**Calgary Indigenous STEAM Students’ Association (“CISSA”)**

**Constitution**

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| *Rev 1* | *April 2, 2021* | *Jasmine McDermott* |
| *Rev 2* | *April 29, 2023* | *Austin Bercier* |
| *Rev 3* | *April 5, 2024* | *Alexandria McRorie* |

# Preamble

## Name

The name of the club shall bethe Calgary Indigenous STEAM Students’ Association, also referred to as, “CISSA**.”**

## Acknowledgement

The Calgary Indigenous STEAM Students’ Association acknowledges and will abide by the Students’ Union bylaws and policies, unless otherwise approved by the Clubs Committee.

The Calgary Indigenous STEAM Students’ Association will not remain a Students’ Union registered club if any Union Bylaw or other Students’ Union or University of Calgary policy is contravened without Clubs Committee ratification.

This document shall serve as the constitution of the Calgary Indigenous STEAM Students’ Association, which regulates the activities and affairs of the club. All actions and, if any, additional policies of the club shall adhere to this constitution.

## Objectives

The objectives of the club shall be:

1. To promote Indigenous engagement and leadership in STEAM through:
2. Promoting mentorship and collaboration with external community members.
3. Create a safer space for incoming and prospective Indigenous students to learn and grow.
4. Providing volunteer opportunities for students to apply their knowledge of STEAM through outreach programs and technical projects supporting Indigenous communities.
5. To build and strengthen a community of Indigenous STEAM Students on campus through:
6. Mentorship program between senior and junior students.
7. Social events such as paint nights and collaborative events with other clubs.
8. Cultural events such as talking circles and opportunities to engage with Elders.
9. To provide opportunities for advancement of Indigenous people in STEAM through:
10. Hosting professional development events such as networking nights and industry tours.
11. Hosting educational events with guest speakers and community members.
12. Organize student delegations to relevant conferences hosted by organizations such as Assembly of First Nations, AISES, .caISES, and others.

# Memberships & Fees

## Eligibility

1. Any student at the University of Calgary is eligible to become a member of the club.
2. Interested individuals who are not currently registered undergraduate students at the University of Calgary are also eligible to be members of the club provided they do not exceed one-third (1/3) of the club membership.
3. Any eligible person wishing to become a member of the club may do so by paying the membership fee.

## Fees

1. (1) The annual membership fee shall be zero dollars ($0) unless

otherwise communicated by the first day of the calendar school

year by the VP Communications.

(2) Each year, the annual membership fee shall be reset to zero dollars ($0).

(3) The annual fee can only be modified at an Emergency AGM by a

super-majority approval (two-thirds of attending members voting in

favour)

(4) The maximum annual fee is $10.

(5) Upon termination of membership in the club by resignation or removal, any applicable membership fee paid shall not be reimbursed.

## Membership Terms

1. (1) The general membership year shall begin on May 1 and conclude on April 30 of the following calendar year.

(2) Prospective members may join at any time during the general membership year.

1. (1) The Club shall maintain a minimum of 20 members at all times to retain its standing as a Students’ Union registered club.

(2) At least two-thirds (2/3) of the minimum 20 members must be registered, current undergraduate students at the University of Calgary.

1. All members in good standing are entitled to:
2. Receive notice of club meetings and events;
3. Attend club meetings and events;
4. Speak and participate at club meetings and/or events;
5. Vote at any general meeting;
6. Be eligible to become a club Executive.

## Termination of Membership

1. A member wishing to resign from their membership may do so by delivering written notice to the President of the club.
2. (1) The removal of a member for conduct-related complaints must be recommended by the University of Calgary Student Conduct Office.

(2) The Executive Council may request that the University of Calgary Student Conduct Office recommend the removal of a member if they have:

1. Failed to abide by the club’s Constitution;
2. Violated the Students’ Union or any other university policy at a club meeting or event; or
3. Harmed the reputation, function, or unity of the club and/or its members through deliberate action or inaction.

# Structure & Governance

## Executive Council

1. (1) The club shall be governed by an Executive Council, which shall be responsible for managing the affairs of the club.

(2) The rights and responsibilities of the Executive Council shall include:

1. Promoting the objectives of the club;
2. Promoting membership in the club;
3. Creating and approving an annual budget for the club;
4. Maintaining all accounts and financial records of the club;
5. Paying all expenses for and managing the club;
6. Creating policies, rules and procedures to aid in the management and operation of the club; and,
7. Strategic planning for the longevity of the club.
8. (1) The Executive Council shall be composed of 5 officers (“Executives”), who shall be selected at the Annual General Meeting of the club.

(2) All members of the Executive Council shall be:

1. Active Members of the Students’ Union (i.e., current undergraduate students of the University of Calgary); and,
2. Members in good standing of the club.

(3) Notwithstanding section 10(2)(a), community members, faculty advisors, graduate students, or other individuals (i.e., other non- Active Members of the Students’ Union) may participate as non- voting (ex-officio) Advisory Members on club Executive matters.

1. Notwithstanding section 10(1), in the event of a vacancy on the Executive Council during the duration of the standard term of office for Executives, the other Executives may appoint a member in good standing to fill the vacancy if a consensus is reached amongst the Executive Council. If a member in good standing cannot be found, or a consensus is not reached amongst the Executive council, an Emergency AGM will be held in accordance with (14).
2. Notwithstanding section 12, if the vacant role is that of the President, a current Executive must be appointed by a 1/2 majority of Executive Members to fill the vacancy until an Emergency AGM to elect a new President can be held.
3. The Emergency AGM to elect a new Executive must be called within a week of the vacancy, and must be held within four weeks of the vacancy.
4. (1) The removal of an Executive member for conduct-related complaints must be recommended by the University of Calgary Student Conduct Office.

(2) The Executive Council may request that University of Calgary Student Conduct Office recommend the removal of an Executive for any of the reasons listed in Article 9(2), or if they have:

1. Demonstrated an ongoing conflict of interest that cannot be resolved; or,
2. Been absent at least three consecutive meetings of the Executive Council without a valid excuse.
3. (1) The term of office for the Executive Council shall be from May 1 to April 30.

(2) Pursuant to subsection 11(2)(b) and 18(7), members of the Executive Council and all Commissioners must retain membership of good standing in the club through the duration of their term or will automatically vacate their position.

## Selection of Executives

1. (1) Pursuant to section 11(1), the members of the club’s Executive

Council shall be selected at the Annual General Meeting by

election of the club members.

(2) Nominations of club members seeking Executive office must be received by the CRO in writing at least one week in advance of the Annual General Meeting;

(3) A Chief Returning Officer (CRO) will be appointed by the outgoing president to oversee all duties involved with elections. They may not be a current executive and may not run or vote in the election;

(4) Unchallenged positions will be acclaimed by a majority vote of in favor of the candidate.

(5) Contested positions will be determined by an anonymous written ballot with winners being elected if they receive a majority of votes; and,

(6) Written election appeals will be reviewed by the CRO within one week at which time a special meeting may be called to re-do the ballot for the contested position only if evidence of vote tampering is found.

(7) In the event an Emergency AGM is held to elect a new Executive to fill a vacancy, as per sections 12, 13, and 35, the election and Emergency AGM shall comply with section 17.

## Commissioners

1. (1) Should an Executive require assistance in meeting the duties of their

portfolio, they may create an ad hoc Commissioner position.

(2) The need for the creation of a Commissioner role must be discussed with the President and approved by a majority vote of the Executives at any Executive Meeting.

(3) Once created, the Commissioner role will be filled by appointment, and the candidate must be approved by a majority vote of the Executives at any Executive Meeting.

(4) The duties of the Commissioner are to be determined by the Executive Member responsible for the portfolio with guidance from the President, and recorded in writing.

(5) The Executive is still ultimately responsible for all the duties associated with their portfolio, and must not delegate more than one-half (1/2) of the tasks associated with their role to a Commissioner.

(6) Commissioners do not have a vote and are not considered to be part of the Executive Council.

(7) A Commissioner must be a current club member in good standing.

(8) The Commissioner role shall begin at the appointment date and end on April 30th of the same academic year.

(9) If a Commissioner fails to meet the duties of their role, the Executive Council must issue a written warning to them. If sufficient improvement is not demonstrated within two weeks of this warning being issued, the Commissioner may be removed from their role by a 2/3 majority vote of the Executive Council.

(10) Should a Commissioner role be deemed necessary as an ongoing position to be filled year to year, all club members shall be given the opportunity to apply for the role for the upcoming term, and it shall be filled within six weeks of the incoming Executive Council being elected.

# Officers and Duties

1. Pursuant to Article 11(1), the Executive Council shall be composed of 6 Executives, including:
2. The President;
3. The Vice-President Communications
4. The Vice-President Development
5. The Vice-President Events
6. The Vice-President Finance
7. The Vice-President Sponsorship
8. The President shall be responsible for:
9. Supervising the affairs of the Executive Council;
10. Presiding over all club meetings;
11. Completing annual reporting requirements;
12. Acting as a spokesperson for the club;
13. Ensuring that the club is compliant with its own rules and the rules of third-party organizations;
14. Being a co-signing authority for all club financial matters;
15. Forming and maintaining strategic partnerships to advance the interests and goals of the club;
16. Transitioning their successor; and,
17. Carrying out all other duties as assigned by the Executive Council.
18. The Vice-President Communications shall be responsible for:
19. Taking meeting minutes;
20. Preparing agendas and sending out meeting notices;
21. Communicating with members;
22. Maintaining a membership list;
23. Creating advertisements and other media for electronic and physical distribution
24. Monitoring and updating social media accounts and website
25. Transitioning their successor; and,
26. Carrying out other duties as assigned by the Executive Council
27. The Vice-President Development shall be responsible for:
28. Leading the development and execution of long-term strategic plans to foster growth within the club.
29. Design and implementation of new programs and initiatives that align with the club’s mission and goals, ensuring they meet the needs of the community or target audience.
30. Monitor and evaluate the effectiveness of the club’s programs and initiatives, ensuring they are delivering the desired impact and outcomes.
31. Provide guidance and support to members and executives within the club, fostering a culture of collaboration and excellence.
32. Transitioning their successor; and,
33. Carrying out other duties as assigned by the Executive Council
34. The Vice-President Events shall be responsible for:
35. Planning and organizing the club’s activities and events;
36. Fulfilling insurance, ProServe and other requirements for holding events as necessary;
37. Transitioning their successor; and,
38. Carrying out other duties as assigned by the Executive Council
39. The Vice-President Finance shall be responsible for:
40. Maintaining club financial records, including a detailed account of revenues and expenditures;
41. Ensuring all money paid to the club is deposited into the club’s bank account;
42. Preparing funding applications and accountability reports for grants and other funding sources
43. Working with other executives to create and follow yearly and ongoing budgets
44. Being a co-signing authority for all club financial matters;
45. Transitioning their successor; and,
46. Carrying out other duties as assigned by the Executive Council
47. The Vice-President Sponsorship shall be responsible for:
48. Developing a sponsorship package and strategy to gain financial and in-kind support
49. Maintaining timely correspondence with existing industry contacts
50. Preparing proposals, accountability reports, and other communication materials for industry
51. Coordinating industry participation in club activities and events
52. Transitioning their successor; and,
53. Carrying out other duties as assigned by the Executive Council
54. Executive transitions shall begin immediately following the Annual General Meeting.
55. The transition period will span one calendar month;
56. Outgoing Executives are responsible for ensuring incoming Executives have: (i) ClubHub accounts with administrative privileges on the ClubHub portal; (ii) access to club email(s); (iii) access to and authority over club bank accounts; (iv) access to club social media accounts; (v) access to any and all relevant club documents and records; and,
57. Outgoing Executives are responsible for all end-of-year responsibilities to the Students’ Union, including but not limited to annual reporting.

# Meetings

## Executive Meetings

1. (1) The Executive Council shall meet for the purpose of managing operations and affairs of the club detailed in section 11(2), and sections 21 – 24.

(2) The Executive Council shall meet at least monthly, as called by the President.

(3) Five business days’ notice shall be required for all Executive Council meetings, unless the Executive Council unanimously agrees to waive this requirement.

1. (1) Quorum for Executive Council meetings shall be a majority of Executives.
2. (1) Each Executive member has one vote.
3. (1) Meetings of the Executive Council shall be open to club members, or separate meetings open to all club members may be held.

(2) Only Executive Council members may vote; and,

(3) Members may participate in discussion as per Robert’s Rules of Order, or as appropriate given the format of the discussion at hand.

## Annual General Meeting

1. The Executive Council shall call an Annual General Meeting no later than March 30 of each year for the purposes of:
2. Pursuant to section 19, selecting new Executive Council members;
3. Providing a report of the club’s activities;
4. Reviewing the club’s financial statements;
5. Approving any proposed amendments to this Constitution; and,
6. Considering other matters specified in the meeting notice.
7. Notice for the Annual General Meeting shall be provided to all club members at least 21 days before the Annual General Meeting. This notice shall:
8. State the time, date and location of the meeting; and,
9. Provide an agenda of business that will be conducted at the meeting.
10. Quorum for the Annual General Meeting shall be 10% of club members.
11. (1) Every member of the club has one vote.

(2) Votes by proxy are permitted, where written notice has been provided to the President.

1. A majority of members present shall decide each issue, with the exception of constitutional amendments which, pursuant to section 38, require a super-majority approval.
2. Should an issue arise during the year requiring an immediate change to the Constitution or membership fee, or in the event of the election of an executive to fill a vacancy, an emergency AGM may be called by the Executive Council, which shall follow the established AGM guidelines, and not take the place of the regularly scheduled AGM.

# Trailblazer Award for Indigenous Excellence in STEAM

1. The Trailblazer Award for Indigenous Excellence in STEAM is established to recognize and annually honour a non-executive member of CISSA who has demonstrated outstanding achievement in promoting Indigenous engagement in STEAM.
2. All non-executive members of CISSA who have actively contributed to the promotion of Indigenous engagement in STEAM within the club and the broader campus community are eligible for this award.
3. The Executive Council will determine the recipient(s) of the Trailblazer Award by majority vote and announce it at the last AGM of the calendar year based on criteria such as impact, innovation, and commitment to Indigenous engagement in STEAM.
4. The Trailblazer Award for Indigenous Excellence in STEAM shall be presented annually by the current President during the last Annual General Meeting of the school year.
5. To maintain the integrity and purpose of the Trailblazer Award for Indigenous Excellence in STEAM, any gifts, whether physical or monetary, presented in conjunction with this award shall not exceed a total value of fifty dollars ($50).
6. The Vice-President of Communications shall maintain a record of all Trailblazer Award recipient(s) and include them in the club's annual end-of-year report to ensure the ongoing recognition of Indigenous excellence and contribution to STEAM fields.

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# Constitutional Amendments

1. This Constitution may be amended or repealed at any Annual General Meeting.
2. The 21 days’ notice for the Annual General Meeting must include details of the proposed resolution to change the Constitution.
3. Changes to this constitution shall require approval by two-thirds of members present at an Annual General Meeting.
4. The amended Constitution shall take effect:
5. After the approval at the Annual General Meeting; and,
6. After submission and approval of the amended Constitution to the Students’ Union, within two weeks of the Annual General Meeting.

# Dissolution

1. The club shall not at any time pay any dividends or distribute its property to or amongst its members.
2. (1) If the club is dissolved, any funds or assets remaining after paying debts are to be paid to a not-for-profit organization with objectives similar to those of the club.

(2) Members shall select the recipient organization by a two-thirds majority vote at an Annual General Meeting.