

**The International Development and Globalization Student Association Constitution**  
*Last Revised as of November 8, 2018*

**DEFINITIONS**

In the document, unless specified otherwise, the following terms are to be interpreted as followed:

- “Agenda”** Any general assembly must be announced by the Executive at least one week prior to the date of the assembly. The announcement must indicate, in both official languages, the date, time and place where the assembly will take place.
- “Double majority”** Two-thirds of the members present for the vote.
- “DSA”** Within this document, the Association shall be referred to as the “International Development and Globalization Student Association” and shall be abbreviated as the “DSA”.
- “SFUO”** Within this document, the Student Federation of the University of Ottawa shall be abbreviated as “SFUO”.
- “Student”** Within this document, “student” or “students” shall refer to any student enrolled in the undergraduate programs of: "International Development and Globalization", "International Economics and Development", and "droit civil et B.sc.soc. spécialisé en développement international et mondialisation".
- “Senior students”** Within this document, “senior student” or “senior students” refers to any student currently enrolled in the third year and above in the program of International Development and Globalization.
- “Junior Students”** Within this document, “junior student” or “junior students” refers to any student currently enrolled in either first year or second year of the program of International Development and Globalization.
- “Executive”** Within this document the Executive Committee may be referred to as “the Executive.”
- “CEO”** Within this document the Chief Electoral Officer shall be abbreviated as “CEO”.

**ARTICLE ONE: NAME AND GENERAL AFFAIRS**

- 1.1 We shall officially be referred to as the “International Development and Globalization Student Association.”
- 1.2 The DSA shall be represented under the umbrella of the Student Federation of the University of Ottawa and is a federated body thereof.
- 1.2.1 The DSA shall be considered a federated body of the SFUO and as such shall be bound by the policies and bylaws stipulated in the SFUO constitution. Where there is overlap, the SFUO constitution will overrule that of the DSA.
- 1.3 Membership in the DSA consists of all full-time and part-time undergraduate students as defined in the ‘Definitions’ section of this constitution
- 1.4 Within the terms set out in this document, the DSA is the decision-making and representative body for its students as defined in the ‘Definitions’ section of this constitution.
- 1.5 Within this document, the use of the feminine pronoun includes all genders.
- 1.6 The executive can, with no motion from the Assembly, correct mistakes in the Constitution without changing the meaning or spirit of what is written. These mistakes may include syntax, grammar, spelling or translation. The corrected version must be presented for adoption by the members at the following general assembly.

**ARTICLE TWO: GENERAL MANDATE AND RESPONSIBILITIES**

- 2.1 The mandate of the DSA is to:
- 2.1.1 Promote the interests of its members before different bodies including, but not limited to, the Faculty of Social Sciences, the School International Development and Global Studies, and the administration of the University of Ottawa;
- 2.1.2 Encourage students to involve themselves in campus life (with particular emphasis on active involvement in the affairs of the DSA) the professional and academic organisations of our field;

- 2.1.3 Promote a bilingual environment among all its students, including the active recruitment of Francophone and Anglophone members for leadership and organizational roles within the DSA;
- 2.1.4 Promote amongst students a sense of belonging to the DSA and to the School of International Development and Global Studies;
- 2.1.5 Become actively involved in political and social campaigns that reflect the values of the DSA students;
- 2.1.6 Promote fair and equal rights among all students, recognising disadvantages that may correspond to gender identity and sexual orientation, cultural, linguistic or ethnic background, and ability;
- 2.1.7 Consistently maintain a level of integrity and decorum that demonstrates respect and professionalism for both the DSA and its affiliates;
- 2.1.8 collaborate with SFUO services including: Women’s Resource Centre, Bilingualism Centre, Pride Centre, Centre for Students with Disabilities, International House, Sustainable Development Centre, and other SFUO services
- 2.1.9 Each member of the executive and each director is responsible for the following:
  - 2.1.9.1 being responsible for writing a transition report for their successor before the end of their term, even if returning for a second term;
  - 2.1.9.2 holding a minimum of three office hours per week during the fall and winter semesters, divided into two 90 minute blocks on two separate days, to meet with students, unless determined otherwise by the Executive Committee;
  - 2.1.9.3 maintaining correspondence with DSA members by means of their official DSA email address, during office hours, and at convenience to students as necessary.

**ARTICLE THREE: THE EXECUTIVE COMMITTEE**

- 3.1 The Executive Committee of the DSA shall consist the following members:
  - 3.1.1 President
  - 3.1.2 Vice President of Internal Affairs
  - 3.1.3 Vice President of Finance
  - 3.1.4 Vice President of Academic Affairs
  - 3.1.5 Vice President of Social Affairs
  - 3.1.6 Vice President of Philanthropy
  - 3.1.7 Vice President of Equity and Activism
  - 3.1.8 Vice President of Senior Affairs
  - 3.1.9 Vice President of Junior Affairs
  - 3.1.10 Vice President of Francophone Affairs
- 3.2 The mandates of all elected representatives, except Vice President of Junior Affairs, shall commence on May 1st following the general election and end on April 30th of the following year.
- 3.3 The mandate of the Vice President of Junior Affairs will begin 1 week following the results of the October by-election and end on April 30th of the following year.
- 3.4 In the case of Executives appointed due to a vacancy, mandates will begin at the time of appointment and end the following April 30<sup>th</sup>.
- 3.5 All Executive members will have voting power.
- 3.6 Only the President, the Vice President of Internal Affairs, and the Vice President of Finance may have cheque signing authority for the DSA.

**The President**

- 3.7 The President will be responsible for the following:
  - 3.7.1 Acting as the official spokesperson for the DSA;
  - 3.7.2 promoting a positive image of the DSA;
  - 3.7.3 managing and assisting with the DSA’s responsibilities;
  - 3.7.4 planning, with the Vice President of Finance, a budget for the DSA according to the deadlines in the mandate of the VP Finance;
  - 3.7.5 presiding over, preparing the agenda for, and encouraging consensus at Executive meetings;
  - 3.7.6 representing the DSA at the Presidents Roundtable meetings of the SFUO;
  - 3.7.7 meeting with the President of the SFUO, Executive members of the SFUO, the Dean of the Faculty of Social Sciences, the Director of the School of International Development and Global Studies, administrators in the Faculty of Social Sciences, professors and members as necessary;
  - 3.7.8 inviting, before September 1st, each of the Vice Presidents to submit their projects for the year in progress, and in turn presenting them to members to encourage involvement in the activities on the DSA;
  - 3.7.9 ensuring the DSA’s events are inclusive, accessible, and sustainable, to a reasonable extent;
  - 3.7.10 calling and chairing regular meetings of the Executive Committee;

- 3.7.11 chairing the General Assembly, unless otherwise determined by the executive;
- 3.7.12 ensuring that the DSA follows constitutional guidelines;
- 3.7.13 being responsible for relations with other student groups on campus including, but not limited to, SFUO clubs and services;
- 3.7.14 ensuring that members of the Executive Committee and Directors are fulfilling their mandates, as per the constitution, and intervene as necessary;
- 3.7.15 assisting with the preparation and execution of 101-week;
- 3.7.16 planning a training session, review of the DSA constitution, and review of all transition reports in a meeting of the executive committee in May;
- 3.7.17 planning, in collaboration with the entire executive committee, a calendar of events for the entire year by the second Sunday of September;
- 3.7.18 managing the DSA's cyber-security by resetting all passwords to online accounts of the DSA, distributing them to appropriate executive members and directors, and maintaining a master list of passwords in their transition report;
- 3.7.19 holding a campaign training session at the end of the all candidates meeting for the by-election and general election, if they are not a candidate in the election;
- 3.7.20 having at least an intermediate knowledge of both official languages in order to ensure that all members whom they represent feel included and represented by their student association;
- 3.7.21 ensuring promotion campaigns are implemented for all elections, by-elections and General Assemblies.
- 3.7.22 To pass, at the end of the summer OR mid-mandate, a language test that will attest that the President has a sufficient level of proficiency in both official languages to hold a conversation in either official language. This is not a grammar test, but a guarantee that the President can understand and be understood by the members that they represent.
  - 3.7.22.1 Should the President fail the test, they must retake the test at the latest 14 days after they took the test.
  - 3.7.22.2 In the event the President does not pass their second test(s), they must make a conscious and ongoing effort to learn and participate in their second official language by participating in a minimum of two discussion groups per month in their lesser dominant official language. This responsibility should be motivated by the entire executive.
- 3.7.23 Ensuring that, with the VP Equity and Activism and VP Internal Affairs, at least one equity or activist based training is instituted at the beginning of the mandate of which all members of the Executive must participate, at least once a semester
- 3.7.24 Considering and actively engaging in equity discussions about all DSA events, such as but not limited to: accessibility, racial, cultural, and religious sensitivity, inclusive of all gender and sexual expressions, uses environmentally friendly, fair trade, and/or local materials where possible, etc.
- 3.7.25 working with the VP Equity and Activism in the elimination of barriers, institutional violence, and other forms of marginalization are addressed and removed to the best ability of the DSA

### **Vice President of Internal Affairs**

3.8 The Vice President of Internal Affairs will be responsible for the following:

- 3.8.1 fulfilling the duties of the President in their absence or when designated, including but not limited to acting as the official spokesperson and chairing meetings of the executive committee;
- 3.8.2 serve as a proxy at Roundtable meetings of the SFUO;
- 3.8.3 coordinating the use of the DSA resources, and resources external to the association, including but not limited to the university, faculty, SFUO rooms, materials and resources;
- 3.8.4 taking care of administrative tasks, including, but not limited to, overseeing the sales of DSA merchandise orders in conjunction with the Director of Marketing and Design
- 3.8.5 ensuring transition reports and other important documents are kept in an organized and easily accessible manner;
- 3.8.6 ensuring the DSA office is running efficiently;
- 3.8.7 assuming residual responsibilities not specified in the constitution;
- 3.8.8 drafting minutes of Executive meetings and submitting them to the Director of Communications, to be made accessible on the DSA website;
- 3.8.9 managing, in concert with the President, the process to appoint DSA Directors, Executives for vacant positions, and a Chief Electoral Officer. Such nominations are subject to ratification and discussion by the Executive Committee.
- 3.8.10 being aware of the structure and functioning of the SFUO and its services, as well as the services offered to students by the University of Ottawa;

- 3.8.11 being the liaison between Conventions and Reservations and the executive. They will be responsible for coordinating all room bookings and for understanding and ensuring the contracts for each room booking are upheld.
- 3.8.12 meet with members of the SFUO Executive in order to share information on student issues and to seek opportunities for collaboration between the DSA and the SFUO;
- 3.8.13 coordinating at least one General Assembly per academic year;
- 3.8.14 ensuring that the Constitution of the DSA is kept up-to-date in concert with the President;
- 3.8.15 Creating, with the help of the President, a call for Directorship applications at least three weeks prior to the Winter general election with the closing date exactly one week after the election is held;
- 3.8.16 With the VP Equity and Activism and the President, ensuring that at least one equity or activist based training is instituted at the beginning of the mandate of which all Executive members must participate, at least once a semester;
- 3.8.17 Actively maintaining and promoting that the Development Student Association's office and membership observes safer space guidelines, and that just action be taken if an individual engages in conscious actions with repeated and/or malicious intent;

### **Vice President of Finance**

- 3.9 The Vice President of Finance will be responsible for the following:
- 3.9.1 the sound management of DSA funds;
  - 3.9.2 preparing and presenting a DSA financial statement at the first Executive Committee meeting of each month;
  - 3.9.3 planning a preliminary budget by the end of July and an updated budget by the end of September, with the help of the President, and motioning for its adoption at a executive committee meeting;
  - 3.9.4 meeting with the Vice President of Junior Affairs after their election to find their budgetary needs for the year, and motioning such needs to create a final budget by the second Sunday of October;
  - 3.9.5 working with the Vice President of Social Affairs to create a budget for 101 week and motioning for its adoption at a executive committee meeting;
  - 3.9.6 representing DSA members at meetings of the Money Round Table of the SFUO;
  - 3.9.7 demonstrating the financial constraints on the DSA when necessary during Executive Committee meetings;
  - 3.9.8 upon the event of a contract being signed by another Executive member, ensuring that all clauses have been read and that legal and financial implications have been carefully considered;
  - 3.9.9 meeting with each member of the Executive Committee on an as-needed basis in order to determine the amount of funds needed for projects;
  - 3.9.10 knowing the deadline for submitting the financial statements of the DSA to the SFUO Comptroller General for auditing purposes and for being aware of the dates of transfers of student levies from the SFUO to the DSA;
  - 3.9.11 respecting DSA regulations concerning financial control and the annual presentation of assets;
  - 3.9.12 ensuring the levy from the Faculty of Social Sciences is received in a timely manner;
  - 3.9.13 ensuring that the DSA is never in a position of financial deficit;
  - 3.9.14 ensuring that all DSA financial documents, books, and files are kept up-to-date at all times;
  - 3.9.15 assisting with the preparation and execution of 101-week;
  - 3.9.16 Working with the Vice President of Social Affairs during the summer months to ensure the proper organization of financial matters during the planning of 101 Week;
  - 3.9.17 ensuring adequate finances and/or donations are given to causes, institutions, events, charities, and organizations that are equitable in their ongoing, in terms of factors such as but not limited to, transparency, are preferably local and/or grassroots, and does not engage in dehumanizing phenomena as determined and discussed by the DSA executive;
  - 3.9.18 ensuring equity being implemented in the purchase of all DSA materials

### **Vice President of Academic Affairs**

- 3.10 The Vice President of Academic Affairs will be responsible for the following:
- 3.10.1 assisting students with grade reviews, academic appeals, questions related to course selection or programs, and academic problems related to the administration or teaching staff by means of resources and/or support;
  - 3.10.2 attending a training session of the Student Appeals Centre of the SFUO;
  - 3.10.3 holding a minimum of one event per semester (except for the summer semester) that is primarily in French, that is aimed primarily at francophone students or is about issues relating mainly to francophone groups
  - 3.10.4 Responsible for maintaining and updating the DVM Student Handbook

- 3.10.5 representing DSA members at meetings of the University Affairs Roundtable of the SFUO;
- 3.10.6 sitting with the President at departmental meetings when necessary;
- 3.10.7 promoting the improvement and development of the International Development and Globalization program;
- 3.10.8 promoting the creation of courses that respond to the interests of students;
- 3.10.9 consulting with members regarding the quality of courses, teaching, and administration within the School of International Development and Global Studies and the Faculty of Social Sciences by means of annual survey, report, and General Assembly;
- 3.10.10 informing students of opportunities for academic exchanges abroad;
- 3.10.11 ensuring social programming of the DSA contains conferences and/or speakers that reflect the academic interests of its members;
- 3.10.12 organizing at least two international development related events per semester;
- 3.10.13 assisting with the preparation and execution of 101-week;
- 3.10.14 working with the VP Equity to ensure all International Development Week events and workshops have equity integrated into their programming: this may include but is not limited to; advocating for representation of speakers and facilitators, advocating for and helping organize workshops and panels on topics that feature traditionally marginalized people's issues in development, and using greener and zero waste options in terms of materials and resources throughout the week;
- 3.10.15 ensuring all academic events held by the DSA have equity at the heart of their intention, as discussed and agreed upon by the DSA executive;

### **Vice President of Social Affairs**

- 3.11 The Vice President of Social Affairs will be responsible for the following:
  - 3.11.1 organizing and ensuring the proper functioning of 101 Week activities to welcome new students and encourage their integration into the university community;
  - 3.11.2 proposing social activities for the year in progress before the fall semester commences, in order to provide students with opportunities to participate in the planning of these events and to encourage their involvement in social activities;
  - 3.11.3 holding a minimum of one event per semester (except for the summer semester) that is primarily in French, that is aimed primarily at francophone students or that is about elements of the francophone culture, in collaboration with the Director of Bilingualism and Translation as necessary;
  - 3.11.4 creating committees and/or appointing project coordinators for specific activities, as necessary;
  - 3.11.5 representing DSA members at meetings of the Social Roundtable of the SFUO;
  - 3.11.6 working with SFUO Services to ensure DSA events are as accessible, sustainable, and inclusive as possible;
  - 3.11.7 ensuring that they are available to fulfill their mandate during the summer months, including attending meetings in Ottawa;
  - 3.11.8 having contract signing authority pertaining to all 101 Week expenses under directive of the President and Vice President of Financial Affairs;
  - 3.11.9 ensuring that all events organized by the Executive include a component in the French language and/or take into account Francophone participants;
  - 3.11.10 Communicating with the Women's Resource Centre over the summer in order to ensure that DSA guides and 101ers can fully participate in their annual 101 week event, "Take Back the Night".
  - 3.11.11 will work with the VP Equity and Activism to ensure 101 week programming is as equitable, accessible, and inoffensive as possible, including but not limited to, event venues, event themes, and activities;
  - 3.11.12 will work with other membership and FSS executive to ensure all events where the DSA is involved are as equitable as possible;
  - 3.11.13 will ensure all DSA students feel welcomed, comfortable, and have access to accommodations for any event held by or in part by the DSA
  - 3.11.14 in accordance with the VP Equity & Activism and the President, they will ensure safe spaces for marginalized folk are accessible and available if needed;
  - 3.11.15 will make certain the 101 Week theme has equity and activism in mind so as not to be problematic, and the theme is wholly and genuinely discussed and agreed upon by the DSA Executive;
  - 3.11.16 will have equity at the heart of all purchases so to keep costs to a minimum, not to create excessive waste of materials, and to the best of their ability, not offend any participating 101 week members

### **Vice President of Philanthropy**

- 3.12 The Vice President of Philanthropy will be responsible for the following:

- 3.12.1 ensuring the DSA is an active participant in all philanthropic endeavours and campaigns of the SFUO and others as agreed upon by the DSA Executive;
- 3.12.2 liaising between the DSA Executive and the SFUO Philanthropic Coordinator on an ongoing basis;
- 3.12.3 liaising with the DVM Committee to ensure effective execution of philanthropic initiatives and to promote DSA campaigns;
- 3.12.4 proposing philanthropic initiatives that reflect the mandate of the DSA;
- 3.12.5 proposing political initiatives that reflect the mandate of the DSA;
- 3.12.6 coordinating at least one fundraiser in their term in support of a cause as decided upon by the Executive;
- 3.12.7 representing students at the Shine Roundtable Meetings of the SFUO;
- 3.12.8 ensuring that they are available to fulfill their mandate during the summer months, including attending meetings in Ottawa;
- 3.12.9 will ensure all philanthropic events are as equitable as possible, such that they are accessible and transparent;
- 3.12.10 will do their best, in agreement of the membership, to choose organizations and/charities that also observe equity, transparency, and are as locally based as possible; will refrain from promoting or working with problematic organizations, of which criteria is to be discussed and agreed upon by the DSA executive;

### **Vice President of Equity and Activism**

- 3.13 The Vice President of Equity and Activism will be responsible for the following:
- 3.13.1 working in collaboration with the Vice President of Social Affairs to hold a minimum of one equity-focused event per semester;
  - 3.13.2 coordinating at least one activist event in their term in support of a cause as decided upon by the Executive;
  - 3.13.3 actively promoting representation of women; lesbian, gay, bisexual, trans\*, and queer students; students with disabilities; First Nations, Inuit and Metis people; international students; racial and ethnic minorities; Francophone students and other disadvantaged groups for leadership and organizational roles within the DSA;
  - 3.13.4 holding at least one meeting with the Women's Resource Centre, Bilingualism Centre, Pride Centre, Centre for Students With Disabilities, International House and other SFUO services at the beginning of their mandate to see how the DSA can work in collaboration with these services;
  - 3.13.5 holding meetings with marginalized students within the DSA to make sure that their voices are heard and represented through the DSA;
  - 3.13.6 collaborating with Vice President of Social Affairs for 101 Week events to ensure that there are events with a focus on equity issues on campus;
  - 3.13.7 working with the Vice President of Equity of the SFUO to ensure that equity issues are well represented;
  - 3.13.8 working with all members of the DSA executive to ensure that DSA events are as inclusive, accessible, and sustainable as possible;
  - 3.13.9 proposing equity activities/events/campaigns for the year in progress before the fall semester commences, in order to provide students with opportunities to participate in the planning of these events and to encourage their involvement in equity issues;
  - 3.13.10 implementing campaigns and programming to educate students on equity issues, amplify historically marginalized voices, and eliminate barriers within the DSA;
  - 3.13.11 coordinating student participation in all days of action, vigils, and ceremonies of the SFUO and others as agreed upon by the DSA Executive;

### **Vice President of Senior Affairs**

- 3.14 The Vice President of Senior Affairs will be responsible for the following:
- 3.14.1 encouraging all students who are in their last 4 semesters (herein called Senior Students) of their undergraduate degree to actively participate in the DSA;
  - 3.14.2 promoting DSA events through classroom presentations and through their social networks;
  - 3.14.3 holding one social event to bring together Senior Students;
  - 3.14.4 working with the Vice President of Academic Affairs and Vice President of Francophone Affairs to hold an Employment fair, grad School information sessions or networking opportunities fair in the fall semester;
  - 3.14.5 holding a Grad Luncheon in the winter semester to bring graduating students and professors together;
  - 3.14.6 organizing grad photo and graduation information for applicable students;
  - 3.14.7 working with the VP Equity and Activism to encourage senior students to support and engage in one activist and/or equity event in the year;
  - 3.14.8 actively engage in and advertise equity and activist events occurring on campus

### **Vice President of Junior Affairs**

- 3.15 The Vice President of Junior Affairs will be responsible for the following:
- 3.15.1 encouraging all students who are in their first 4 semesters (herein called Junior Students) of their undergraduate degree to actively participate in the DSA;
  - 3.15.2 promoting DSA events through classroom presentations and through their social networks;
  - 3.15.3 holding one social event to bring together Junior Students;
  - 3.15.4 working with the Vice President Academic Affairs and Vice President of Francophone Affairs to hold a Co-op / international internship / international exchange / FSWEF information session for Junior Students;
  - 3.15.5 working with other Junior Representatives (or the equivalent) in other Federated Bodies to engage students in the first 4 semesters;
  - 3.15.6 working with the VP Equity and Activism to encourage junior students to support and engage in one activist and/or equity event in the year actively engage in and advertise equity and activist events occurring on campus

### **Vice President of Francophone Affairs**

- 3.16 The Vice President of Francophone Affairs will be responsible for the following:
- 3.16.1 Ensuring that Francophone students represented by the DSA are represented at all DSA events and in all DSA spaces, including executive meetings and the office space;
  - 3.16.2 Promoting bilingualism and la francophonie alongside the Director of Bilingualism and Translation;
  - 3.16.3 Being responsible for at least 1 francophone event per academic year;
  - 3.16.4 Work closely with the Vice President of Social Affairs to ensure that 101 Week welcomes and supports incoming Francophone students;
  - 3.16.5 Act as a resource to all DSA Executive members and work closely with most notably the Vice President of Social Affairs and the Vice President of Academic Affairs to ensure that bilingualism is at the core of all events;
  - 3.16.6 Promote inclusion of francophone students in all DSA events through outreach.

## **ARTICLE FOUR: DIRECTORS**

- 4.1 The following are standard Director positions:
- 4.1.1 Director of Marketing and Design
  - 4.1.2 Director of Bilingualism and Translation
  - 4.1.3 Director of Communications
  - 4.1.4 Director of Outreach and Student Engagement
  - 4.1.5 101 Week Logistics Coordinator
  - 4.1.6 Director of International Development Week
- 4.2 The Directors are voting members of the executive committee who serve to assist the DSA Executive in completing their mandate and ensuring the DSA is accessible to our students.
- 4.3 The Directors are to be appointed by the DSA Executive as soon as possible and within the first month of the Executive's mandate.
- 4.4 The DSA Executive reserves the right to appoint, in exceptional circumstances, an additional Director with a specified portfolio, such nomination being subject to ratification by the Executive Committee.
- 4.5 The Executive may dismiss a director by a 2/3 vote if they do not fulfill the duties as outlined by the Constitution.
- 4.6 The mandates of the directors begin at the time of their appointments and end on the following April 30<sup>th</sup>.

### **Director of Marketing and Design**

- 4.7 The Director of Marketing and Design's responsibilities will consist of the following:
- 4.7.1 Creating promotional materials for DSA initiatives on an as-needed basis;
  - 4.7.2 working in tandem with the Director of Bilingualism and Translation, when necessary;
  - 4.7.3 liaising with the DVM Committee to ensure effective promotion of DSA initiatives;
  - 4.7.4 attending the DSA Executive meetings at least once a month, or as determined by the DSA Executive;
  - 4.7.5 working with vice president of Internal Affairs to manage DSA merchandise orders;
  - 4.7.6 will ensure equity at the heart of all promotional and marketing materials, of which the criteria is to be discussed and agreed upon by the executive at the beginning of the fall semester and throughout their mandate;
  - 4.7.7 will ensure all themes and promotional material for DSA events are equitable, and are not dehumanizing, homogenizing, or misrepresentative of any individuals as to be discussed and agreed upon by the executive;

### **Director of Bilingualism and Translation**

- 4.8 The Director of Bilingualism and Translation's responsibilities will consist of the following:
- 4.8.1 must demonstrate an ability to communicate effectively in both official languages of the University of Ottawa;
  - 4.8.2 ensuring the DSA social and academic initiatives reflect both official languages of the University of Ottawa.
  - 4.8.3 ensuring that all documents released by the DSA are bilingual;
  - 4.8.4 ensuring all francophone events are as equitable and as accessible possible;
  - 4.8.5 will suggest alternative translation for, challenge material, and/or refuse to publish material that is insensitive to students;

### **Director of Communications**

- 4.9 The Director of Communications' responsibilities will consist of the following:
- 4.9.1 Managing the circulation of information between the Executive and DSA students;
  - 4.9.2 establishing a communications strategy for the year, including details of changes to the website, and the format and timeline of electronic mailings;
  - 4.9.3 Ensuring that the website of the DSA is maintained and updated on a weekly basis;
  - 4.9.4 Working with Executives to develop online initiatives to aid executive members in the completion of their respective mandates;
  - 4.9.5 Ensuring that the minutes from each meeting of the Executive Committee are posted on the website of the DSA as soon as they are available;
  - 4.9.6 Updating and maintaining the DSA electronic mailing list and sending out newsletters on a regular basis
  - 4.9.7 coordinate efforts of the Directors Bilingualism and Marketing and Promotions in the organisation of events and communication products
  - 4.9.8 working in tandem with the Director of Bilingualism and Translation to ensure all electronic communications are available in both official languages;
  - 4.9.9 will ensure equity at the heart of all promotional and marketing materials, of which the criteria is to be discussed and agreed upon by the executive at the beginning of the fall semester and throughout their mandate;
  - 4.9.10 ensures channels of communication between the student body and the membership are accessible, professional, and are without barriers;
  - 4.9.11 ensures changes are made to the website for accessibility, such that, but are not limited to, French translation is accurate, and accommodations such as toggling the font type, font size, colour scheme, and audio alternatives are available;
  - 4.9.12 attend the DSA Executive meetings at least once a month, or as determined by the DSA Executive;
  - 4.9.13 must have at least an intermediate level of written understanding of both official languages of the university of Ottawa. Being fully bilingual is an asset;

### **Director of Outreach and Student Engagement**

- 4.10 The Director of Outreach & Student Engagement will be responsible for the following:
- 4.10.1 Actively recruiting and managing the DVM Committee;
  - 4.10.2 Acting as a liaison between the DVM Committee and the DSA Executive;
  - 4.10.3 Presenting student proposals and updates to the DSA Executive on all matters concerning the DVM Committee and Outreach Activities;
  - 4.10.4 Working alongside the VP Social to ensure retention of 1st year student engagement after 101 week and to ensure DVM Committee integration into social events to boost attendance and engagement throughout the academic year;
  - 4.10.5 Working alongside the VP Franco to ensure DVM Committee events and meetings are accessible and welcoming to francophone students, and to ensure francophone student engagement;
  - 4.10.6 Working alongside the VP Junior to ensure DVM Committee events and meetings are accessible and welcoming to junior students, to ensure maximum outreach and engagement;
  - 4.10.7 Consulting with the VP Equity as needed to ensure DVM Committee events and meetings are equitable and accessible to all students;
  - 4.10.8 Managing the DVM Committee Facebook group and posting regular updates on DVM Committee meetings, DSA Events, and other relevant events (to the discretion of the Director of Outreach & Student Engagement);
  - 4.10.9 Able to hold a conversation in both official languages of the University of Ottawa.



## **International Development Week (IDW) Coordinator**

- 4.11 International Development Week Director's responsibilities will consist of the following:
- 4.11.1 organizing an international development week with the help of an appointed IDW executive team
  - 4.11.2 selecting a theme for IDW that relates to international development studies;
  - 4.11.3 ensuring that all topics discussed are relevant, current, and accessible;
  - 4.11.4 working with to VP equity to ensure that all aspects of IDW are both accessible and equitable;
  - 4.11.5 meeting at the beginning of their mandate with the past IDW Director and IDW Executive to discuss the future of the conference and meeting with the past IDW Director at the end of their mandate;
  - 4.11.6 and ensuring that the conference remains bilingual and accessible in both official languages.

## **ARTICLE FIVE: DVM COMMITTEE**

- 5.1 The DVM Committee is the volunteer team for the DSA.
- 5.2 The DVM Committee is comprised of students, which serve to assist the DSA Executive with execution of social, academic, political, and philanthropic initiatives on an as-needed basis.
- 5.3 The DVM Committee is to be directed primarily by the Director of DVM Committee, with additional support from any other relevant Executives or Directors.

## **ARTICLE SIX: EXECUTIVE MEETINGS**

- 6.1 Meetings of the Executive shall be held bi-weekly during the fall and winter semesters.
  - 6.1.1 However, the Executive reserves the right to meet as often as it deems necessary and in the manner it deems appropriate.
- 6.2 During the summer period (May to August), Executive meetings must be held at least twice a month.
- 6.3 Executive meetings are conducted according to Robert's Rules of Order, unless otherwise determined by a majority vote of the DSA Executive Committee.
- 6.4 If a DSA Executive or Director fails to attend an Executive Committee meeting, they must provide an adequate reason;
  - 6.4.1 Executive members present may motion to vote on the adequacy of a reason if it is questioned;
  - 6.4.2 Failure to present adequate reasons for absences is justification for impeachment of an Executive member or dismissal of a Director
- 6.5 Quorum at Executive meetings is half of the Executive members plus one.
- 6.6 To the extent that it is feasible, Executive meetings are to be held at a set time and date, to be determined at the beginning of each semester.
- 6.7 Executive meetings are open to all DSA students, unless otherwise determined by the Executive. Additionally, minutes will be made available for all students, in both French and English, made easily accessible online.
- 6.8 Each of the elected members of the Executive has an equal vote.
- 6.9 Votes at Executive meetings are taken by a show of hands and are decided by a simple majority, that is to say 50% of eligible voters present and voting plus one.
- 6.10 The agenda for each Executive meeting is submitted by the President at the start of the meeting.
  - 6.10.1 Any additions may be subjected to a vote at the request of a member of the Executive.
- 6.11 Anyone intervening at an Executive meeting may do so in English or in French and may request that any verbal intervention or written document presented at the meeting be explained to them in either of these languages.
- 6.12 Each executive member is individually responsible for implementing Executive decisions and duties assigned to their within the deadline set out at those meetings.

## **ARTICLE SEVEN: IMPEACHMENT PROCEDURES**

- 7.1 Motives allowing the instigation of impeachment procedures against a member of the Executive must be among the following:
  - 7.1.1 Mismanagement of DSA funds or assets;
  - 7.1.2 Failure to fulfill constitutional duties without valid reason;
  - 7.1.3 Failure to carry out specific directives adopted at an official Executive meeting without valid reason;
  - 7.1.4 Abusive power and or position.
  - 7.1.5 Use of discriminatory and/or oppressive language when representing the DSA.

- 7.1.6 Failure to support the other members of the executive and their efforts or failure to respect DSA members including the executive.
- 7.2 The impeachment of an Executive member requires:
  - 7.2.1 The submission of a petition;
    - 7.2.1.1 Signed by 40 members and including the student number of each signatory, or signed by half plus one of the elected executive members;
    - 7.2.1.2 The petition must be submitted to the Executive and the parties involved in the complaint.
  - 7.2.2 A vote of two-thirds of members present at a General Assembly.
    - 7.2.2.1 This Assembly must be called within seven business days of the Executive's receipt of the petition.
    - 7.2.2.2 A quorum of twenty DSA members must be obtained for this Assembly to be duly constituted.
    - 7.2.2.3 If a quorum is not reached the impeachment procedure will be withdrawn.
- 7.3 Any petition and any resolution of a General Assembly whose purpose is to impeach a member of the Executive must specify the precise events or activities justifying impeachment.
- 7.4 Each party to the impeachment complaint may appeal the decision of the Constitution Committee of the SFUO in accordance with the provisions set out in the SFUO Constitution.

## **ARTICLE EIGHT: ELECTIONS**

- 8.1 The DSA Elections are subject to Bylaw 11 of the SFUO Constitution.
- 8.2 The DSA Executive and Directors must be neutral and therefore no member of the Executive or a Director can under any circumstances openly support any candidate running for a position on the DSA Executive or participate in any campaign unless it is their own.
- 8.3 The elections of DSA executive members must be completed by March 31<sup>st</sup> with the exception of Vice President of Junior Affairs
  - 9.3.1 The election of the Vice President of Junior Affairs must be completed by the end of the first week of October
- 8.4 No person campaigning for a position on the DSA Executive Committee may be a scrutinizer.
- 8.5 No person campaigning for a position on the DSA Executive Committee may assist in the organization or execution of the election.
- 8.6 Candidates can be authorized by the CEO to use up to 20 posters (maximum of 11 by 17 inches each) to promote their candidacy.
- 8.7 Candidates can spend up to \$25 on election expenses and must submit receipts to the CEO.
- 8.8 The Executive is responsible for elections promotions that include the following:
  - 8.8.1 class presentations to a minimum of 50% of the classes represented by the DSA at the time of the campaign;
  - 8.8.2 visual notification of the ongoing campaign, at least one (1) week before the campaign starts, these may include but are not limited to posters;
  - 8.8.3 visual notification beyond notification on, in, or around the DSA office, and must be present in more than one (1) building;
  - 8.8.4 promotional information distributed electronically through at least two different services/formats; these must include but are not limited to the official DSA website and some other form of bulk notification.

### **Timetable**

- 8.9 The timetable for the elections must be established by the Executive and must include the following points:
  - 8.9.1 the deadline for nominations for the Chief Electoral Officer;
  - 8.9.2 the deadline for nominations for Executive positions;
  - 8.9.3 the deadline to submit electoral platforms;
  - 8.9.4 the dates of the campaign period, which shall span no less than one calendar week;
  - 8.9.5 the date of the candidates' debate;
  - 8.9.6 the voting date or dates.

### **Special Electorate Rules**

- 8.10 the electorate for the vice-president of Senior Affairs will be restricted to students who have or will have completed their second year of the program of International Development and Globalization.
- 8.11 the electorate for the Vice-President of Junior Affairs will be restricted to students currently enrolled in either their first and second years of the program of International Development and Globalization.

### **Chief Electoral Officer**

- 8.12 The CEO will be determined by simple majority vote of the DSA Executive.

- 8.12.1 The CEO must be a student of the University of Ottawa.
- 8.12.2 The CEO cannot be a student represented under the DSA.
- 8.13 The CEO is accountable to the Executive for the proper management of the electoral process.
- 8.14 The DSA Executive can vote to dismiss the CEO for favouring a candidate, not performing their duties as outlined, or demonstrating a lack of respect for electoral procedures.
- 8.15 The CEO is responsible for:
  - 8.15.1 announcing and publicizing the elections, as well as all events and deadlines associated with the elections;
  - 8.15.2 ruling on all questions concerning the organization and the administration of the elections;
  - 8.15.3 drafting electoral regulations and ensuring that they are respected;
  - 8.15.4 printing the official nomination forms and electoral ballots;
  - 8.15.5 ensuring all equipment and facilities necessary to the elections are procured;
  - 8.15.6 obtaining and guarding as strictly confidential the official enrolment list of students in the International Development and Globalization program for the purpose of identifying valid voters on the date(s) of the election. Only the CEOs, their assistant(s), and the polling officers are authorized to view this list;
  - 8.15.7 coordinating the counting of ballots directly following the elections;
  - 8.15.8 disqualifying candidates who contravene the rules of the election;

### **Candidates**

- 8.15 In order to be considered eligible, all requirements must be satisfied:
  - 8.15.1 Candidates must be in the International Development and Globalization program;
  - 8.15.2 All candidates must submit their election form specifying the position selected;
  - 8.15.3 Candidates cannot form teams or slates nor may they combine resources or technical aid. This includes the sharing of labour or costs;
  - 8.15.4 Candidates and any recognized members of their campaign who make or publish any false statement of fact in relation to the personal character or conduct of a candidate will be disqualified;
  - 8.15.5 Candidates cannot run for more than one position on the Executive in any given election;
  - 8.15.6 only students in their first 4 semesters at the University of Ottawa are eligible to run for the position of Vice President of Junior Affairs;
  - 8.15.7 only students in their last 4 semesters of their undergraduate degree are eligible to run for the position of Vice President of Senior Affairs.

### **The Vote**

- 8.16 Every member of the DSA has one vote that they may exercise themselves or through a proxy.
- 8.17 Each student must verify their identification in order to vote.
- 8.18 The CEO, at the opening of the polls, must mark their ballot preferentially for all options, with a "1" denoting the most preferred choice, followed by a "2", and so forth.
- 8.19 The ballot of the CEO must be sealed and opened only in the event of a tie.
- 8.20 The elections will be conducted by secret ballot using a preferential voting system.
- 8.21 Each ballot will be an official document on which the names of the candidates, as they appear on the successfully completed nomination forms, are listed alphabetically from A-Z according to their surnames.
- 8.22 In the case of there only being one candidate for a position, a vote of confidence will be used in the form of 'yes' or 'no' being placed next to their name.
- 8.23 In races with multiple candidates, the candidate receiving the most votes according to the preferential voting system shall be declared elected to the position. In the case of there only being one candidate for a position, the candidate will be declared elected if they receives more 'yes' votes than 'no' votes.

### **Ballot Counting**

- 8.24 Ballot counting will be the responsibility of the CEO and their assistant(s).
- 8.25 Both the ballots and official enrolment lists must not be destroyed until after five business days after the election results have been finalized.
- 8.26 There will be an automatic recount of the ballots if less than ten ballots separate the elected candidate from their opponent(s).
- 8.27 The CEO will officially announce the results of the elections on the same evening as the ballot counting.
- 8.28 Any candidate may demand a recount. In order to do so, they must submit a written request to the CEO within two business days of the initial ballot count.
- 8.29 The CEO must advise all other affected candidates for that particular position before the recount may take place.
- 8.30 Any member of the DSA may contest election results by submitting a request to the CEO within two business days of the official announcement of the results.

## **Vacancies**

- 8.31 If a position has not been filled or becomes vacant the elected executive can appoint someone to fill that position by voting.
- 8.32 If a position cannot be filled by a non-elected member the executive may upon unanimous consent fill the position with an elected member (double position) or leave the position vacant and the executive as a whole becomes responsible for those duties;

## **ARTICLE NINE: GENERAL ASSEMBLY**

- 9.1 The General Assembly is to be organized by the Vice President of Internal Affairs, unless otherwise determined by the DSA executive.
- 9.2 The DSA President chairs the General Assembly, unless otherwise decided by the DSA Executive, and must do so in accordance with the most recent edition of “Robert’s Rules of Order”.
- 9.3 Quorum is set at 20 DSA members, including members of the Executive Committee. In order for quorum to be valid, there must be at least 12 DSA members who are not on the Executive Committee.
- 9.4 The General Assembly must be advertised by the DSA Executive at least one week in advance indicating in both English and French the date, time, and location of the meeting. The date of the General Assembly must be decided upon and announced by the DSA Executive by the second week of the academic term.
- 9.5 Any motion may be presented at a General Assembly without prior notice.
- 9.6 Votes on motions presented at a General Assembly, except as they pertain to the impeachment of an Executive member, are taken by a show of hands and are decided by a simple majority, which is 50 percent of students present and voting plus one. In the case of a tie, the motion is lost.
- 9.7 A General Assembly of the DSA must be held prior to the elections taking place in the winter semester.
- 9.8 An emergency meeting of the General Assembly may be called by way of the submission of a petition to the Executive signed by at least 20 members of the DSA.
- 9.9 The Executive must call a General Assembly within five business days following the submission of such a petition.
- 9.10 At General Assemblies, members may:
  - 9.10.1. Adopt minutes from the previous general assembly
  - 9.10.2. Receive and consider, in winter, the financial statements of the DSA for the past semester
  - 9.10.3. Receive and consider, in fall, the financial statements of the DSA for the past year
  - 9.10.4. Endorse positions adopted by the Executive
  - 9.10.5. Receive the annual report of the DSA
  - 9.10.6. Set general directions of the DSA for the next semester or the next years
  - 9.10.7. Set up committee(s) to help the General Assembly to perform its duties
  - 9.10.8. Be informed of any other matter the DSA may be involved with
  - 9.10.9. Call a general assembly on a topic related to the general assembly as set out in the constitution
  - 9.10.10. Exercise its veto power on any previous decisions of the DSA or on decisions of other instances of the DSA
  - 9.10.11. Take position, as a sovereign entity, on any topic it deems as relevant
  - 9.10.12. Modify or ratify the present constitution
  - 9.10.13. Adopt new regulations or procedures
  - 9.10.14. Impeach any member of the executive, by a vote of two-thirds
  - 9.10.15. Call a referendum (for consultation, decision or dissolution)

## **ARTICLE TEN: CONSTITUTIONAL AMENDMENTS**

- 10.1 Changes to the DSA Constitution may be done by way of either a General Assembly or a referendum question.
- 10.2 Amendments to the DSA Constitution may be proposed without prior notice at a General Assembly held in accordance with Article 9.
- 10.3 Amendments proposed by way of a referendum must be announced and advertised at least twenty business days prior to the date of the referendum.
- 10.4 The SFUO is responsible for appointing a referendum convenor.
- 10.5 The referendum question will be placed on the ballot with the choice of voting “Yes” or “No” to the question.
- 10.6 Voting, ballot counting and the announcement of the referendum results will take place in accordance with the elections rules enumerated in Article 8.
- 10.7 A simple majority (50 percent of votes cast plus one) is required for a referendum question to pass. In the case of a tie, the motion is lost.

## **ARTICLE ELEVEN: INTERNATIONAL DEVELOPMENT WEEK**

- 11.1 The DSA is responsible for organizing a week of activities followed by a conference pertaining to international development, in conjunction with the national IDW.
- 11.2 The VP Academic will select the IDW Executive Planning Committee (e.g. external and internal logistics, delegation, and volunteers coordinator positions).
- 11.3 The VP Academic will hold and attend regular meetings beginning at the outset of their mandate..
- 11.4 The Vice President of Academic Affairs, with feedback from the Vice President of Finance, Director of Communications, Director of Bilingualism and Translations, and Director of Marketing and Design must write a transition report (separate from DSA transition report) for their successor before the end of their term, even if returning for a second term.
- 11.5 Each member of the appointed IDW executive body must write a transition report for their successor before the end of the winter semester, even if returning for a second term.
- 11.6 The Vice President of Finance’s responsibilities for IDW include, but are not limited to:
  - 11.6.1 Attending all IDW executive and volunteer meetings.
  - 11.6.2 Ensuring that IDW is operating within the approved budget and keeping track of all expenses and revenue.
  - 11.6.3 Seeking out financial sponsorship.
- 11.7 The Director of Communications’ responsibilities for IDW include, but are not limited to:
  - 11.7.1 Attending all IDW executive and volunteer meetings as deemed necessary by the IDW Executive Planning Committee Chairperson.
  - 11.7.2 Creating a strategic communications strategy to promote IDW leading up to and during the event.
- 11.8 The Director of Bilingualism and Translation’s responsibilities for IDW include, but are not limited to:
  - 11.8.1 Attending all IDW executive and volunteer meetings as deemed by necessary by the IDW Executive Planning Committee Chairperson.
  - 11.8.2 Ensuring that IDW is a bilingual event; this includes engaging Francophone students and ensuring that there are Francophone panelists and workshop facilitators.
- 11.9 The Director of Marketing and Design’s responsibilities for IDW include, but are not limited to:
  - 11.9.1 Attending the IDW executive meetings as deemed by necessary by the IDW Executive Planning Committee Chairperson.
  - 11.9.2 Attending all IDW volunteer meetings.
  - 11.9.3 Designing an IDW logo to use on informational and promotional material.
- 11.10 Other members of the DSA executive responsibilities for IDW include, but are not limited to:
  - 11.10.1 Attending the IDW executive meetings as deemed necessary by the Vice President of Academic Affairs.
  - 11.10.2 Supporting the Vice President of Academic Affairs on an as-needed basis throughout the preparation for the event

## **ARTICLE TWELVE: GENERAL POINTS**

- 12.1 The DSA should make use of the workshops made available by the SFUO services, including but not limited to Positive Space Training, Ally Training, Anti-O Training, and Active Listening, and ensure presentations of these workshops, and others that would be beneficial to achieving our mandate, take place at Executive and DVM Committee meetings.
- 12.2 The Executive Committee and Directors must take the online training for the AODA within the first month of its mandate in order to be sufficiently prepared for making all its initiatives meet the accessibility requirements of the province of Ontario.
- 12.3 Promotional material for all events must include the following: “Accessibility accommodations will be made available upon request, to the best of the ability of the DSA”. A date by which the request must be made will be included on the material.
- 12.4 When purchasing items for events, clothing orders, etc., the DSA will invest in items that are fair trade, organic, sustainable, or otherwise ethically certified, unless faced with major barriers as determined by the executive committee.
- 12.5 In recognition that the University of Ottawa is located on unceded and unsurrendered Algonquin territory, the DSA shall make a proactive effort to make land acknowledgements at its events and in its promotional materials.

## **ARTICLE THIRTEEN: THE IDW EXECUTIVE**

- 13.1 The IDW Director will select an IDW Executive through an application process. The IDW Director will choose the specific size and roles of this executive as necessary after consultation with the current DSA Executive
- 13.2 The IDW Executive will be allotted two keys to the DSA Office. The distribution of these two keys will be at the discretion of the IDW Director. The IDW Executive members selected will be

responsible for their own key for the duration of the year, following the same process as the DSA Executive. The key is to be returned within a month of IDW.

13.3 The IDW Executive may have access to the code to the FSS boardroom and therefore may use the boardroom for IDW activities.

#### **ARTICLE FOURTEEN: 101 WEEK LOGISTICS COORDINATOR**

14.1 The Selection of the 101 week coordinator will be as follows:

14.1.1 The 101 Week Logistics Coordinator will be appointed by the VP Social through an online application process at the same time as the director selection process;

14.1.2 The 101 Week Logistics Coordinator must be ratified by the DSA Executive members;

14.2 The 101 Week Logistics Coordinator will have a DSA Office key and will be permitted to use the DSA Office for the duration of their time as the 101 Week Logistics Coordinator (May-2nd week of September);

14.3 The 101 Week Logistics Coordinator is responsible for the following:

14.3.1 Working alongside the VP Social in the planning and implementation of 101 week;

14.3.2 Being present during the summer months (May-August) to plan 101 week with the VP Social;

14.3.3 Attending SFUO VP Social Roundtables during the summer months (May-August) with the VP Social (or acting as proxy in their absence);

14.3.4 Managing the logistical aspects of 101 week (to be determined in cooperation with the VP Social) possibly including but not limited to: the schedule of events; coordinating guides and the guide schedule; coordinating head guides and the head guide schedule; room bookings and event spaces; and planning for emergencies;

14.3.4 Receiving “bracelet cutting training” by the SFUO and hold bracelet cutting power during 101 Week.

14.4 The roles and responsibilities of the 101 Week Logistics Coordinator can be adjusted by the VP Social as seen fit.

14.5 The position of the 101 Week Logistics Coordinator is dissolved at the end of the 2nd week of September, and the person fulfilling this role is then required to return their DSA Office Key to SIDGS and therefore relinquishes their rights to use of the DSA office.

14.5.1 At this time, the 101 Week Logistics Coordinator will be required to write a transition report to be submitted by October 1st.

14.5.2 The 101 Week Logistics Coordinator is permitted to run in a Fall By-Election should it exist.