



Simon Fraser University
International Studies Student Association
Constitution

- 1) Name of the Departmental Student Union:
 - a) The name of the Union shall be the “International Studies Student Association”, henceforth referred to as the “ISSA”.
 - b) The name of the organization under which a bank account is registered shall be the SFSS International Studies Student Association.

- 2) The objectives of the ISSA are as follows:
 - a) To promote activities that foster learning in areas of academic study relevant to all three streams of the International Studies program.
 - b) To provide an organization to represent the academic welfare and interests of its members, both those enrolled in undergraduate programs at the School for International Studies (henceforth referred to as the “School”).
 - c) To promote and represent student interests within the International Studies program.
 - d) To serve as the Editorial Board and official sponsor of the Confluence Academic Journal
 - e) To undertake projects and activities to benefit the members.
 - f) To undertake such initiatives as the members decide.
 - g) The aims and objectives of the ISSA shall be consistent with those of the Simon Fraser Student Society.

- 3) Membership:

- a) Automatic membership in the ISSA shall be extended to all students currently attending an International Studies class as well as intended and declared students in the International studies Major, Minor, Certificate, or Honours program.
- b) Honorary non-voting membership in the ISSA shall be extended to all students registered in a Graduate-level International Studies program.
- c) No individual membership fees or levies pertaining to membership shall be assessed or collected at any time through the ISSA, including those charged by organizations external to the Simon Fraser Student Society to which the ISSA may be associated.

4) Executive Committee:

- a) There shall be an elected Executive Committee tasked with carrying out the will of the membership, as well as overseeing the day-to-day operations of the ISSA.
- b) The responsibilities of the Executive Committee shall be to:
 - i. Officially represent members.
 - ii. Convene all necessary meetings, giving proper notice to the membership.
 - iii. Ensure that the membership is kept informed of all matters affecting the ISSA.
 - iv. Conduct the day-to-day operations of the ISSA.
 - v. Initiate projects and/or appoint members of the ISSA to undertake special projects as required.
 - vi. Receive regular activity reports from the executive members to ISSA membership.
 - vii. Submit a written exit report upon leaving office.
 - viii. Maintain the highest ideals of honour and integrity while serving on the Executive.
- c) As related to the Confluence Academic Journal, the elected Executive Committee will:
 - i. Assign and review the roles of Editor-in-Chief and Journal Manager at the beginning and end of each journal term
 - ii. Provide financial support for the journal launch event each year

- ii. Aid in the promotion and distribution of the journal through ISSA social media and events
 - iii. Aid in the promotion and distribution of the journal through ISSA social media and events
 - iv. Act as the advisory board concerning special issues and thematic ideas for future Confluence issues
 - d) The Executive Committee shall be composed of the President, Vice Presidents, and the Representatives of the ISSA.
 - i. The President and the Vice-Presidents are primarily responsible for the operations of the ISSA.
 - ii. Representatives are primarily responsible for maintaining relations between the ISSA and student organizations as well as other external bodies.
 - e) There shall be an Executive Committee consisting of a:
 - i. President
 - ii. Vice-President, Internal Relations
 - iii. Vice-President, Finances
 - iv. Vice-President, Events and Engagement
 - v. Vice-President, Communications
 - vi. Vice-President, Outreach
 - vii. Departmental Student Union Representative
 - viii. Simon Fraser Student Society Council Representative
 - ix. Confluence Representative
 - f) All members of the Executive committee shall be members in good standing of the ISSA as enumerated above.
- 5) The duties of the Executive Members:
 - a) The President shall be responsible for:

- i. Chairing of all General and Executive Committee Meetings
 - ii. Coordinating activities within the ISSA
 - iii. Acting as primary liaison with the School
 - iv. Initiating new projects as decided upon by the ISSA executive and the ISSA membership
 - v. Being responsible for promoting the ISSA to the campus community
 - vi. Coordinating of all executive committee efforts
 - vii. Being an ex-officio member of all committees within the ISSA
 - viii. Being one of three signing officers
- b) Vice- President, Internal Relations shall be responsible for:
- i. Preparing agendas for General and Executive meetings
 - ii. Recording all minutes of meetings
 - iii. Assuming and carrying out the rights, duties and obligations of the President during their absence or in the event that they should resign, be impeached or abandon office
 - iv. Acting as a Moderator for any ISSA networking platforms such as Discord, Slack, etc.
 - v. Being responsible for ISSA correspondence
 - vi. Receiving and file all written communications, committee reports, and electronic communications specific to the ISSA's internal functioning
 - vii. Liaising with the SFSS Student Union Organizer
 - viii. Being responsible for updating, maintenance and utilization of the web site or for overseeing this job if delegated to a web master
 - ix. Being responsible for maintaining the ISSA e-mail lists
 - x. Being one of the three signing officers
- c) Vice-President, Finances shall be responsible for:

- i. Keeping records of the allocation of ISSA's funds
 - ii. Checking and updating the ISSA's asset list on a monthly basis
 - iii. Giving an account of the ISSA's financial standing and make the record books open to members or to the SFSS if requested to do so
 - iv. Reporting on the financial state of the ISSA to the Executive and General meetings, and present a budget at the General Meeting each semester
 - v. Being in charge of coordinating all financial aspects of the ISSA's fundraising initiatives and events
 - vi. Being responsible for the submission of all grant proposals and funding requests be they to the SFSS, the School or to outside institutions
 - vii. Being the second of three signing officers
 - viii. Being responsible for promoting the ISSA to the campus community
- d) Vice-President, Events and Engagement shall be responsible for:
- i. Coordinating and directing events including, but not limited to guest speakers, debates, trips and social, and shall be responsible for all room bookings, catering and sponsorship
 - ii. Liaising with the executive committee to coordinate all aspects of events planning that fall under other executive jurisdiction
 - iii. Being responsible for promoting the ISSA to the campus community
- e) Vice-President, Communications shall be responsible for:
- i. Communicating to the membership all activities, events, and opportunities relevant to the ISSA membership and in accordance with the ISSA and Department objectives
 - ii. Coordinating all forms of campus advertisement, including, but not limited to, posters, e-mail campaigns, classroom announcements, The Peak, campus televisions
 - iii. Managing and maintaining the ISSA's media and communication channels such as the ISSA website, Facebook page and Facebook group

- iv. Being responsible for the planning and production of promotional material as needed by the ISSA for its activities and events
- f) Vice-President, Outreach shall be responsible for:
- i. Attending all School for International Studies (SIS) meetings related to or regarding student engagement when possible
 - ii. Liaising with International Studies Department advisor alongside President
 - iii. Representing the interests of lower division members to the ISSA executive
 - iv. Working with the Departmental Committee Representative to ensure that lower division member's interests are represented to the department
 - v. Liaising with the SIS and FASS and collaborate in their activities and events that may benefit the ISSA membership, the SIS and FASS as a whole
 - vi. Working with the VP Events and Engagement to plan events that engage lower division members
 - vii. Act as Canadian International Council (CIC) Representative on behalf of the ISSA
- g) Departmental Student Union (DSU) Representative shall be responsible for:
- i. Attending such Faculty (FASS) or Society and Arts and Social Sciences (SASS) Committees as exist with voting or non-voting student representative's seats on them, as specified by the Faculty, Department, or Program constitution
 - ii. Reporting on the business of the Committees on which representatives sit, to the Executive and to the membership at general meetings on a regular basis
 - iii. Conducting an annual survey to gain feedback from the general membership on issues including, but not limited to, student advocacy, department decisions impacting students, ISSA activities, etc
 - iv. Taking the direction of the general membership in attending to the business of the Committee to accomplish the aims and interests of the ISSA

- v. Notifying the Chair of any Committee meetings to which the Committee representative cannot available to attend
 - vi. Notifying the membership of student vacancies on the Committee
 - vii. Being responsible for promoting the ISSA to the campus community
- h) Simon Fraser Student Society Council Representative (SFSS) shall be responsible for:
- i. Consulting with and take the direction of the general membership concerning the issues and business before Council, to represent the best interests of the ISSA. The position of SFSS Council Representative may be taken by an executive officer concurrent with other duties
 - ii. Reporting on the business of and issues before Council to the membership at general meetings on a regular basis and to the Executive Committee when general meetings are not regularly scheduled
 - iii. Communicating business of Council to the general membership and executive committee in a timely manner
 - iv. Being responsible for promoting the ISSA to the campus community
- i) Confluence Representative shall be responsible for:
- i. Commit to serving a 2-year term to serve as the Journal Manager on the Confluence Editorial team to be trained for the eventual leadership role of Editor-in-Chief
 - ii. Acting as a liaison between the Confluence team and the ISSA Executive
 - iii. Reporting on the activities of Confluence and the progress of the Journal and other events hosted by the Confluence team at the meetings of the ISSA Executive
 - iv. Seeking support from the ISSA Executive and membership when necessary to support Confluence events and initiatives in order to ensure that all ISSA affiliated projects occur in accordance with the Constitution and principles of the union
 - v. Promoting the activities of Confluence, including but not limited to the Journal, to the membership and student body

6) Signing Officers

a) Signing Officers for the ISSA shall be:

- i. The President
- ii. Vice-President, Internal Relations
- iii. Vice-President, Finances
- iv. Other ISSA members as designated by the general membership

b) The Signing officers shall be responsible for:

- i. Signing cheques for expenditures authorized by the membership
- ii. Processing reimbursements from the SFSS core, trust, or grant funding accounts, or the ISSA bank account for expenditures authorized by the general membership
- iii. Filing a set of bank account transfer authorization letters with the Vice President of Finances for forwarding to the SFSS Student Union Organizer following the establishment of a current bank account, or after any change in signing authority

7) Meetings

a) Minutes shall be recorded for all meetings

b) Formal Meetings

- i. There shall be a minimum of three Formal Meetings per semester.
- ii. Quorum for a Formal Meeting shall be half the Executive. At least seven days notice must be given to members of the ISSA by manner of a notice by email to all members, before a Formal Meeting may be called. A copy of the notice of meeting shall be sent to the SFSS Student Union Organizer.

- iii. All motions (except motions of recall or constitutional amendments) at Formal Meetings shall be decided by a simple majority vote and each member of the ISSA shall be entitled to one vote on each motion
 - iv. All allocation of Trust and Core funds must be voted on at Formal meetings by majority vote at a quorate formal meeting. Executive committee may allocate trust and core funding to subcommittees, but must indicate the purpose and amount to be allocated within the authorizing motion
 - v. A Formal Meeting must be called whenever a petition containing the signatures of ten members of the ISSA is presented to the Executive
- c) Annual General Meetings (AGM) and Special General Meetings (SGM)
- i. There will be one AGM held during the Spring semester each year
 - ii. Quorum for AGM/SGM shall consist of half the acting members of the Executive and 5 general members of the ISSA
 - iii. A minimum of seven days notice of this meeting must be given to members of the ISSA through email notification as well as on campus advertising. A copy of the notice of meeting shall be sent to the SFSS Student Union Organizer
 - iv. All Executive Committee positions shall be elected at the AGM
- d) Regular business to be conducted at the AGM
- i. Appointing a Chair for the AGM
 - ii. Receiving and filing the minutes of the previous years' AGM and any SGM's held since the last AGM
 - iii. Receiving the Annual Report of the Executive
 - iv. Receiving the Vice-President Finance's Report
 - v. Any other business set forth by the Executive Committee and the membership of the ISSA
- e) Sub-Committee Meetings
- i. A Sub-Committee is a body that advises the Executive Committee as well as carrying out functions as deemed expedient for the operations of the

- ii. Sub-Committee Meetings must be called if requested by two members of the Executive
 - iii. Quorum for a Sub-Committee shall be 3 members of the ISSA. Subcommittee Meetings shall be open to all members of the ISSA and the Chairperson shall make available all pertinent information relative to the time and place of such meetings
 - f) Failure to Call a Meeting
 - i. If, at any time, no member of the Executive is able or willing to call a meeting upon request of the membership, any member may do so providing proper notice is given and the SFSS Student Union Organizer is informed of the particulars.
 - g) Conduct of Formal Meetings, Annual General Meetings, and Special General Meetings
 - i. The Chair shall adopt Robert's Rules of Order for the conduct of the meetings upon the request of any ISSA member
 - ii. Proxy votes are not allowed, including electronic balloting.
 - 1 In the event that an Executive or general member is unable to attend a meeting in person where voting is taking place, exceptions to electronic balloting can be made if deemed reasonable circumstances by the President or other signing officer
 - iii. Voting on any motion or in any internal election must be done at a meeting called for that purpose, and be done by either a show of hands, or by secret ballot on the request of any member
 - iv. Attendance will be taken at the meetings and recorded in the meeting minutes. It shall include names of all voters. Members' email address may be included with their permission
- 8) Terms of Office, Executive Appointments, and General Elections
 - a) Terms of Office of the Executive Committee
 - i. Terms of office for executives elected at the AGM have a duration of one year, May 1st of year elected until April 30th of the following year. Terms of

office for any executives elected after May 1st are effective upon being elected, with the end of term aligned as above

ii. Any members in good standing of the ISSA are eligible for positions on the Executive Committee

iii. Once elected, executive members are expected to work on ISSA initiatives over the summer, even if they will not be on campus

iv. Absence from two consecutive formal meetings or 5 formal meetings within a term of office without approved regrets will result in the position being considered to have been abandoned

v. In the event that a vacancy occurs in one of the positions of the Executive Committee, the ISSA shall appoint a temporary non-voting replacement at the soonest Formal Meeting who will hold the position until the next AGM/SGM

b) Terms of Office of the Simon Fraser Student Society (SFSS) Executive

i. Councillors are now legal members of the SFSS' Board of Directors and have additional responsibilities;

ii. If a Councillor appoints an alternate to attend a meeting in their stead, they must be a group Executive and are subject to additional rules;

iii. Councillors are elected for a period of May 1st to April 30th of the following year, irrespective of the rest of the SU or Group positions.

iv. Councillors must be elected between week seven (7) and week ten (10) of the Spring semester.

c) Asynchronous Executive Position

i. This Position can be considered if an Executive is unable to attend weekly meetings and commit to the attendance of the minimum of meetings reflected above. Under special circumstances motioned and agreed on by the majority of Executives, an Executive may take on their position asynchronously.

ii. An Asynchronous Executive Position can be considered if:

iii. A current Executive has recently returned to their home country or city outside of the Lower Mainland

- iv. A current Executive has started a Co-op or Work Term either domestically or Internationally
- v. The schedule of a current Executive is unable to accommodate for the weekly meeting time set by the majority of the Executives
- vi. If an Asynchronous Position is enacted:
 - 1 Attendance at weekly meetings are not mandatory but encouraged – attendance via video calls are acceptable and counted in attendance and voting
 - 2 After weekly meetings the President or Vice-President will send Action Items to the Executive to be completed by the following week
 - 3 President will check-in with Executive weekly to follow-up on assigned tasks and engagement
- vii. If at any point the Executive does not reply to messages or does not complete tasks by assigned date the role is considered abandoned and regular processes apply
- viii. This option does not apply to Executives in signing officer positions

d) General Elections

- i. Elections for Executive Committee shall take place at the AGM this year which must occur during week 10 of the Spring semester. The notice of meeting shall contain notice of elections. Nominations are open until noon the day prior to the election.
- ii. All positions must be open to nomination at the AGM – elected officials will not start their positions until May 1st of the year the election was held to give ample time for a transition of power an orientation session(s)
- iii. General elections must be completed by Week 13 of the Spring semester
- iv. All voting for elected positions shall be by secret ballot, with the person receiving a majority vote being elected. If there is no majority, the person receiving the fewest votes shall be eliminated, and a new vote shall be held

- v. The members may recall any person elected to represent them by a two-thirds vote of the members present at a quorate meeting called for this purpose. Notice of the meeting shall contain the purpose
- vi. In the event that all positions are not filled during the annual election, or an executive resigns their seat before the full term is served, an election shall take place at the next scheduled AGM/SGM. Notice of this meeting shall include notice of the election

9) Recall

a) Conditions for commencing Recall:

- i. Executive members shall be subject to recall at any time upon presentation to the Executive Committee of a petition signed by ten members of the ISSA, and showing just cause. Just cause includes, but is not limited to, behaviour that is contrary to the policies and objectives of both ISSA members and the objectives stated in the ISSA constitution. Removal requires two-thirds approval at a quorate Special General Meeting called for this purpose. Notice of motion to recall must be included with the notice of meeting scheduled to vote on recall

b) Upon presentation of the petition, the Executive shall call a Special General Meeting

10) Amendments to this Constitution

- a) This Constitution may be amended by a 2/3rds majority of the members present and voting at a quorate general meeting called for the purpose
- b) Amendments proposed by the Executive Committee must be posted prior to the meeting in clear view near the Departmental Office as well as on the website for a period equivalent to regular meeting notice requirements. Notice of such constitutional amendments will be sent out to the membership via email.

- c) Notice of meeting must indicate where copies of the amendment(s) can be readily obtained.
- d) Amendments approved by the membership must be ratified by the SFSS Student Union Organizer before they can be put into effect or included in the official constitution of the ISSA
- e) Section 11, Dissolution, shall not be amended

11) Dissolution

- a) This article shall not be altered except with the prior written consent of the Simon Fraser Student Society
- b) In the event that the ISSA becomes inactive, all assets of the ISSA revert to the Simon Fraser Student Society, to be held in trust for a minimum period of two years. For the purpose of this article, the Student Union shall have be deemed inactive if the membership does not hold the minimum number of quorate general meetings as required by this constitution for two consecutive semesters
- c) If the ISSA is regenerated to represent the interests of students within the Program/Department/School during this period, the trust shall be dissolved and all assets shall be at the direct disposal of the ISSA
- d) If the trust has not been dissolved after two years, the Simon Fraser Student Society may redistribute the assets as it sees fit

12) Ratification

- a) This Constitution was ratified by the Simon Fraser Student Society's designate on this date:

March 22, 2022