**WILFRID LAURIER UNIVERSITY STUDENTS’ UNION
CLUBS & ASSOCIATIONS CONSTITUTION**

Date of last amendment: June 21, 2024

**Section 1: Club Information**

* Full Name of Club: Association of Political Science Students
* Club Abbreviation (if applicable): APSS

**Section 2: Purpose of Club**

The purpose of the Association of Political Science Students at Laurier is to foster social interaction between politically involved and motivated students, to provide academic and professional networking opportunities for students and faculty, and to further support the efforts of the study of political science on campus.

**Section 3: Membership Expectations**

* Membership (President, Executives, and General Members) is open to all undergraduate students at Wilfrid Laurier University.
* Faculty-Based Clubs under a Faculty Association must include a majority (50% plus one) of undergraduate students from that faculty.

**Section 4: Executive Structure**

The Executive Structure is as follows:

1. President
2. Vice-President of Finance
3. Director of Finance
4. Vice-President Marketing
5. Director of Marketing
6. Vice-President of Events
7. Director of Events x 2
8. Vice-President of Mentorship
9. Director of Mentorship x 2
10. First Year Representative x 3

**Section 5: Roles and Responsibilities**

1. President:
	1. To act as an official spokesperson for APSS in all matters pertaining to the execution of the club.
	2. To be a liaison between APSS and other clubs, student governments and faculty at Wilfrid Laurier University.
	3. To be responsible for communicating with any external individuals, parties, and organizations regarding matters of the Association.
	4. To coordinate activities with the Arts Undergraduate Society (AUS), the Wilfrid Laurier University Students’ Union (WLUSU) and other relevant entities.
	5. To oversee and manage the operation of APSS, and resolve any issues or complaints fairly and constitutionally.
	6. To schedule meetings of the APSS executive branch.
	7. To chair any Committee of APSS unless otherwise stated by the Constitution or subsidiary regulation, and oversee the process of finding interested applicants.
	8. To learn and be familiar with the financial procedures of APSS, AUS, WLUSU, and to have coincidental authority with the Vice-President of Finance to sign cheques on behalf of APSS.
	9. Redirect responsibilities as they see fit.
	10. To attend all club meetings and events.
	11. To follow up with executives in terms of attendance, or the lack thereof when necessary.
	12. To ensure communication within, and between each department takes place.
	13. To engage in correspondence with all Vice-Presidents to ensure a cohesive team environment among executives and achieve Association initiatives, and objectives.
2. Executives:
	1. Finance Department
		1. To oversee the disbursements of funds under the direction of APSS, and therefore hold coincidental signing authority with the President, over any funds.
		2. To maintain accurate accounts of all receipts and disbursements of the monies of APSS, and to maintain all financial records.
		3. To monitor and report any inconsistencies in APSS banking accounts.
		4. To be responsible for preparing APSS budget for the upcoming year, in collaboration with AUS.
		5. To generally oversee financial procedures, and to ensure that they are carried out in accordance with the Constitution or other subsidiary regulation concerning such financial procedures.
		6. To approach appropriate parties (including the AUS, WLUSU, sponsors and the faculty) in order to gain access to funds required for the operation of the club and the execution of successful events.
		7. To delegate duties to other Members where expedient, and where the delegation of such duties is allowed in the Constitution and any other subsidiary regulation.
		8. To provide APSS with a verbal or written report for every regular meeting or when requested to.
	2. Marketing Department
		1. To coordinate advertising for all APSS operations and events.
		2. To be responsible for the coordination of all Members in the printing of posters and tickets for all operations and events.
		3. To be responsible for the maintenance and appearance of the APSS social media platforms and website and other proprietary media, branding, including but not limited to official notice sites.
		4. To be responsible for the distribution of information on the APSS mailing list, adhering to established best-practices, legislation and University guidelines.
		5. To coordinate with other Members to ensure that relevant information is included in any other relevant student publications.
		6. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation.
	3. Events Department
		1. To oversee all event planning-related activities such as:
		2. To reserve venues for events according to WLU regulations.
		3. To complete the respective on campus event form to ensure that the Vice-President of Marketing can advertise for the aforementioned events.
		4. To procure the necessary banners, decor, and prizes for the event.
		5. To create ‘sign-ups’ necessary for the coordination of Association members when undertaking initiatives.
		6. To collaborate with the Vice-President of Finance to ensure the event falls within the budget requirements.
		7. To create and outline specifics for any events alongside other members of the club.
		8. To coordinate activities alongside the departments of Communication with the AUS, WLUSU, and any other relevant student groups, clubs, organizations, federations, alliances, and agencies.
		9. To register events with the Students Union within the allotted time frame.
	4. Mentorship Department
		1. Outreach for potential mentors to participate within the program.
		2. Outreach for students to join as mentees.
		3. Prepare a matching process between mentors and mentees.
		4. Handle communication between mentors and mentees for issues or concerns.
		5. Keep track of meetings held between mentors and mentees.
3. General Members: To attend at least 3 APSS events, if part of the Mentorship program, each meeting with a mentor counts as 1 event that can be contributed towards the required 3.

**Section 6: Finances**

Collecting Reimbursements

1. Maintain accurate accounts of all receipts and disbursements of the monies of APSS, through collecting:
	1. Proof of purchase (ie. receipts and invoices).
	2. Contact information of the individual whom is requesting the reimbursement to complete forms.
2. Track expenses as they occur, and track if reimbursements have been submitted and approved by AUS and SU.

Approving Reimbursements

* The president has approving authority for all expenses except their own.
* All expenses to be reimbursed to the president must be approved by the Vice-President of Finance.

**Section 7: Succession**

1. The position of President(s) is required to be decided within the Executive team through an election process
	1. The election shall be held no later than the first week of March
	2. To be eligible to run for the Presidency, candidates must:
		1. Must hold or have held an executive position within APSS
		2. Needs to attend at least 50% of events
		3. Must be a senior student (ie. not a first-year student)
		4. Not be a President of a Politically Affiliated club on campus
		5. Share a platform
2. The term of the President will begin on the 1st of May of the year they are elected and end at the start of the new term.
3. The President may only serve for two consecutive terms.
	* 1. A term is defined as the time between being hired as President and the end of the last term of academic study at Wilfrid Laurier University.
		2. A President may resign at any time by giving notice to the Vice-Presidents of Finance, Marketing, Events, and Marketing in writing of their decision not to continue as President.
4. The Vice-Presidents and Directors will be hired upon the election of the President.
5. The term of each executive will begin on May 1st and end on April 30th of the next year.
6. In the case that a President is removed, or steps down, a by-election will occur.
	1. Eligible candidates to fill the role must meet all requirements outlined under Section 7– Succession, 1b).

Guidelines for elections

* If doing a virtual election, clubs are strongly recommended to use Microsoft Forms to restrict election votes to be Laurier Users-Only and then
* Club or association elections should be facilitated by a neutral party not participating in the elections. If there is no member available to do this, the Clubs & Associations department should be contacted to facilitate your election on your behalf.

Guidelines for interviewing

* The hiring panel for interviews should consist of a minimum 2 people.
* Members of the hiring panel should be neutral and not applying for any roles that would result in a conflict of interest. If there is no member available to do this, the Clubs & Associations department should be contacted.

**Section 7: Constitution Amendments**

* Amendments to the constitution must be approved by two-thirds (2/3) of the executive team.
* Amendments to the constitution must be approved by the Vice-President of Clubs and Associations at Wilfrid Laurier University Students’ Union.

**Section 8: Club Member Removal Process**

No club member should be removed from the club or association without prior consultation with the Students’ Union Clubs & Associations Department.

A club executive/member may be removed under the following conditions:

1. **Harassment or Discrimination:** Any action or activity that constitutes discrimination as defined by the Ontario Human Rights Code or contravenes Students’ Union or Wilfrid Laurier University policies.
2. **Misconduct:** An action that is contrary to the efficiency and safety of the member activities.
3. **Negligence:** Knowingly neglecting a duty that results in an unacceptable situation, including but not limited to role performance, general misconduct, or unwittingly putting other members at risk of physical or emotional harm.

**Disclaimer:** While all clubs and associations are governed by the policies and procedures of the Students’ Union, the views and actions of the club or association are not representative of the Students’ Union.