

INTERNATIONAL RELATIONS SOCIETY

– CONSTITUTION –

Article 1: Name

The official name of the club shall be the "University of Toronto International Relations Society."
The short name of the club shall be the "IR Society."

Article 2: Purpose

The purpose of the IR Society shall be to:

- Promote the International Relations Programme at the University of Toronto, and
- Assist students with their selections of courses, and
- Host speaking events with prominent members of the global international relations community, and
- Host social gatherings of the students and professors of the International Relations Programme, and
- Host career information sessions geared towards careers in International Relations, and
- Provide information on graduate programmes in international relations, both at the University of Toronto and elsewhere, and
- Act as the course union for the undergraduate International Relations Programme at the University of Toronto, and through this participate in course and programme evaluations.

Article 3: Membership

Membership is open to all students, staff, faculty and alumni of the University of Toronto. There is no membership fee for membership. Any member who wishes to vote, or to run for positions must be a full-time Arts and Science student registered at St. George campus, or must be an Arts and Science Students' Union fee paying member.

Article 4: Executives of the IR Society

Co-Presidents (2)

The co-Presidents shall be elected in spring elections for the upcoming academic year. The responsibilities of the co-presidents are to:

- Be ultimately responsible for all actions of the club;
- Be responsible for the overall direction of the club;
- Be the liaison with the International Relations Programme, Trinity College Meeting, University of Toronto Students' Union, U of T Office of Student Life, and the Arts and Science Students' Union;
- Attend all required Council Meetings of the Arts and Science Students' Union;
- Run the speaking, informational, and social events hosted by the IR Society.

VP – Finance

The VP – Finance shall be elected in the spring elections for the upcoming academic year. The responsibilities of the VP – Finance are to:

- Apply for funding from various sources for the club;
- Attend all required Council Meetings of the Arts and Science Student Union;
- Maintain the financial records of the club;
- Serve as Signing Officer on the club's bank account;
- Assist with the speaking, informational, and social events hosted by the IR Society.

VP – Communications

The VP – Communications shall be elected in the spring elections for the upcoming year. The responsibilities of the VP – Communications are to:

- Maintain an email list with members and interested individuals;
- Email event lists for the IR Society and other IR-related events to the list;
- Create posters, pamphlets, and any other printed material for the IR Society;
- Maintain the IR Society's presence on online social networking sites;
- Recruit and oversee a committee of College Representatives to aid in promotions and recruitment;
- Recruit and maintain a list of Class Representatives to aid in promotions;
- Direct the Society's Webmaster in the maintenance of the IR Society's website.

VP – Recruitment

The VP – Recruitment shall be elected in the spring elections for the upcoming year. The responsibilities of the VP – Recruitment are to:

- Organise a presence for the club at Frosh Week events (including UTSU, Trinity, and other colleges);
- Organise the General Members' Meetings each semester;
- Organise a Social at the end of each semester;
- Organise recruitment sessions in the lobby of Sidney Smith Hall;
- Oversee the club's activities at U of T recruitment events such as Fall Campus Day and March Break recruitment day.

VP – External

The VP – External shall be elected in the spring elections for the upcoming year. The responsibilities of the VP – External are to:

- Actively recruit leading academics, policy makers, and practitioners to speak to IR Society members;
- Liaise with other relevant campus clubs to co-sponsor and co-ordinate events;
- Liaise with organisations outside of the University of Toronto to co-ordinate and promote events of interest to IR Society members;
- Co-ordinate with Faculties and Departments relevant to the IR Programme on events of interest to IR Society members.

VP – Internal

The VP – Internal shall be elected in the spring elections for the upcoming year. The responsibilities of the VP – Internal are to:

- Maintain archives for the Society, including event logs, and semester-end reports
- Prepare and distribute the agenda at executive meetings

- Take minutes at executive meetings
- Administer the IR Society's general email account, and the event RSVP account
- Maintain a test bank for IR courses

First-Year Representatives (2)

The First-Year Representatives shall be elected in the fall of the academic year in which they will serve. Eligible students shall be those who are entering their first semester of postsecondary study. The responsibilities of the first year representative are to:

- Promote the IR Society's events in the first year IR courses, and
- Promote the IR Programme among the first year students, and
- Assist with the speaking, informational, and social events hosted by the IR Society

Article 5: Appointed Officers of the IR Society

Associate Vice-Presidents

Each Executive Member of the IR Society at the VP level (and certain appointed Director positions at their discretion) shall each appoint, in the fall of the academic year in which they are to serve, one Associate VP to assist with their duties. These students shall be in their first or second year of study.

Conference Director

The Conference Director shall be appointed in the spring prior to the academic year in which they are to serve by the newly-elected Executive in consultation with the previous year's Co-Presidents. The Conference Director's responsibilities are to:

- Organise a conference on international relations for the undergraduate community at the University of Toronto, as well as for the university community at large, on a topic of Canadian and international significance
- Convene and chair a Conference Committee to assist in the conference planning process
- Oversee the conference budget and apply for funding from various sources

Mentorship Director

The Mentorship Director shall be appointed in the fall of the academic year in which they are to serve by the Executive. The Mentorship Director's responsibilities are to:

- Oversee the operation of the Society's mentorship programme
- Compile and maintain a database of Mentors and Mentees
- Organise events for participants in the Mentorship programme

Grad School Fair and Careers Fair Director

The Grad School and Careers Fair Director shall be appointed in the spring prior to the academic year in which they are to serve by the newly-elected Executive in consultation with the previous year's Co-Presidents. The GSF&CF Director's responsibilities are to:

- Compile and maintain a database of Grad School contacts (admissions departments and graduate faculties) for institutions in Canada, the United States, and overseas
- Organise a graduate school fair in the first semester
- Organise careers advice events throughout the year for jobs related to international affairs

Internship Director

The Internship Director shall be appointed in the fall of the academic year in which they are to serve by the Society's Executive. The Internship Director's responsibilities are to:

- In the first year of the Internship programme, work with the University of Toronto to design and implement an internship programme for international relations students
- Once the programme is in place, liaise with organisations with mandates relevant to international affairs to reserve internship spots specifically for U of T IR students
- Recruit U of T IR students as participants in the internship programme
- Compile and maintain a list of internship opportunities outside of the IR Society's internship programme

Webmaster

The responsibilities of the webmaster are to:

- Update and maintain the IR Society website

Article 6: Finances

Possible sources of funding for the IR Society include the International Relations Programme, Trinity College Meeting, University of Toronto Students' Union, U of T Office of Student Life, and the Arts and Science Students' Union. All expenses must be approved by a majority vote of the executive. The Treasurer shall handle the administration of the expense reimbursements.

Article 7: Meetings

There shall be a minimum of two meetings for the year. A minimum of two weeks' notice must be given to members in order for a meeting to be considered valid (according to Roberts Rules). Quorum is set at 5 members, including the executive, and the University of Toronto Students' Union VP-Campus Life must be informed 48 hours prior to the scheduled meeting. As well, notice of the meeting must be posted in the UTSU office.

General Membership Meetings

There shall be a minimum of two general membership meetings for the academic year (one per semester). At least two weeks' notice must be given to all students. Email notifications and posters around campus shall give notice of meetings.

Article 8: Elections

Elections for the club executive should be held prior to April 15 of each year. The order of elections shall be the co-presidents, and then the VPs in the following order: Finance, Communications, Recruitment, External, and Internal. A candidate requires 50% plus one to be elected, possibly requiring multiple ballots. The first co-president shall be elected, followed by a second (set) of elections to elect the next president. The first year reps shall be elected in September at an elections meeting. Candidates may run by proxy, but voting by proxy is not allowed. Candidates shall give a 2-minute speech, followed by the voting. By-elections to fill empty positions can be held at any time at the discretion of the executive. At least two weeks' notice, by e-mail and posters, of an election must be given.

Article 9: Amendment

Amendments to the club constitution normally requires approval by two-thirds majority of the voting members, after two weeks' notice has been given.