

S3C Graduate Association Constitution University of Calgary

Pending Submission to the GSA – September 2015 Version 1.4

Constitution of the Strategic Studies Students' Consortium (S3C) Graduate Association

Article 1: Name

1. The name of the organization shall be the Strategic Studies Students' Consortium Graduate Association, commonly called and hereinafter referred to as S3C.

Article 2: Objectives

1. The objectives of the Association shall be:

- a) to promote and serve the intellectual, academic, cultural, social, and recreational interests of the graduate students of the University of Calgary's Centre for Military and Strategic Studies, hereinafter referred to as "CMSS";
- b) to officially represent the interests of the graduate students of CMSS;
- c) to foster interaction between graduate students of CMSS; and
- d) to organize on an annual basis an international strategic studies and security conference.

Article 3: Governance

1. The government of S3C arises from, and shall always follow, the principle of democratic rule and affirms that strange women lying in ponds distributing swords is no basis for a system of government.

2. S3C shall have two branches of governance: the Executive and the Graduate Council, hereinafter referred to as the "GC".

Article 4: Membership

1. Membership in the Association shall consist of two groups of members:

- a) All persons registered as graduate students in the CMSS at the University of Calgary who pay full- or part-time fees to the Faculty of Graduate Studies, hereinafter referred to as the "FGS", shall be deemed full, active voting members.

b) CMSS alumni, staff (excluding faculty), and research fellows may be deemed non-voting associate members of S3C for purposes of participating in conference organizing and editorial committees, to hold ex-officio executive or committee responsibilities, and other volunteer duties as required. Associate members will not be eligible to vote in S3C elections nor on changes to the constitution or by-laws, nor be eligible to apply for any GSA funding that is only available to currently registered graduate students.

2. Active, full membership in S3C shall cease at the end of the student's final registered term as a graduate student in the FGS at the University of Calgary.

Article 5: Executive

1. Each Executive member is expected to attend all meetings of S3C.

a) The VP – Academic will be responsible for minute taking at all S3C meetings.

2. The Executive shall adhere to the S3C constitution and utilize it for reference of operational decisions.

3. The VP-Finance shall be responsible for all S3C financial transactions and shall serve as the principal signing authority. The VP-Financial, VP Social, and the Administrative and Budget Officer of CMSS shall have signing authority and all transactions shall require the signature of two of these authorities.

a) The Administrative and Budget Officer of CMSS shall have signing authority for the S3C bank account which is only to be used should the Executive signing authorities be unable to transfer signing authority to newly elected Executive members.

4. The VP – Finance shall be responsible for submitting the Annual Report to the GSA by the due date of each year.

5. The Executive and their respective duties of S3C shall consist of:

a) President

- Selected as an additional duty from one of the individuals filling the four positions below: VP Conference, VP Financial, VP Academic, and VP Social.
- Take primary responsibility for representing the S3C and making administrative decisions for the S3C community;
- Have signing authority for financial transactions;
- Submit the Final Report to the GRC on S3C activities;
- Act as primary delegate for S3C at GRC and ensure an alternate Executive or GC member is available in their absence;
- Other duties as required.

b) VP – Annual Conference

- Primary coordinator for the S3C annual conference, including but not limited to promotion, organization, liaison, logistics, budgets, and editorial oversight;
- Responsible for maintaining accurate accounts for the conference and working with the Executive to file appropriate reports to funding partners, including CMSS and GSA.
- Submit a final report to the President on the outcomes of the S3C Conference
- Other duties as required.

c) VP – Finance

- Act as the senior budgeting officer for the Executive and shall oversee all financial operations of S3C. This is to include the financial state of S3C as well as any committees who are authorized to spend S3C monies on behalf of the Executive;
- Report at all Executive and GC meetings the financial state of S3C;
- Act as alternate delegate for S3C at GRC;
- Ensure all reporting and other DGA requirements are met for GSA;
- Act as Chair in the absence of the VP- Academic at meetings of the Executive or GC;
- Other duties as required.

d) VP – Academic

- Liaison and advocacy with CMSS, GSA, and other University of Calgary offices in regards to all academic matters of relevance to S3C members;
- Act as secretary for all Executive and GC meetings, taking the minutes and ensuring administrative records and decisions are properly maintained, including membership lists;
- Chair executive and GC meetings;
- Other duties as required.

e) VP - Social

- Organize and execute all social events on behalf of S3C;
- Organize the Battle of the Bow and S3C Annual Paintball as the opening events of the year;
- Have signing authority for financial transactions;
- Act as alternate delegate for S3C at Graduate Representative Council (GRC);
- Other duties as required.

Article 6: Executive Terms of Office

The term of office for all Executive positions shall commence October 1st and end on Sept 30th of the following school year. Executives can run for the same or different positions in subsequent years.

Article 7: Executive

1. A General Election for all elected Executive offices (except the VP – Annual Conference) shall be held each year during the month of September during the first GC meeting of the year.

2. Given that S3C is a relatively small DGA, the election process shall be conducted as follows:

a) Notice will be emailed to all S3C members prior to the first GC meeting of the new school year that the positions of VP - Social, VP – Finance, and VP – Academic will be filled during the first GC meeting.

b) An S3C full or associate member that is not seeking nomination for any position will act as Chief Returning Officer (CRO). Nominations will be accepted from the open floor at the GC meeting. In the event of any position being contested, the CRO will organize a secret ballot and allow only current, full members present to vote for the candidate(s) nominated for the relevant position(s). If there is only one nomination for a position, that person shall be declared elected by acclamation. In the event of a tie, additional secret ballots will be undertaken until one candidate emerges with at least one more vote than any other candidate, or if all other candidates withdraw.

c) The Election shall be in two parts. First, the S3C will vote on the positions of VP Academic, VP Finance, and VP Social. Once these positions have been selected, there will be a second vote to select the President. The President must be drawn from the incoming executive and will be filled by one of the Academic, Finance, or Social, or Conference representatives.

d) The CRO shall not vote.

e) It is the responsibility of the departing VP - Social and VP - Finance to bring all accounts up to date and provide that information to the incoming VP – Social and VP – Finance. This shall include the annual report to the GSA from the previous April, and to ensure that any signing authority transfers required are completed by October 1st. The VP - Academic will ensure all minutes and administrative documents are passed to the incoming VP - Academic, as well as the schedule for upcoming GRC meetings. It is advisable that both the incoming and outgoing VP – Academics attend the first GRC meeting in September as part of the transition. In the case where current Executive holders are no longer full, active members of S3C in September, it is their responsibility to ensure that their transition responsibilities occur as seamlessly as possible. This may include relying on associate members (including CMSS staff) to ensure continuity.

3. The VP – Annual Conference shall not be an elected position. Instead, this position shall be filled by a competitive process run by the CMSS as the conference is sponsored and

partially funded by CMSS. The VP – Annual Conference will thus be an *ex-officio* member of the Executive.

4. Any officer of the Executive may resign at any time by submitting a letter of resignation to the VP - Academic. The VP – Academic may resign at any time by submitting a letter of resignation to the VP - Financial. The resignation takes place after seven (7) days and is irreversible. The resigning Executive officer may not run in a by-election for the vacant office resulting from his or her resignation. An Executive officer must resign from office upon the termination of his or her registration at the University of Calgary. In the event of the resignation of a member of the Executive, the remaining officers of the Executive shall fulfill the duties of the empty post as they see fit. They must organize a meeting of the GC to fill the vacant position within two weeks. By-elections shall be undertaken using the same procedures as 7. 2 (a) (b) & (c) above in a special meeting of the GC called for such a purpose, unless the vacancy occurs from May to September, in which case an active, full member selected by the remaining executives can act in a temporary capacity until the September AGM.

Article 8: Meetings

1. A regular Graduate Council (GC) meeting of S3C shall be held each September, no later than September 30th. This GC meeting shall be referred to as the Annual General Meeting, hereinafter referred to as the AGM. Elections for the three elected Executive positions will occur at the AGM. Notification of the meeting will be by email and posters in the CMSS offices.

2. The GC shall consist of all full (active) members of S3C. Associate members may be present but shall not vote but they can volunteer to sit on committees, etc. The GC shall meet at least once per year at the AGM. The Executive may call additional meetings by a majority vote.

3. The GC shall have the authority to remove any member of the Executive (except for the VP – Annual Conference) or any committee of S3C by a two-thirds (2/3) majority vote at any formally announced meeting at which at least ten (10) full, active members of S3C are present. An Executive position left vacant by this removal shall be filled by the GC at its earliest possible convenience via a by-election (see 7.4).

4. Any member of the Executive may call an Executive meeting any time, on at least 48 hours notice.

5. Email shall be used regularly to maintain communication and information links between the Executive and the GC.

6. The Speaker of the GC shall be the VP – Academic of the Executive, or in his/her absence, the VP – Financial. Another member of the GC can act as Speaker *pro tem* by

majority (greater than 50%) vote should the VP – Academic and VP – Financial not be available. The Speaker shall continue to hold a vote on any motions or resolutions, and shall hold an additional tie-breaking vote in the event of a tie vote of the GC.

7. All full, active members of S3C may attend GC meetings, participate in discussions and vote. Associate members may attend and participate but not vote. The GC may resolve by majority (greater than 50%) vote to discuss any matter *in camera* as necessary. This will require that everyone other than full, active members leave the meeting room.

8. The business of each meeting of the GC shall include the following:

- a) the reading, considering, and approval of the minutes of the previous meeting of the GC;
- b) presentations by invited speakers/presenters;
- c) reports by other officers of the Executive, including a financial report by the VP – Finance;
- d) committee reports and reports by any other representatives of S3C; and
- e) other business as the GC deems appropriate.

9. Quorum at any GC meeting shall be satisfied by the following conditions:

- a) Quorum for GC meetings shall be satisfied by the attendance of at least nine (9) Active Members, excluding officers of the Executive.
- b) If quorum is not achieved at a meeting of the GC, the quorum for the next meeting shall be met by five (5) Active Members, excluding officers of the Executive.

Article 9: Representatives for Committee Meetings

The S3C shall send two student representatives to each CMSS Fellows and CMSS Graduate Committee meeting. Representatives will be appointed by the S3C each academic year to fill these roles, and will be selected by a general call to all GC members followed by a selection process conducted by the Executive in consultation with the GC.

Representatives will be responsible for printing off and collecting the minutes from the committee meetings in a binder provided by the S3C, in order to keep the S3C and student body informed of the discussions in the committee meetings. When this is not possible, the representative will provide a short, written summary of the content of the meeting in the same binder. Minutes will be provided to the representatives by the administrative official responsible for writing the minutes for the committees.

The following is the preferred composition of the representatives:

- a) One MSS and one PhD student;
- b) One representative of the S3C Executive;
- c) At least one common representative will attend both the Fellows and Graduate Committee meetings.

All of the above guidelines are subject to availability and interest from the GC membership. In the event that no suitable candidate places him or herself forward, two MSS or two PhD students may be selected to each committee. In cases of sufficient GC interest, the two representatives to each meeting may be distinct, totalling four student representatives. In cases where no S3C Executive is available to participate, no Executive member shall serve as a representative.

Article 10: Amendments

This constitution shall comprise the operating basis of S3C DGA. All amendments to this document must be ratified by a two-thirds vote of S3C full, active membership at a GC meeting or through an e-mail to the President by each member indicating how they vote, to be completed no later or earlier than two weeks from the meeting. A copy of the amended constitution must be submitted to GSA within two weeks of ratification.