**Society of Undergraduates in Economics**

University of Calgary

Students’ Union

**Constitution**

Revised February 22nd, 2018

**Article I.**

**Name**

The name of the organization shall be:

“The Society of Undergraduates in Economics”

Hereinafter referred to as SUE, the organization, or the society.

**Article II.**

**Mission Statement**

SUE shall endeavour to uphold and include, in all actions and operations, the pursuit of the academic, social, and career success of our members as defined by Article VI. Membership.

Section I. Academic

SUE shall provide opportunities for intellectual growth, the pursuit of knowledge, further academic opportunities, and the open and free sharing of ideas and opinions.

Section II. Social

SUE shall endorse friendly and amiable relationships between its members, Department of Economics, Faculty of Arts, University of Calgary, and any external stakeholders.

Section III. Career

SUE shall provide opportunities to increase its members’ access to post-undergraduate careers.

**Article III.**

**Governance**

Section I. Board of Executives

(a) The Board of Executives shall consist of the Executives whose duty it is to discharge both the daily operations and long-run initiatives of the Society.

(b) The responsibilities of the Board of Executives shall be outlined in the Governance Policies and Procedures contained within the bylaws.

(c) The Board of Executives shall act as the Executive and Legislative body of the Society.

Section II. Members of the Board of Executives

(a) The Board of Executives shall consist of the following members:

(i)President

(ii) Executive Vice President

(iii) Vice President of Finance

(iv) Vice President of Academic

(v) Vice President of Events

(vi) Vice President of Communications

(vii) Vice President of External

(b) Each of the above named executives shall oversee a portfolio of the same name, as defined in the bylaws.

(c) Positions up for annual election are the following:

(i) President

(ii) Vice President of Finance

(iii) Vice President of Academic

(iv) Vice President of Events

(v) Vice President of Communications

The election process for the Board of Executives is outlined in Article VIII.

(d) In the event that there is a vacant Board of Executive position after the Annual General Election as defined by Article VIII Elections, the executive position will be filled by a nomination and two thirds majority vote of the current Board of Executives.

(e) The position of the Executive Vice President will be hired after the election process by the President-elect

(f) The position of the Vice President External will be hired after the election process by the Board of Executives-elect, with the consideration of the Faculty of Arts Students' Association (FASA).

(g) Any other vacancies on the Board of Executives at any time will be filled by a hiring process as per Article II, Section II.

(h) For removal of any members of the Board of Executives the process is outlined in Article IX.

Section III. Executive Council

(a) The Executive Council consists of the following executives:

(i) President

(ii) Executive Vice President

(iii) Vice President of Finance

(b) The Executive Council has the following authorities:

(i) Will act as officers of the organization.

(ii) Will have signing authority to bind the organization in contracts. At least two officers are required to bind a contract.

(iii) Will have signing authority of all financial transactions pertaining to disbursement of the organization’s funds. At least two officers are required to authorize any such transaction. To use direct money transfers, a note must be placed in the most recent meeting minutes as to which officers approved the transaction.

(iv) Notwithstanding Annual General Elections as defined Article VIII, in the event of any tied vote, any decision will be decided by the Executive Council.

(c) In the event there less than two members in the role of the Executive Council, the Board of Executives will nominate and vote to temporarily give Executive Council authority to the appropriate number of member(s) of the Board of Executives, until the Executive Council position can be filled as per Article II, Section II.

Section IV. Directors

(a) Directors shall be hired at any time by either the President, or by a Board of Executive member with majority vote of the Board of Executives.

(b) Directors, once hired by the President, are to fall under the authority of a Board of Executive member, with the discretion of the President.

(c) Directors, once hired by a Board of Executive member, are to fall under the authority of that Board of Executive member.

(d) For removal of any Director the process is outlined in Article IX.

Section V. Meetings

(a) The Board of Executives is required to meet at least once every month.

(b) Notwithstanding (a) of this section, there are no requirements for meeting occurrences during the months of May, June, July, and August.

(c) How a meeting of the Board of Executives is to be organized shall be outlined in the Governance Policies and Procedures contained within the bylaws.

Section VI. Resignation

A executive or a director may resign from their position using the following procedure:

(a) They must offer a letter of resignation to the Board of Executives.

(b) At the adjournment of that meeting, the resigning persons’ authority will be revoked.

**Article IV.**

**Authority**

The society shall abide by all caveats herein contained in this constitution.

Section I. Constitutional Articles and Bylaws

(a) This constitution authorizes the creation and maintenance of the *Society of Undergraduates in Economics Bylaws* hereinafter referred to as the Bylaws.

(b) The Bylaws shall outline the general society operations of the club.

(c) The Bylaws shall contain the *Governance Policies and Procedures.*

Section II. Revision of the Bylaws

(a) Should amendments to the bylaws be proposed they must be voted on before the end of the winter semester and approved by a two thirds majority of the Board of Executives.

(b) In the event of a conflict between the bylaws and the constitution, the constitution reigns supreme.

**Article V.**

**Students’ Union**

The Society of Undergraduates in Economics acknowledges and will abide by the Students’ Union (Hereinafter referred to as the SU) bylaws and policies unless otherwise approved by the SU Clubs Committee. It is considered common knowledge that the society will no longer remain a Students’ Union club if a Students’ Union policy or bylaw is contravened. The society acknowledges to remain in compliance with the SU, the society will submit any constitutional amendments for approval by the SU.

**Article VI.**

**Membership**

Membership will be recognized as the term from September 1st (or the date that membership is purchased, whichever date is later), to August 31st. Membership allows the member privileges to participate in the events, General Meetings, and elections of the society.

Section I. Eligibility

Membership shall be open to any undergraduate student at the University of Calgary either part-time or full-time. Membership may be extended to non University of Calgary students, providing SUE remains in compliance with SU policies.

Section II. Fees

Each member shall pay a fee of $5.00 to compensate for membership. The member must pay the fee to the Vice President of Finance or an intermediary as authorized by the Vice President of Finance.

Section III. Behaviour

All members are expected to act as responsible representatives of the University of Calgary, the Student’s Union, and SUE. All members must comply with the University of Calgary’s Code of Conduct.

Section IV. Grounds for Revoking Membership

The grounds for revoking membership are outlined in Article IX of the Constitution.

Section V. Privacy of Information

(a) Members may be required to submit personal information to sign up for the society. At least their full name, University of Calgary Identification number ,if applicable, and E-Mail Address are required.

(b) All information shall be collected in accordance with the Personal Information Protection Act (PIPA).

**Article VII.**

**Finances**

Section I. Budget

(a) The Vice President of Finance is responsible for preparing the annual budget for the society.

(b) The budget shall be voted on by the Board of Executives and approved by no later than September 30th.

Section II. Annual Report

(a) The Vice President of Finance is responsible for maintaining detailed records of the state of accounts for the club.

(b) These records shall be provided to the President for submission in the SU Annual Report.

(c) The President shall submit the Annual Report for the Society no later than April 30th, or an alternate date set by the SU.

Section III. Account Balance

The Vice President of Finance and the Board of Executives should endeavour to maintain a sustainable balance of at least $1,500.00 in the SUE bank account(s) by the operating year end, April 30th.

Section IV. Signing Authority

In accordance with Article III, Section III(b, iii), two of three officers of the Executive Council are required to authorize any financial transaction involving disbursement of the organization’s funds.

Section V. Board Meeting Updates

The Vice President of Finance is responsible for providing financial updates on key outflows and inflows, and the balances of all accounts at all meetings of the Board of Executives.

**Article VIII.**

**Elections**

Section I. Occurrences

Elections shall occur once per year during the winter semester to select the Board of Executives for the upcoming operating year.

Section II. Elections Procedures

(a) The Elections Procedures shall outline the steps necessary to ensure the legitimate election of new executives.

(b) Voters are all members of SUE, as outlined in Article VI. of the Constitution, prior to the announcement of the candidates in the election. Members must vote within the time that polls open until polls close on Election Day.

(c) The Chief Returning Officer (CRO) must be appointed by a simple majority vote of the Board of Executives. This person will then be asked to perform the following duties.

(i) The CRO must be a past or present member of SUE.

(ii) The CRO must not be running in the upcoming election.

(iii) The CRO will be in charge of all duties associated with the upcoming election and shall provide proper notice to all members of dates, results and information.

(iv) The CRO must, at their discretion, make available through the most convenient means or a combination thereof, forms for nominations and ballots for members to cast their votes.

(v) The CRO must collect the ballots after polls close and count them.

(vi) The CRO must announce the results of the election, to the Board of Executives, no later than six hours after polls close.

(vii) The CRO must announce the results of the election to all members of SUE no later than a week after polls close.

(viii) The CRO shall not vote in the election.

(d) As per Article III, Section II, (c), positions up for annual election are the following:

(i) President

(ii) Vice President of Finance

(iii) Vice President of Academic

(iv) Vice President of Events

(v) Vice President of Communications

(e) Candidates are individuals who have put forth their names to occupy Board of Executive positions for the upcoming operating year.

(i) Candidates must be members of SUE for the current operating year and must have been members for no less than a week at the time of the announcement of election.

(ii) Candidates shall fill out a nomination package provided by the CRO and submit it by the due date set during the announcement of election.

(iii) If a candidate is a current Board of Executive or Director member, they must declare their intent to run for election to the Board of Executives, at the Board of Executives meeting prior to the announcement of the election. During the entire elections process, in the event of any conflict of interest, they must abstain from any vote declaring their conflict of interest. Additionally, the Executive or Director may not use any privileges of their position for electoral gain, which are not available to general members.

(iv) In the event of any perceived ethics violations, cheating, or complaints to the Board of Executives or CRO of the candidates in the election proceedings, standard misconduct rules apply as stated in Article IX, section V.

(f) SUE General Elections shall take place in the month of March. Appointment of the CRO, Announcement of the Election, Declaration of Candidates and Election Day shall occur on the following dates every year.

(i) Appointment of CRO: The CRO must be appointed by the Board of Executives no later than the first Friday of March.

(ii) Announcement of Election: By the second Friday of March the CRO must, through all regular mediums available to SUE, make members aware of the upcoming election period. The CRO must announce the following dates in iii and iv of this subsection.

(iii) Declaration of Candidacy: By the third Friday of March, the CRO will gather all nomination packages and announce candidates who will campaign in the upcoming election. After candidates have been announced, official campaigning may begin.

(iv) Election Days: Voting for new Board of Executive Members will take place at least a week following the Declaration of Candidacy date. Polls will open at 08:00 and close the next day at 17:00.

(g) Board of Executive members shall be elected under the following procedures depending on which category the race for a position falls under.

Case 1. No Contest:

In the event that a position is uncontested the ballot shall list the options of yes, no, or abstain. If the candidate does not receive majority approval, then they cannot assume the executive position and may not be hired by the Board of Executives to fill the vacant position.

 Case 2. Two or Greater Candidates:

In the event that two or more people are running for a position, the ballot shall list the options of the individuals’ names and the choice to abstain.

(h) A template for the nomination packages can be found in Appendix B in the Bylaws.

(i) In the event that the full elections process, as outlined in Article VIII, Section II, cannot be followed to completion, the CRO has authority to act in their best judgement, with Board of Executive consultation, to correct any irregularities.

**Article IX.**

**Misconduct**

Section I. Grounds for Revoking Membership

All members are expected to act as responsible representatives of the University of Calgary, the Student’s Union, and SUE. All members must comply with the University of Calgary’s Code of Conduct. Cases of poor and/or immoral conduct of a society member or failures to comply with the above code or other edicate that is not befitting a SUE member will be grounds for revoking membership.

Section II. Judiciary Committee

1. Creation of the Judiciary Committee

The Judiciary Committee shall be comprised of the following:

 (i) President of the Society. In the event the president is unavailable or under consideration for impeachment, the Executive Vice President shall sit on the Judiciary Committee;

 (ii) Two members of the Board of Executives (excluding the

President or Board of Executive member that is under consideration for impeachment) and;

(iii) Two faculty members from the Department of

Economics.

(b) The Judiciary Committee shall act as the judicial body of the Society.

(c) The Judiciary Committee shall hear all motions for removal of members from the society, impeachment of Executive Council members, and any issues pertaining to the maintenance of the caveats contained within this Constitution.

(d) A Judiciary Committee shall be convened as necessary to deal with issues in the Society as they arise.

Section III. Process For Removal

The process for revoking membership will be as follows:

1. After notification of possible misconduct by a member(s) to any of the Board of Executives, the Judiciary Committee will be convened within two weeks.

2. Any member may propose removal of another member or Board of Executives to the Judiciary Committee.

3. The initial member who proposed the removal of the member and any additional members will present the proposal to the Judiciary Committee at their next meeting. The next meeting must occur within seven days. The accused will have the opportunity to appear before the committee, to provide a defense for their actions. The proposal for removal must provide sufficient and clear evidence to justify removal as deemed by the Judiciary Committee.

4. The Judiciary Committee will vote in a secret ballot after reviewing the proposal and presentation. A majority vote will result in the removal of the accused member from SUE and/or a removal from their position on the Board of Executives.

5. At the conclusion of the Judiciary Committee meeting, the person in question will have their membership revoked should removal be judged as justified.

6. At the discretion of the Judiciary Committee, the member or Board of Executive member may be banned from becoming a member in the future, or hold a position on the Board of Executives in the future.

Section IV. Impeachment

(a) The impeachment of a Director can be carried out by a super majority vote (two thirds) of the Board of Executives. The vote must follow a presentation of a case for impeachment by a Board of Executive member and a defense from the director in question.

(b) The impeachment of a Board of Executive member can be carried out by the process outlined in Article IX, Section III. The executive who motions for impeachment cannot be a sitting member of the specific judiciary committee that was struck.

(c) The list of reasons for which impeachment can be motioned includes but may not be limited to the following:

 (i) Inappropriate representation of the society;

(ii) Failure to perform duties as set forth by this constitution;

(iii) Failure to consistently participate in both society functions and, in the case of executives, Executive Council meetings;

(iii) Failure to work with the other members of the Executive Council in a productive and appropriate manner, and;

(iv) Misallocation of society funds including but not limited to embezzlement and theft.

(v) Failure to abide by the behaviour laid out in Article VI, Section III.

Section V. Cases of Misconduct

In cases of violations of SUE, Students’ Union, University of Calgary, Government of Alberta, or Government of Canada guidelines or policies, SUE members or Board of Executives can be immediately suspended by nomination from a Board of Executive member, once seconded and following a super majority vote (two thirds) of the Board of Executives. If the member in question of misconduct is part of the Board of Executives, they may not sit in on the vote to suspend. If a Board of Executive member is suspended, their position is treated as vacant until either an impeachment process, as outlined in Section 4 of this Article, is concluded, or they resign from the Board of Executives position. After this, a hiring process can be followed for the vacant position.

**Article X.**

**General Meeting**

Section I. Introduction

The General Meeting Policies and Procedures shall outline the necessary steps to ensure the legitimacy of all General Meetings of the society and decisions made therein.

Section II. Notice

As per the Constitution of the society, the membership must be given notice of a General Meeting’s occurrence, a minimum of two weeks previous. Notice must be presented through all regular mediums of the society. A copy of the agenda and all topics of vote must be included one week prior to the vote, as to give proxies time to make a decision and submit their vote.

Section III. Quorum

Quorum is met, if at the time of the General Meeting, there is a minimum of 10% of the members of record in attendance, and/or proxies, up to a maximum of 40 members required.

Section IV. Parliamentary Procedure

(a) The General Meetings of the society shall be carried out according to standard parliamentary procedure.

(b) The President shall preside over the General Meetings and act as chair unless otherwise delegated to another member of the Executive Council.

(c) A member of the society may make a motion for approval by those attended and once seconded by another member, a simple majority is required for a motion to pass.

(d) All motions must have a discussion period before voting occurs and cannot be interrupted so long as a member wishes to speak, though a time limit of 15 minutes may be imposed by the Chair, to keep the meeting on task.

(e) In order for an amendment to the constitution to be passed, it must first be presented to those in attendance.

(f) For an amendment to pass, the contents of Article XI must be satisfied.

Section V. Voting

All members of the society have the right to vote at a General Meeting.

Section VI. Proxy Voting

(a) Members can request to have their votes made by proxy in case of inability to attend the General Meeting.

(b) Requests must be made to a member of the Board of Executives, with approval by the President, by e-mail or written consent, at least 48 hours prior to the General Meeting.

(c) The request must include the name of the member who is unable to attend and the member who is acting as their proxy.

(d) The proxy must ensure that they check in with the member they gave their vote to prior to any voting to ensure accurate recording of their votes.

(e) Absent members who have enlisted a proxy will be counted in quorum.

Section VII. General Meeting by Petition

1. The Board of Executives may call a General Meeting by a two thirds majority vote.
2. The membership may call for a General Meeting to be convened by gathering 10% of members or at least 40 members signatures and presenting it to the Executive Council. The President must call a General Meeting no later than three weeks after being presented the petition.

Section VIII. Confidence Votes

(a) Any Board of Executives Member or Director may be subject to a confidence vote of the membership in attendance.

(b) If the Board of Executives member or Director is unable to garner a majority vote of the membership in attendance, they must resign.

**Article XI.**

**Amendments**

Section I. Amending Formula

This constitution may be amended by any one of the following combinations:

(a) Greater than 50% approval from the membership present at a General Meeting and unanimous support of the Board of Executives, or;

(b) 75% approval from the membership present at a General Meeting and a simple majority of the Board of Executives, or;

(c) 90% approval from the membership present at a General Meeting.

Section II. General Meeting

(a) Amendments to this constitution may only be ratified at an officially convened General Meeting of the society.

(b) The bylaws may also be amended by the general assembly, in addition to the process outlined in the bylaws.

(c) The date, time, and location of a General Meeting must be announced 2 weeks prior to the General Meeting.

(d) The announcement must be conveyed to the membership through all regular mediums at the society’s disposal.