Masters of Public Policy Caucus Constitution

This constitution was originally ratified by the members of the Caucus on December 4, 2003.

This constitution was amended by resolution of the members of the Caucus on December 2, 2010.

This constitution was ratified by the Graduate Student Society on **.

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I. Name

1. The name of the graduate student organization is the Masters of Public Policy (MPP) Caucus, hereafter referred to as “the Caucus”.
2. It is constituted as a caucus of the Graduate Student Society (GSS) at Simon Fraser University (the University) as defined in GSS By-law IV.

II. Objectives

1. To promote and protect the welfare and interests of students within the Masters of Public Policy Program, the School of Public Policy, the GSS, and the University.
2. To identify and promote the academic, intellectual, recreational, social and career concerns/interests of Public Policy students.
3. To undertake projects and activities beneficial to its membership.
4. To undertake such initiatives as the members may from time-to-time decide.
5. To be consistent with the objectives of the GSS and operate within its policies.

III. Membership

1. Automatic membership in the Caucus shall be extended to all students presently registered in the MPP program.
2. Honorary membership shall be extended to all alumni of the MPP program.
   a. Honorary members may not stand for election as Officers or vote at Caucus meetings.
3. No individual membership fees or levies pertaining to membership may be assessed or collected at any time.
IV. Committees

1. There shall exist a Steering Committee, which shall consist of the elected Officers and interested Members at Large.
   a. The powers and duties of the Steering Committee are limited to the following:
      i. Convening all general meetings, having ensured that an agenda has been prepared and that due notice be given.
      ii. Ensuring that the directives of this constitution and decisions made at general meetings are carried out.
      iii. Maintaining communications between the GSS, other student unions, the Department, Faculty, and other University organizations as needed.
   b. The Steering Committee shall meet at least three times per semester in the Fall and Spring semesters with one meeting held in the first month of each semester.
   c. A quorum of three shall be necessary for the Steering Committee.
   d. The Steering Committee must have at least one member of each cohort.
   e. Meetings of the Steering Committee shall use modified consensus. Should voting be necessary, a vote shall pass with a minimum 2/3rds majority.

2. The Steering Committee shall be responsible for the ad hoc establishment of any other committee necessary to further promote the interests of the Caucus within its mandate, which may include but would not be limited to the following:
   a. Conference Committee responsible for organizing conferences, including activities related to raising funds for such conferences, determining the subject of such conferences, coordinating all activities relating to the functioning of conferences
   b. Events Committee responsible for planning events such as social activities, year end party etc.
   c. Media and Public Relations Committee responsible for furthering communications with the GSS and the university community as well as promoting the study of public policy.
   d. Publications Committee responsible for producing and distributing a publication to include student work, arranging subscriptions to whatever newspapers and magazines the Caucus would like in the common room

3. There shall be a minimum of two individuals on all committees.

4. There shall be no fixed number of meetings for any committee except for the Executive Committee pursuant to Section IV Committees 1.b.
V. Officers and Steering Committee Members

1. There shall be the following Officers on the Steering Committee:
   a. Chair
   b. Secretary
   c. Treasurer
   d. Representative to the GSS

2. Non-elected Members at Large shall comprise the remainder of the Steering Committee and may other ad hoc positions as deemed necessary.

3. The same individual may occupy more than one office above provided that the office of Chair is not occupied by the same individual who occupies the office of Treasurer.

4. Two individuals may occupy the position of Chair as co-Chairs.

5. Power and duties of Steering Committee members shall be:
   a. Chair
      i. To prepare agendas, chair General and Steering Committee meetings;
      ii. To ensure that the requirements of the Constitution and the decisions of the Caucus are carried out;
      iii. To oversee and co-coordinate the activities organized by the various ad hoc committees;
      iv. To represent the Caucus to the Department in general, or to any Departmental Committee where a representative has not been elected or cannot attend;
      v. To not vote in any election except in the event of a tie.
   b. Secretary
      i. To keep minutes of meetings and distribute the minutes as requested.
      ii. To send minutes to the GSS Office Administrator.
   c. Treasurer
      i. To maintain all financial records of the Caucus, including an accounting of all funds received and spent;
      ii. To prepare a budget;
      iii. To make regular financial reports to the membership;
      iv. To liaise between the Caucus and all sources of funding, including the GSS.
   d. Representative to the GSS
      i. To attend all GSS Council meetings as a representative of the MPP Caucus keeping the good will and intent of the Caucus during all votes and other official procedures.
      ii. To appoint a representative to attend GSS Council meetings when it is not possible to personally attend.
      iii. Report all relevant Council business to the Caucus.

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1 The alternate representative has all the rights and privileges as the primary representative, including voting rights and receipt of stipend, in the primary representative’s absence.
e. Members at Large  
   i. To attend all meetings;  
   ii. To perform any additional duty as required.

VI. Signing Officers  

1. Signing Officers for the Caucus shall be:  
   a. The Chair  
   b. The Secretary  
   c. The Treasurer  
2. Two Signing Officers are required to sign for the withdrawal of Caucus funds.

VII. General Caucus Meetings  

1. There shall be a minimum of one regular general meetings of the Caucus per semester in the Fall and Spring semesters, and if possible a meeting in the Summer semester.  
2. The Steering Committee must honour a petition requesting a general meeting, if it is signed by at least five regular members, by calling a meeting within one week of receipt of the petition.  
3. Notice of a general meeting shall consist of at least one announcement by email to all members and a notice posted on the departmental notice board at least one week in advance of the meeting date.  
4. A meeting notice must include a draft agenda and include the language of any proposed constitutional amendments to be presented. Where practicable, the agenda shall also include the draft language of any ordinary resolutions to be presented.  
5. A quorum of three regular members shall be necessary at any general meeting of the Caucus.  
6. Honorary members of the Caucus may attend and participate in discussions at the meeting but do not count in quorum, may not vote, nor propose nor second motions.  
7. Voting shall be by show of hands, or by secret ballot at the request of any voting member. Proxy votes are not allowed.  
8. A resolution passes if the number of votes for the resolution exceeds the number of votes against it.  
9. A sign-in list shall be kept showing the names, email addresses, and membership status - regular or honorary - of all members in attendance. This list shall be appended to the minutes of the meeting.

VIII. Elections  

1. The position of Chair shall be elected at a General Caucus Meeting in the last month of the Spring Semester for a one-year term.  
2. The Secretary, Treasurer, and GSS Representative positions shall be elected at a General Caucus Meeting in the first month of the Fall Semester for a one-year term.
3. All other Steering Committee positions shall be appointed internally by the Steering Committee on an ad hoc basis.

4. In the event that a position becomes vacant in the Officers of the Caucus, where practicable, notice of an election shall be included with notice of the next general meeting. If such notice is not practicable, then notice of an election shall be given via departmental email as soon as practicable.

5. Any member of the Caucus is eligible to stand as a candidate for any position except for those stipulations of *Section III Membership*.

6. Nominations
   a. Nomination period shall be open at least one week prior to the election and are open until polling is conducted.
   b. Candidates are nominated by notifying the current Caucus.
   c. Members may nominate themselves or be nominated by others.

7. Acclamation
   a. If there is only one eligible candidate standing for election to a position at the time nominations are closed, then that candidate is elected by acclamation.

8. Election Day
   a. Elections must fall on the day of a General Caucus Meeting.
   b. Each candidate for a contested position will be given up to two minutes to address the Caucus.
   c. Candidates unable to attend may send a written submission to be read by an officer not in direct competition with the candidate.

9. Voting
   a. Voting shall be by show of hands or by secret ballot at the request of any voting member. Proxy votes are not allowed.
   b. The candidate receiving the most votes shall be elected.
   c. In the event of a tie vote, the winner shall be elected by a run-off vote; the chair, or out-going chair, will only vote in event of a subsequent tie.

10. Members may impeach an officer for any reason by providing a majority of 2/3rds of the regular members present at a quorate general meeting called for this purpose are in favour. Notice shall be given of the purpose of this meeting.

11. This procedure may be modified by the Steering Committee, but it shall not be binding until it is approved by the Elections Committee of the GSS according to *GSS By-law XI.8*. 
IX. Amendments

1. This constitution may be amended by the regular membership of the Caucus by a 2/3rds majority of those present and voting at a quorate general meeting called for this purpose.
2. Section X Dissolution shall not be amended.
3. Proposed amendments must be posted prominently on the departmental notice board and be circulated by email to all members a minimum of one week prior to the meeting.
4. All notices of the meeting must indicate where copies of the amendment can be readily obtained.

X. Dissolution

1. In the event that the members decide to dissolve the Caucus, or in the event that the Caucus becomes inactive, all assets of the Caucus shall be held in trust by the GSS for a minimum period of two years.
2. If, after two years, the Caucus is not activated, all Caucus assets become the property of the GSS.
3. If, during this period, the Caucus becomes active again, the trust shall be dissolved and all assets shall become the property of the Caucus.

XI. Ratification

1. This constitution was ratified by the members of the Caucus on December 2, 2010 at a meeting called for this purpose.
2. This constitution was ratified by the GSS or its designates on *****.