



**CONSTITUTION OF THE BACHELOR OF GLOBAL AND  
INTERNATIONAL STUDIES (BGInS) STUDENTS'  
SOCIETY**

Carleton University

February 26th, 2024

**Preamble**

We, the students of the Bachelor of Global and International Studies Students' Society at Carleton University, do hereby establish this constitution of the Bachelor of Global and International Studies Students' Society.

Further, we recognize the positioning of the Bachelor of Global and International Studies Students' Society on the traditional and unceded lands of the Algonquin Anishinaabe peoples. We are grateful for the privilege to be present on these lands: to live, work, learn, and play here. The BGIInS Students' Society acknowledges the ongoing and crucial work that must be done to foster a respectful and meaningful relationship with the Indigenous peoples whose native lands we inhabit.

## **Article I- The Organization**

1. The organization shall be known as the Bachelor of Global and International Studies Students' Society (BGIInS Students' Society), and hereafter shall be referred to as the "Society".
2. The Society shall operate as a not-for-profit organization.

## **Article II- The Purpose**

1. The Society shall foster community within the BGIInS program, as well as within the Arthur Kroeger College, Faculty of Public Affairs and Faculty of Arts and Social Science.
2. The Society shall provide opportunities for its members to engage in the BGIInS community.
3. The Society shall work to ensure equity, diversity and inclusion within its internal operations.
4. The Society shall act as the liaison between students and the BGIInS Department regarding student concerns;

## **Article III- Membership**

1. All students enrolled in the Bachelor of Global and International Studies shall be considered to be Members of the Society free of charge.
2. Students enrolled in other programs will be considered members upon payment of the \$5 membership fee.
3. Members shall have the right to:
  - a. Participate in all Society events or initiatives;
  - b. Be informed of all general meetings and elections of the Society and the results thereof;
  - c. Attend general Society meetings and speak on any issue;
  - d. Vote in all elections for which they are entitled to vote as determined by year;
  - e. Invite non-member guests to any BGIInS events; The Society reserves the right to give preference to Society Members for limited- seating events.
4. Membership privileges may be revoked, after the initiation of an investigation and subsequent hearing by the Executive Council, if any member:
  - a. Displays improper behavior and/ or causes harm to another member;
  - b. Willfully damages, steals, or abuses any assets;
  - c. Has violated this Constitution or the Clubs Policies of the Carleton University Students' Association (CUSA).
5. Non-members in attendance at BGIInS events shall be subjected to the revoking of their attendance privileges if are found in violation of Article III (3)

## **Article IV- The Executive Council**

1. The Executive Council shall be the administrative body of the Society, elected by and composed of members of the Society, consisting of the:
  - a. President- Responsible for, but not limited to:
    - i. The overall leadership of the Society;
    - ii. Coordinating executive duties by ensuring all members of the Council fulfill their designated tasks;
    - iii. Calling and chairing meetings;

- iv. Working with the Vice President- Internal to set meeting agendas for distribution prior to Council meeting;
  - v. Possessing joint signing authority on all Society finances;
  - vi. Finalizing an annual timeline of anticipated Society initiatives and overseeing it throughout the term;
  - vii. Maintaining a comprehensive database of all Society partners' contact information;
  - viii. Overview Society finances and sponsorship alongside the Vice President Finance and Sponsorship once per semester;
  - ix. Serving as the final authority on all logistical workings of the Executive Council;
  - x. Sitting on the BGIInS Management Committee;
  - xi. Facilitating the creation of Society-related Co-Curricular Record positions.
- b. Vice President Finance and Sponsorship – Responsible for, but not limited to:
- i. Managing all Society funds and bank accounts;
    - 1. All Society transactions must be transparent to members of the Society, administration and CUSA upon request.
  - ii. Managing all Society fundraising initiatives, sponsorships and donations;
  - iii. Diversifying revenue sources for the society;
  - iv. Submitting draft budgets to the Council for approval;
  - v. Presenting a constant update of all Society expenditures to the Council after all alterations to finances and tracking of all receipts;
  - vi. Ensuring all necessary transactions and reimbursements occur in a timely manner;
  - vii. Updating the ledger and budget reports at the end of each semester;
  - viii. Working alongside the Vice President Social and Vice President Academic to coordinate event funding;
  - ix. Distributing 'Thank You' letters to donors and sponsors.
- c. Vice President Internal – Responsible for but not limited to:
- i. Working with the President to set meeting agendas for distribution a minimum of twenty-four (24) hours prior to Council meeting unless prior notice is given;
  - ii. Recording meeting minutes and attendance, and providing them for members within seventy-two (72) hours of each meeting unless prior notice is given;
  - iii. Chairing Society meetings in the event that the President is unable to attend;
  - iv. Sitting on the BGIInS management committee;
  - v. Ensuring the Society's Constitution remains current;
  - vi. Organizing and facilitating the Year Representative elections; and,
  - vii. Organizing and facilitating by-elections, if necessary.
- d. Vice President Academic – Responsible for, but not limited to:
- i. Being the primary organizer and executor of all academic events and initiatives;
  - ii. Representing the Society on the Carleton Academic Student Government (CASG).
  - iii. Acting as the primary contact for the Year Representatives;
    - 1. Assisting the Year Representatives in facilitating study sessions.
    - 2. Supporting Year Representatives with their initiatives and events.
- e. Vice President Social – Responsible for, but not limited to:
- i. Acting as the primary organizer and facilitator of all social events and initiatives, and proposing these to the Council for approval;
  - ii. Managing the organization, sale, and distribution of all BGIInS merchandise; and,
  - iii. Assisting the Vice President Finance and Sponsorship in all Society fundraising;
- f. Vice President Communications and Media – Responsible for, but not limited to:
- i. Promoting the Society's initiatives to its membership;

- ii. Informing the membership of upcoming meetings and elections, and the results thereof;
  - iii. Maintaining the Society's social media presence;
  - iv. Maintaining external communications by managing the Society's email.
- g. First Year Representative, Second Year Representative, Upper Year Representative-Responsible for, but not limited to;
  - i. Representing the interests and perspectives of those in the year;
    - 1. Acting as a bridge between the Society's Executive and membership, and vice versa;
  - ii. Working with the Vice President Academic to run study sessions of the year;
  - iii. Assisting in the implementation of all Society events and initiatives;
  - iv. Acting as an informal check-and-balance on the council.
- 2. Serving on the Executive Council consists of a substantial and serious time commitment that must be taken seriously
- 3. All Executive Council members shall be granted password privileges to the Society Google account and its associated platforms
  - a. The official Society email is to be used for, and only for, official communication and correspondences with Society partners and members.
  - b. The official Society email must be used in the creation of all Social Media Accounts

#### **Article V- Eligibility for Executive Council Positions**

1. In order to be eligible to sit as an Executive Council member, one must:
  - a. Be a full-time Carleton University student enrolled in the Bachelor of Global and International Studies;
  - b. Be registered as a student at Carleton University for the Fall and Winter terms;
  - c. Not be a member of the Electoral Board;
2. An Executive Council member may complete a co-op term at the same time as their term if:
  - a. The co-op term is during the Summer term;
  - b. The co-op term is during the Fall term or Winter term, but the Executive Council member does not hold the position of President
3. An Executive Council member may complete their International Experience Requirement (IER) at the same time as their term if:
  - a. The IER consists of enrolment in a Global and International Group Project course at Carleton University;
  - b. The IER is completed between May and August and the executive has access to reliable means of communication with the remainder of the Executive Council; or
  - c. The executive runs with a partner whereby both individuals hold the position over the Summer term followed by one individual holding the position for the Fall term and the second individual holding the position for the Winter term;
    - i. Running as a pair is only available in this specific instance and one member of the team must be at Carleton University during the Fall term with the second member of the team at Carleton University during the Winter term.
      1. Both team members should not be at Carleton University during the same academic term.
    - ii. This is only available for those wishing to serve as an Executive Council member with the exception of the position of President while simultaneously completing a single exchange term.
4. In order to be eligible to sit as a Year Representative, one must:

- a. Be a full- or part-time Carleton University student enrolled in the Bachelor of Global and International Studies;
  - b. Be registered as a student at Carleton University for the Fall and Winter term
  - c. Not be a current Executive Council member;
  - d. Not be completing their International Experience requirement;
  - e. Not completing a co-op term.
5. Should it occur that an Executive Council candidate is suspected to be ineligible to run in the election, an official challenge may be brought to the Electoral Board;
- a. In the instance that such a challenge is raised, an emergency meeting shall be called consisting of the following parties:
    - i. The Electoral Board;
    - ii. The candidate in question;
    - iii. The candidate who raised the challenge;
    - iv. Two (2) members of the current Executive Council who are not seeking re-election.
  - b. During this meeting, which is to be chaired by the CEO, the candidate shall defend their eligibility;
  - c. A vote of 2/3 majority in favour of disqualification shall result in removal of candidacy.

## **Article VI- Elections**

1. There shall be two regular elections each year, consisting of (1) Executive Election in the month of March for a term of one (1) year starting May 1 and ending April 30; and (2) Year Representative Elections in the month of September with a term starting upon election and ending April 30.
  - a. The Executive Elections shall be organized by the Electoral Board;
  - b. The Year Representatives Elections shall be organized by the Vice-President Internal under the oversight of the President.
2. Should a position remain vacant following the March elections or become vacant prior to the start of the Fall semester, it will be filled at the time of the election for Year Representatives in the Fall semester.
3. In the case of an Executive Council position remaining vacant following the Fall elections, or in the case of there being no candidates for a Year Representative position, those positions shall be declared vacant for the duration of the Fall semester.
  - a. At the start of the Winter semester, an election will be held to fill the vacant position(s).
  - b. The duties associated with that position(s) may be filled by other Council members until such a position can be filled.
4. In the case of an Executive Council position or Year Representative position remaining vacant following a by-election at the start of the Winter semester, the position shall be declared vacant.
  - a. The duties shall be filled by other Council members, with their consent, for the remainder of the term or;
  - b. Appoint a Member of the Executive to fill that vacant position with the unanimous consent of the Executive.

## **Article VII- Elections Process**

1. Every elected position on the Society will be elected under a first-past-the-post system.
2. The Electoral Board
  - a. The Electoral Board shall be composed of two members, including the Chief Electoral

Officer (CEO) and a Deputy Electoral Officer(DEO). The CEO is responsible for setting the election timeline following a consultation with the Executive Council.

- b. In order to be eligible for the Electoral Board, one must:
    - i. Be a member of the Society;
    - ii. Not be seeking nominations in the current Executive Council elections;
    - iii. Not be a current Executive Council member;
  - c. The Executive Council shall open applications for the Electoral Board in the month of February, and shall appoint positions based on the merit of the applications.
    - i. Once selected, the names of the Electoral Board shall be announced to all members of the Society;
    - ii. In the week following the announcement of the Electoral Board, any member of the Society may challenge the decision of the Executive Council. This member must be capable of providing adequate evidence as to why the Electoral Board member in question is likely to be biased in their decision-making and/or to interfere with the democratic and fair process of the elections;
  - d. Should the Executive Council find the challenge to be valid and legitimate following a review of all presented evidence, the Electoral Board member in question shall be relieved of their position, and a new Electoral Board member shall be swiftly appointed from the initial applicants.
  - e. Electoral Board members are forbidden from voting in the elections.
  - f. Responsibilities of the Electoral Board
    - i. The mandate of the Electoral Board is to organize and execute the annual BGINs Students' Society Executive Council elections with full impartiality;
    - ii. Responsibilities of the Electoral Board include, but are not limited to:
      - 1. Formulating the logistics and schedule of the election;
      - 2. Acting as final authority in matters of eligibility and disqualification of candidates;
      - 3. Collaborating with the current Executive Council in order to make transparent and timely elections announcements to the student body;
      - 4. Tabulating and announcing all voting results;
      - 5. Publishing an Official Elections Results document disclosing voter turnout and elections results;
      - 6. Providing the Executive Council with a written briefing on election details, challenges, and suggestions.
3. All slates are expressly prohibited;
4. Elections timeline
- a. Nomination period shall last five weekdays;
    - i. Any member of the Society may nominate themselves for any Executive position;
    - ii. A member of the Society may only be nominated for a total of one Executive position;
  - b. A black-out period of two days shall immediately follow the close of nominations;
    - i. During this period, no campaigning is allowed, whether in-class, in person, or online;
    - ii. An all-candidates meeting shall be called during this black-out period;
  - c. A campaign period lasting exactly seven (7) days shall begin immediately following the black-out period;
    - i. A candidate shall be solely responsible for his or her own campaign, and shall not be officially represented by another individual in any campaigning activities;
    - ii. Class talks are permitted during campaign period with in GINS course courses

- with prior permission from the class Professor
- iii. Social media posts must comply with the following regulations:
    1. No public mention or ‘tagging’ of other candidates, or commenting on other candidates’ posts, will be permitted;
    2. Facebook posts may only appear on personal profiles and BGINs-specific social groups;
    3. No campaign emails through cuLearn are permitted;
  - d. No negative campaigning – whether online or in person – shall be tolerated, including negative statements about another candidate or other actions aimed to discredit another candidate.
  - e. Voting will take place over a two-day period;
    - i. No new platform points may be introduced during this period;
    - ii. Social media posts reminding Society members to vote are permitted, provided they do not include the candidate’s platform;
    - iii. All Society members who registered as members of the Society prior to the commencement of the election period shall be eligible to vote.
5. Electoral violations and disqualifications
- a. The CEO and DEO shall declare electoral violations in a manner analogous to the Carleton University Students’ Association *Electoral Code*. [CUSA Electoral Code X-01](#)
  - b. The following electoral violations shall, at the determination of the CEO and DEO, be grounds for immediate disqualification:
    - i. bribery or any monetary expense used for the purposes of campaigning;
    - ii. voter intimidation;
    - iii. the threat or use of physical force;
    - iv. electoral fraud or otherwise undermining the electoral process; or
    - v. forming slates.

## **Article VIII- Executive Impeachment**

1. Any Executive Council member is removed from Council automatically when that Executive Council member:
  - a. Is no longer a member of the Society; or
  - b. Misses three consecutive meetings of the Council without due notice
2. An Executive Council member may be impeached from Council by a 2/3 vote of the remainder of the voting members of the Society on a motion in favour of their impeachment, in the event that they are deemed to not be fulfilling assigned duties in a satisfactory manner.
3. To initiate the Impeachment process, a motion to impeach may be brought forward by a member of the Council or a member of the Society.
  - a. Motions to impeach should be brought to the President.
  - b. The President will meet with the executive member of concern and any other relevant parties.
  - c. The President will then convene an Executive meeting to debate and decide on the motion to remove
    - i. At least 24 hours’ notice must be given prior to a meeting where impeachment deliberations will take place to ensure all parties can prepare for a fair and thorough deliberation.
4. In the event of an impeachment, the seat will be filled as per Article V

## **Article IX - Meetings**

1. The Society must hold regular meetings that are, except in the case of extenuating circumstances,



open to all members.

- a. The frequency of Council meetings will be at the discretion of the Chair, however, a minimum of one per month.
2. Quorum for meetings shall be any three executive members.
3. A motion shall be considered passed at a meeting if it receives the support of the majority of Council present.
  - a. Council members shall abstain from voting if the member has a significant conflict of interest, per the CUSA Conflict of Interest Policy.
4. The Society's meetings will be conducted in a respectful and professional manner.
5. If members are unable to attend a meeting, they shall notify the Chair in advance.

### **Article X - Attendance Policy**

1. Attendance is expected and required by all Executive Council members at every mandatory meeting unless prior notice is given to the Chair and Vice President Internal.
2. Executives must recognize the high workload that is required by holding a leadership position within the Society, however, no Executive should be punished for reasonably missing meetings or taking short periods away from their duties as long as proper arrangements are made for the continuation of Society activities to the highest degree of success possible.

### **Article XI - Advisor**

1. The Director of the Bachelor of Global and International Studies Program shall act as the Advisor to the Society.

### **Article XII - Method to Amend the Constitution**

1. The Constitution shall be subject to a formal review session, in its entirety, at the end of the Executive Council's term.
2. The Constitution may be amended during the year on a case-by-case basis.
3. Approval by 2/3 vote of the Council will pass proposed amendments.
  - a. Amendments are effective immediately, unless otherwise stipulated in the proposal.

### **Article XIII - Dissolution of the Society**

1. Any member of the Society may file a motion for dissolution of the Society.
2. Dissolution of the Society requires a unanimous vote by the Executive Council and a general member referendum being successfully passed with 2/3 vote in favor of dissolution.
  - a. If a motion for dissolution passes successfully, the Society shall be dissolved immediately.
3. Upon dissolution, all Society assets shall be given to the Bachelor of Global and International Studies Program.

## **APPENDIX | History of Amendments to the BGINSSS Constitution**

**January 16 2018-** Amended to its current form by Noah Hollis, Monica Lung, Talia Rampelt, Clémence Nizet and Beatrice Borres.

**March 6th 2018-** Amended to its current form by Noah Hollis, Monica Lung, Talia Rampelt, Clémence Nizet and Beatrice Borres.

**April 26th 2021-** Amended to its current form by Gemma Patey, Tashera Joseph-Mofford, Grace Mannix, Ajax Beauclair, Michael Unsworth, Amina El-Sharif, Anshika Srivastava, Laura Parent, and Katrina Valles.

**March 3rd 2022-** Amended to its current form by Amy Hinchey, Joshua Garraz, Hibrahima Dieng, Lucas Morin, Amina El-Sharif, Alessia Montroy, Aryan Bajpai, Amina Loum, and Hailey Richard.

**September 14th 2022-** Amended to its current form by Hannah Velle, Francesca Lepore, Gabe Paraskevopoulos, Claire O'Brien, Alessia Montroy.

**July 23rd 2023-** Amended to its current form as requested by CUSA Clubs Oversight Committee by Christopher Pratt and Francesca Lepore,

**February 26th 2024-** Amended to its current form by Christopher Pratt, Francesca Lepore, Claire O'Brien, McKayla Wolfer, Dani Kotkowski, Aryan Chandorkar.