



QUEEN'S INTERNATIONAL AFFAIRS ASSOCIATION

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Queen's International Affairs Association
Constitution
Last Updated March 21st

Article I: Name

The name of this organization shall be Queen's International Affairs Association. It shall be a Queen's student organization on campus. Hereafter referred to as 'QIAA'.

Article II: Mission

QIAA is an organization run by students of Queen's University. It is devoted to promoting the discussion and dialogue on international affairs and to providing its members with practical outlets to realize their interests in this field. QIAA aspires to be a premier resource for those interested in global issues through a variety of media

Article III: Affiliation with the Alma Mater Society (AMS)

The Constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS Constitution shall be recognized: 2.01.03, 7.01, and 7.02.

Article IV: Membership

1. Full members of the club shall consist of any student or faculty member of Queen's University, and those interested in the Kingston community.
2. All full members are liable to an annual membership fee prescribed by the Executive Committee at its first meeting each September.
3. All full members have the right to vote at the Annual General Meeting, seek nomination for leadership positions and be elected to a Leadership Position.

Article V

A: Membership Stipulations

1. All paying QIAA members have the right to vote at the AGM
2. All student members of QIAA who have paid their membership fees, may seek nomination and be elected to the Executive Leadership. In exceptional circumstances (e.g. financial need, being on exchange), a student who is has not



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- paid their membership fee may be allowed to run by seeking an exception from the QIAA Leadership.
3. Participation in QIAA trips/conferences requires that delegates have paid their full membership fee for that academic year, and that they may be liable to additional trip/conference fees as determined by the QIAA Leadership.
 4. QIAA may subsidize its members to attend conferences at the discretion of the QIAA Leadership.
 5. All QIAA members are encouraged to participate fully in all of QIAA's initiatives.
 6. All QIAA members shall receive further benefits associated with membership as determined/offered by the QIAA Leadership

Article V

B: Hiring Policy

1. QIAA is an equal opportunity club and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, and handicap.
2. All applicants applying for the same job will be given the same set of questions (when an interview is deemed necessary), only adding follow up questions for clarification
3. QIAA will ensure equal opportunity for applicants by accommodating for special needs
4. Applicants shall chosen holistically looking at their cover letter, resume, supplementary work (if applicable) and interview (if applicable).
5. Hiring criteria
 - a. For Core Executive is set up by all members of incoming leadership
 - b. Extended Executive is set up by leadership and respective core executive directors
6. All applicants shall be informed in their interview of people to contact if they have questions over the process.

Article V

Queen's International Affairs Association
John Deutsch University Centre, Queen's University
Kingston, Ontario, Canada, K7L 3N6
www.qiaa.org | fb.com/qiaa.est1987 | [@queens_iaa](https://twitter.com/queens_iaa)





C: Human Resources, Harassment and Discrimination Policy

1. QIAA HR policy is superseded by federal and provincial legislation, Queen's Student Code of Conduct, and any relevant university wide harassment and discrimination policy,
2. Members are able to take up any incidents both within QIAA and outside of clubs through the AMS Non-Academic Misconduct system or the university and may be directed to these resources in addition to actions taken by QIAA,
3. All human resource investigations and decisions are handled holistically by QIAA Leadership.
4. Training: All members of the Core Executive team and the Model United Nations team will participate in Bystander Intervention Training at the start of every school year as administered by the University
5. Reporting: Members can contact the President or any of the Vice-President depending on who they are most comfortable talking with, to disclose or report any incidents of harassment, and discrimination pertaining to sex, gender, sexual orientation, ethnicity, etc.,
6. An anonymous reporting form will be set up that members can access to report incidents – this form goes to president email and this fact will be stated on the description of the form.
7. Any individual can choose to disclose or to report an incident
 - a. To disclose means to bring the incident to the attention of Leadership without a stipulation for action
 - b. To report indicates a request for action to be taken.
8. Reports of sexual harassment, or in other incidents of discrimination, will operate on a zero tolerance policy and action will be taken immediately,
9. For disclosures, any action will be taken as deemed necessary by the Leadership Team in the best interests of the club,
10. In such incidents, Leadership will determine whether non-disciplinary measures such as, but limited to, educational workshops and training are appropriate or disciplinary measures as required
11. All complainants will be provided with information on the process being taken and any resulting action,
12. If a member has been removed due a report or a disclosure that member is revoked of all their membership privileges and is ineligible to participate in



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- or partake in any QIAA-related events for the remainder of their time at Queen's,
13. If not comfortable consulting with anyone on the Leadership Team (especially if the complaint is regarding someone on Leadership or regarding an individual in which any member of Leadership has a conflict of interest) any member of QIAA can contact the AMS Clubs' HR representative in the Clubs Office,
 14. All HR inquiries are 100% confidential and will be contained between the complainant and their chosen respondent unless outside expertise is deemed necessary by both parties,
 15. This Policy will be included in the QIAA Contract all Core Executive Members must sign and will be gone over with members at the a) first Core Exec meeting b) first extended exec meeting and c) first Model UN meeting.

Article VI: Eligibility for the QIAA Bursary

1. Financial eligibility for the bursary shall be determined by the Student Awards Office.
2. To be eligible for the Bursary, a student must be a member of QIAA and be applying for the bursary in order to participate in a QIAA-sponsored event that incurs cost above any subsidy QIAA is giving its members.

Article VI: Structure of the QIAA Executive

1. The Leadership shall:
 - a. Consist of the four elected members: the President, Vice- President (Internal) and Vice-President (External);
 - b. Be assigned powers and duties by the Constitution;
 - c. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions;
 - d. Require three Executive Leaders to meet quorum;
 - e. Commence their term of office on the 1st of May, which shall end the 30th of April of the following year; and
 - f. Represent one distinct vote on all voting matters; thus only one person may fill Executive Leadership positions



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2. The Core Executive Committee shall:
 - a. Consist of the Executive Officers and the Executive Directors; The quorum of the Core Executive shall be two-thirds of the Executive Officers or Directors in the organization: voting shall consist of a simple majority of those present;
 - b. In the event of a tie, the Executive Committee is encouraged to further discuss the issue to seek a compromise; and
 - c. In the event of an un-tractable tie, the President's vote shall be deemed to have carried the vote.
3. The Core Executive Committee shall:
 - a. Be selected by the Executive Leadership: President, and Vice-President (Internal) and Vice-President (External) with the advisement of past members
 - b. Be assigned powers and duties by the Leadership;
 - c. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions; and
 - d. Commence their term of office on the 1st of May, which shall end the 30th of April of the following year.
4. The Extended Executive Committee shall:
 - a. Consist of the Extended Executive Coordinators of all initiatives and program support
 - b. The quorum of the Extended Executive shall be two-thirds of the Executive Coordinators in the portfolio: voting shall consist of a simple majority of those present;
 - c. In the event of a tie, the Committee is encouraged to further discuss the issue to seek a compromise; and
 - d. In the event of an un-tractable tie, the President's vote shall be deemed to have carried the vote.
5. The Core Executive Committee shall:
 - a. Be selected by the respective Core Executive and Leadership with the advisement of past members
 - b. Be assigned powers and duties by the Core Executive and Leadership;
 - c. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions; and



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- d. Commence their term of office on the 1st of May, which shall end the 30th of April of the following year.

Article VII: Duties of the Leadership.

1. The President shall:

- a. Be ultimately responsible for QIAA events and activities;
- b. Ensure that the provisions of the constitution are followed;
- c. Prepare a detailed strategic plan for the academic year for presentation at the first Executive meeting in September;
- d. Preside at all Executive Committee meetings and general membership activities;
- e. Prepare an agenda for each Executive Committee meeting;
- f. Officially represent QIAA to campus organizations and academic departments, and be responsible for the club's media relations;
- g. Be responsible for the selection of an Executive Committee in the academic year in the months prior to assuming the role of President;
- h. Promote collaboration with other international affairs clubs on campus;
- i. Oversee logistical arrangements, possibly including but not limited to: Clubs Night, Office Space, Room Bookings, ASUS Sidewalk Sale, etc;
- j. Be responsible for overseeing the financial statements prepared by the Chief Financial Officer, and shall be a co-signatory on the club's account;
- k. Update database of Executive Committee members for the purposes of recording student activities and maintaining alumni relations;
- l. Oversee the Executive Committee's transition reports, and ensure effective transition of authority to incoming executive; and
- m. Provide a transition report.
- n. Be responsible for QIAA Human Resources in tandem with the Vice-Presidents:
- o. Develop standardized selection criteria and questions for use in all QIAA interviews;
- p. Oversee all hiring of interns and conference staff;
- q. Ensure the newsletter is sent out on a weekly basis

2. The Vice-President (Internal) shall:

- a. Report directly to the President;



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- b. Resume the role of President if they are unable to perform their duties in accordance to the Constitution
 - c. Be responsible for the initiatives under his or her portfolio;
 - d. Assist the President in determining the strategic vision for QIAA for the incoming year;
 - e. Assist the President in presiding over hiring decisions and Core Executive Committee interviews;
 - f. Maintain regular contact with the Executive Officers under their portfolios
 - g. Act as a go-to resource for Executive Officers who have conflicts within their own portfolios, or who need assistance of any kind; and
 - h. Provide a transition report.
 - i. Maintain regular contact with the Executive Officers reporting to the Vice-President (Internal);
3. The Vice-Presidents (External) shall:
- a. Report directly to the President;
 - b. Resume the role of President if they are unable to perform their duties in accordance to the Constitution
 - c. Be responsible for the initiatives under his or her portfolio;
 - d. Assist the President in determining the strategic vision for QIAA for the incoming year;
 - e. Assist the President in presiding over hiring decisions and Core Executive Committee interviews;
 - f. Maintain regular contact with the Executive Officers under their portfolios
 - g. Act as a go-to resource for Executive Officers who have conflicts within their own portfolios, or who need assistance of any kind; and
 - h. Provide a transition report.
 - i. Maintain regular contact with the Executive Officers reporting to the Vice-President (External);
4. The Vice-Presidents (Operations) shall:
- a. Report directly to the President;
 - b. Be responsible for the initiatives under his or her portfolio;
 - c. Assist the President in determining the strategic vision for QIAA for the incoming year;



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- d. Assist the President in presiding over hiring decisions and Core Executive Committee interviews;
- e. Maintain regular contact with the Executive Officers under their portfolios
- f. Act as a go-to resource for Executive Officers who have conflicts within their own portfolios, or who need assistance of any kind; and
- g. Provide a transition report.
- h. Maintain regular contact with the Executive Officers reporting to the Vice-President (Operations);

Article VIII: Duties of the Core Executive

1. The Core Executive shall:
 - a. Hold its first meeting before the end of September and thereafter every week as deemed necessary;
 - b. Hold general club meetings;
 - c. Include members in decision-making;
 - d. Keep members informed of QIAA's actions;
 - e. Ensure an effective and non-discriminatory hiring process for the respective positions;
 - f. Be directly involved in the selection of the hired positions;
 - g. Conduct all club business in a non-discriminatory manner;
 - h. Work in conjunction with the Student Awards Office to determine eligibility of QIAA members for the Brian Sinnot Memorial MUN Bursary;
 - i. Be expected to attend all QIAA events. In the event that under extenuating circumstances they are unable to attend such events, they must inform the President in advance;
 - j. Ensure effective year-to-year transition by maintaining an ongoing database of key documents and transition materials; and
 - k. Prepare an annual report for incoming Executive Officers by April 30th to include a summation of QIAA's activities, meeting minutes, recommendations for the proceeding year, the year-end financial statements, and all transition reports.



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Article IX: Duties of the Extended Executive

1. The Extended Executive portfolio committee shall:
 - a. Attend its first meeting before the end of September and thereafter every time deemed necessary;
 - b. Report to respective Core Executive directors
 - c. Include other members and respective Core Executive in decision-making;
 - d. Keep members informed of QIAA's actions;
 - e. Conduct all club business in a non-discriminatory manner;
 - f. Be expected to attend all QIAA events. In the event that under extenuating circumstances they are unable to attend such events, they must inform the President in advance;
 - g. Ensure effective year-to-year transition by maintaining an ongoing database of key documents and transition materials;

Article X: Election Returns Officer and Deputy

1. The Elections Returns Officer and Deputy shall:
 - a. Be composed of the incumbent QIAA President and Vice Presidents (that are not themselves up for election);
 - b. Be responsible to QIAA as a whole;
 - c. Not publicly endorse: support, criticize, or offer any other opinion of any candidate standing for election, unless the subject is himself or herself;
 - d. Be entitled to vote as per full QIAA members.
2. The Elections Returns Officer's duties are as follows:
 - a. Record and tally votes and announce the winner of each election; and
 - b. Read statements offered by those seeking election to the Executive Committee in absentia.
 - c. The Elections Returns Officer shall be the incumbent QIAA President
3. The Deputy Returns Officer's duties are as follows:
 - a. Assist the Elections Returns Officer in the election process.
 - b. The Deputy Returns Officers shall be the incumbent QIAA Vice Presidents
4. If a President is unable to complete their term their spot will be filled by the Vice-President who got the most collective votes in the election, if it is a tie it is broken by their number of first place votes



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- a. An election will then be held to fill that Vice-Presidents Spot
5. If a Vice- President is unable to complete their term their spot an election can be called to fill their spot
6. If a President or a Vice-President is deemed unfit to carry out their job for the rest of the term, an impeachment process can be launched by raising a point at Core Executive and getting a 2/3 majority of the Core Executive to call an AGM
 - a. The impeachment must pass by a 2/3 majority at the AGM to go through.

Article XI: AMS Affiliation

1. The AMS Assembly, as the highest legislative body representing students at Queen's, constitutes the ultimate source of authority for QIAA. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.
2. The Constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS Constitution shall be recognized: 2.01.03, 7.01, and 7.02.

Article XII: Provisions for the Continuation of the Club

1. Elections
 - a. A general club meeting shall be held before the last week in March in order to elect incoming Executive Committee Officers. Elected positions, in order of balloting, comprise:
 - i. President;
 - ii. Vice Presidents
 - b. The proceedings of the elections shall be conducted by the Elections Returns Officer and a Deputy. The results shall be reported by the like;
 - c. Candidates wishing to run must announce their candidacy two Thursday prior to balloting by submitting a proposal to the Elections Returns Officer;
 - d. Candidates must submit a platform the Thursday prior to the election, which will be made public to all voting members;
 - e. Each within each candidate's proposal it shall state whether the individual is running for the position of President or a Vice President position. However if the candidate for President does not win the election, he or she is entitled to run for a Vice Presidential position;



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- f. Votes shall be by secret ballot, one ballot per position per paying QIAA member present (absentee ballots are available under special circumstance);
 - g. There will be one round of voting for each elected position, with one ballot per position;
 - h. Candidates shall have four minutes (President) and three minutes (Vice-Presidents) each to state their candidacy for their desired positions. This shall be followed by a Questions and Answers period, which should not exceed fifteen minutes. The electors will rank the candidates in order of preference [(1) being their preferred candidate, (2) being their second preference and so on], for each position.
 - i. Once balloting has ended, the Elections Officers will tally the votes, according to the preference score. A ranking of (1) shall denote 5-point while a ranking of (2) shall denote 3-points and a ranking of (3) shall denote 1-point. All other rankings shall denote 0-points.
 - i. The candidate with the highest score shall be the winner of the position. Should there be a tie for highest score, the candidate with the most (1) rankings shall be declared the winner;
 - j. In the event of a lack of confidence, another election will be held in one week's time.
2. Executive Committee Transition:
- a. The newly elected Executive Officers shall request the serving Executive Officers for all QIAA files, its bank account, and the final report on the financial status of the club before the 30th of April;
 - b. The newly elected Officers shall be responsible for all club proceedings beginning the 1st of May;

Article XIII: Amendments

This constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.

Article XIV: Amendment Process



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1. Constitution shall be reviewed at a year-end annual general meeting of which all paid QIAA members are invited to participate. Two-thirds of QIAA members present and voting must support any proposed change for it to be adopted.
 - a. Amendments proposed prior to the end of the year can be passed by a 2/3 majority of the Core Executive to be put into place that year but must also pass at the year-end review to continue into the next year.
2. Amending the QIAA constitution requires the express consent of the Leadership.

Article XV: QIAA Permanent Logo

1. The QIAA logo shall be utilized on all QIAA publications and documents.
2. The QIAA logo is displayed in Appendix A

Article XVI: QIAA Portfolios' Permanent Logos

1. The logos for each QIAA portfolio are displayed in Appendix B