSUA shall be deemed as official documents and kept in accordance with Section 4.7 of the Constitution. If the procedures of a meeting of the PSUA should be challenged, the dictates of the Constitution will take first precedent in resolving such conflicts, with Robert's Rules of Order being the second precedent. Quorum at Board meetings is half of the members plus one.

4.2: Voting at Board Meetings

Only Executives or their designates, as defined by Section 3, shall vote at Board meetings. In the case of designates, the unavailable member of the Board may vote by proxy through their designate as stipulated in section 4.6.

4.3: General Meetings

The Board shall call a general meeting of all members at least once during its term of office in the Fall session of the University of Alberta academic year. All members of the PSUA shall have the right to attend, speak at, and vote in general meetings of the PSUA. All Executives, or their designates, must attend all general meetings of the PSUA. General meeting agendas shall be made available to the membership at least 10 days prior to the general meeting.

4.4: Quorum at General Meetings

For a vote to take place at a general meeting, quorum must be reached. Quorum is at least 20 members. If, after 15 minutes past the scheduled start time of the meeting, quorum is not reached, present members may vote to lower quorum to the number of members present, if that number is not less than 14.

4.5: Voting at General Meetings

Every member of the PSUA, as defined under the dictates of Section 2 of the Constitution, shall be eligible to cast one vote for each motion at any general meeting. All votes at a general meeting must be made in person. Proxy voting is not permitted. In any situation where a vote must be held amongst the general membership and/or executive, quorum must be met. If quorum is not met, the motion cannot be considered valid, and the topic/election must be tabled until a time at which quorum can be met.

4.6: Designates

Members of the Executive Board may appoint designates to attend Board meetings and General Meetings in their place with at least 3 hours' notice to the Vice President Internal. If the Vice President Internal cannot attend the meeting, that person shall give at least 3 hours' notice to the President.

4.7: Records Retention

All PSUA documents shall be governed by the Freedom of Information and Protection of Privacy Act of Alberta (FOIPP) and thus shall be provided to any individual or group when requested in accordance with FOIPP. All official PSUA documents shall be kept for a period of five years from the date of its release. At the end of the five-year period, such documents may be destroyed at the discretion of the Board unless in doing so a violation of FOIPP is committed, in which case the dictates of FOIPP will take precedence. The Board shall take measures to destroy all non-official documents as soon as possible after their release unless in doing so a violation of FOIPP is committed, in which case the dictates of FOIPP will take precedence.

Article 5 • Elections

PSUA elections shall take place at the same time as the Students' Union Student Council elections using Students' Union software. The Executive Board shall appoint an impartial Chief Returning Officer to preside over the PSUA election. Any member of the PSUA, with the exception of the Chief Returning Officer, shall be eligible to run for and hold any board position.

5.1: Duties of the Chief Returning Officer

The Chief Returning Officer shall:

- Establish a relationship with the Students' Union Chief Returning Officer and communicate with them as needed;
- Publish a nomination package for candidates two months prior to the first voting day;
- Act as an impartial arbitrator in the case of a complaint made against a candidate;
- Collect photos and bios from the candidates to disseminate online;
- Indicate that they are not a current Executive or candidate running for an Executive position.

5.2: Nomination Package

The nomination package must include the following:

- Important dates, including the nomination deadline, campaign start date, and voting days;
- The candidates' budget and reimbursement process;
- Contact information for the CRO;
- Relevant Students' Union bylaw information.

5.3: Voting

Voting shall take place online using software provided by the Students' Union. The President of the Board shall coordinate with the Chief Returning Officer of the Students' Union to set up online voting. All undergraduate students who are registered in the Political Science Major, Minor, or Honours program shall be eligible to vote, with the exception of the PSUA CRO. In the case of a tie, the tie shall be broken by the PSUA CRO using a coin toss.

5.4: By-Elections

Should there be a Board vacancy prior to the Students' Council by-elections in the Fall Term, a by-election shall be held using the Students' Union online software. The President shall coordinate with the Chief Returning Officer of the Students' Union to facilitate online voting. The President shall publish a nomination package no later than 3 weeks prior to voting days including all information outlined in section 5.2.

Article 6 • Finances

7.1: Fiscal Year

The fiscal year of the PSUA shall be from May 1 to April 30 of the subsequent year. By 30 April of each fiscal year, the VP Finance shall submit a complete and accurate financial statement, including all pertinent documents such as receipts and income statements, of the PSUA for the past fiscal year.

7.2: Financial Statements

This financial statement will be considered an official document of the PSUA, and as such shall be kept in accordance with Section 4.7 of the Constitution.

7.3: Signing Authorities

The President and the VP Finance are the PSUA's two signing authorities. No financial transactions will be conducted without the approval of the VP Finance and President.

Article 7 • Remuneration

No member shall be given remuneration of any form for their service to the PSUA. However, reimbursement for legitimate expenses incurred by members acting on the official business of the PSUA shall be allowed on approval of the VP Finance and/or the President.

All revenue generated by the PSUA shall be reinvested into initiatives being carried out by the PSUA. Any surplus of funds from one fiscal year shall be carried forth into the next fiscal year. Dividends, bonuses, and other such disbursements of funds shall not be permitted.

Article 8 • Matters of Significance

Any member of the Board may move that any matter of the Board deemed too important for the Board to handle alone, and upon approval of the Board, such matters may be referred first to the Undergraduate Chair of the Department, and then to the membership present at a called general meeting. Amendments to the Constitution are by nature defined as matters of significance.

Article 9 • Constitutional Amendment

Proposals to rescind, alter, or amend sections of the Constitution in its entirety may be made by any member. Such proposals shall be made both verbally and in writing and submitted to the Board. Members who submit proposals shall be allowed to speak briefly in defense of the change proposed. The Board shall issue a decision on whether or not to allow the proposal to be voted on within ten working days of the proposal being made. The Board shall have the right to alter the proposal as it sees fit.

Amendments to the Constitution shall be formally approved only by the majority vote of the membership present at a General Meeting with the unanimous support of the Board.

Article 10 • Dissolution

Dissolution of the PSUA shall take place only by the unanimous vote of all members present at two consecutive general meetings held not less than seven days apart. Upon dissolution of the PSUA, all funds, accounts, and assets will be transferred to any creditors. Any surplus funds remaining will be given to the Department. All attempts shall be made to preserve the records of the PSUA to aid the re-establishment of the PSUA or similar organization later.

Article 11 • Precedent

All matters not dealt with by the Constitution, PSUA policy, or PSUA bylaw shall be resolved in a manner that takes into account prior actions and established precedent. The Constitution shall not bind the PSUA to commit unreasonable and/or illegal acts. The Constitution shall be deemed to be an official document of the PSUA and kept in accordance with Section 4.7 of the Constitution.

Article 12 • Legitimation

The first draft of the Constitution of the University of Alberta Political Science Undergraduate Association was submitted to and approved by the President of the University of Alberta Political Science Undergraduate Association 28 September 1999.

The second draft of the Constitution was then submitted to Council, where it was unanimously approved on 21 October 1999.

The final draft of the Constitution was then unanimously approved in its current entirety by the general membership of the PSUA who attended the meeting of 27 October 1999.

All other similar documents and constitutions of the PSUA are hereby rescinded and replaced by the Constitution, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

The Constitution was adopted on 27 October 1999, and is effective as of 1 November 1999. Dagmar Skrpec • President, 1999-2000

Don Hui • Vice-President (Internal), 1999-2000 and Author of the Constitution Stephanie Wanke • Vice-President (External), 1999-2000

The second draft of the amended Constitution of 27 October 1999 was then submitted to Council, where it was unanimously approved on 07 November 2006.

The final draft of the Constitution was then unanimously approved in its entirety by the general membership of the PSUA who attended the meeting of 07 November 2006.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 06 November 2006, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 06 November 2006 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

The Constitution of 06 November 2006 was adopted on 07 November 2006, and is effective as of 07 November 2006.

Pamela Aranas • President, 2006-2007 and Co-Author of the amended Constitution Naveed Bandali • VP Finance, 2006-2007 and Co-Author of the amended Constitution.

The third draft of the amended Constitution of 07 November 2006 was then submitted to Council, where it was unanimously approved on 20 September 2007.

The final draft of the Constitution was then unanimously approved in its entirety by the general membership of the PSUA who attended the meeting of 20 September 2007.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 20 September 2007, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 20 September 2007 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

Pamela Aranas • President, 2007-2008 and Co-Author of the amended Constitution Daniel Nielsen • Vice-President (Internal), 2007-2008 and Co-Author of the amended Constitution.

Caitlin Schulz • President, 2008-2009, sought to amend the Constitution in September 2008 and said amendment was adopted in September 2008 with majority of voting members present passing it.

Caitlin Schulz • President, 2008-2009, Lena Saleh • Vice-President (Graduation), 2008-2009, Co-Authors of the amendment, moved to amend the Constitution of the PSUA on 25 March 2009 and create the position of Vice-President Academic, as outlined in Article 3.2.E of the PSUA Constitution. The movement was adopted 25 March 2009 with a majority of members voting in favor of the aforementioned amendment.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 25 March 2009, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 25 March 2009 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

Cody Johnston • President, 2011-2012 Authors of the amendment, moved to amend the Constitution of the PSUA on 19 May 2011 and adopt Article 5.4.A & Article 5.4.B of the PSUA Constitution. The movement was adopted 19 March 2011 with unanimous approval of the aforementioned amendment.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 20 May 2011, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 20 May 2011 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

Navneet Khinda • VP Communications, 2011-2012, Allyson Seeney • VP Grad and acting VP Finance 2011-2012, Sharon Mvundura • VP External 2011-2012, and Emma Tunney • Social Convener 2011-2012 moved to amend the Constitution on April 12th.

Allyson Seeney • President, 2012-2013, Sharon Mvundura • VP Internal, 2012-2013, Quentin Lau • VP Internal, 2012-2013, Allison Querengesser • VP Communications, 2012-2013, Alan Parish • VP Events, 2012-2013, Cassy Bardwell • VP Events, January 2013- May 2013 moved to amend the constitution of the PSUA on 3 April, 2013 to reduce the required quorum at general meetings as outlined in Article 5.1.A. The movement was adopted 11 April 2013 with a majority of members voting in favour of the aforementioned amendment.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 11 April 2013, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 11 April 2013 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.

Sharon Mvundura • President 2013-2014. Amended the constitution of the PSUA on 31, May 2013 to explicitly state two executive signing authorities on the association's bank account as outlined in Article 3. 2.vi and 3.G.vi. Article 6.10 was amended to state that all elections must be voted on a closed ballot. This amendment was made without the voting in a general membership as per the request of Student Group Services, The PSUA is subject to Student Group

Services and University of Alberta regulations and the requirement to amend areas of our constitution from those bodies is not considered a democratic issue.

Jared Burton • VP Finance 2015-2016. Amended the constitution of the PSUA on 30, March 2016 to officially change the Director of Finance position to that of Vice-President (Finance) as outlined in Article 3.2.H and to split the two Co-VP Events into the two positions of VP (Events Community) and VP (Events Fundraising) as outlined in Articles 3.2.F and 3.2.G. Additional clarification of VP duties and of naming conventions were made to Articles 3.2, 6, and 0. Further editorial and formatting changes were also made to the constitution as a whole. The term Executive Council was changed to Executive Board to reflect the changes in governance structure that the PSUA has undergone over time.

Victoria deJong • VP Finance 2017-2018. Amended the constitution to address online voting (5.3), by-elections (5.4), board vacancies (3.5), and the PSUR standing committee (3.2.1). Tiered membership was removed to include all students who are enrolled in the Political Science major, minor, or honours program. General formatting and language was amended to improve clarity of the constitution, and responsibilities of Board Executives were formalized with more detail.

All other similar documents and older constitutions of the PSUA are hereby rescinded and replaced by the new Constitution of 27 September 2017, which shall be recognized as the basic governing document of the PSUA, and taking precedence over all other documents. The Constitution of 27 September 2017 shall be recognized as superseding all documents, bylaws, resolutions, regulations, precedents, policies, decisions, and the like of the PSUA.