

Graduate Research Network on Urban Studies Constitution The University of Calgary

ARTICLE I – NAME

1. The organization shall officially be known as “The Urban Research Network of the University of Calgary – TURN-UofC” hereinafter referred to as the “Association”.
2. Commonly the Association may be referred to as “TURN” or “TURN-UofC”.

ARTICLE II – OBJECTIVES

1. The objectives of the Association shall be to take an active role in the education and in the grad school experience of students involved in research related to the urban:
 - (i) by organising activities and promoting initiatives that enhance student’s research experience at the University of Calgary, encourage interdisciplinary collaboration, and provide opportunities to connect with academia, community, professional associations, and industry.
 - (ii) by connecting and uniting graduate students and post-doctoral fellows across departments/faculties at the University of Calgary who have a common interest in studying the urban.
 - (iii) by encouraging a multiplicity of theoretical perspectives and interdisciplinary approaches on the urban.

ARTICLE III – GOVERNANCE

1. The government of the Association arises from, and shall always follow, the principle of democratic rule.
2. The Association can have two branches of governance: the Executive and the Graduate Council subject to the number of members.

ARTICLE IV – MEMBERSHIP

1. Membership in the Association shall consist of a two group of members: voting members and non-voting members, as defined in the Association’s By-Laws.

ARTICLE V – EXECUTIVE

1. The Executive shall be elected by Active voting Members, acclaimed if only one person seeks an office, or appointed by the Executive with due diligence in the event that no persons seek an office and no nominations arise from a General Meeting.
2. (a) The Executive of the Association shall consist of the following officers:
 - (i) President
 - (ii) Vice President Communication and Membership
 - (iii) Vice President Event and Research Initiatives
 - (iv) Vice President FinanceThe Past President of the Association, if still an Active Member, may be an ex-officio non-voting officer of the Association if approved by the Executive by majority vote.
 - (b) No officer shall hold more than one of the Executive offices at any time. Only Active Members may serve as Executive officers.
 - (c) The Executive may appoint one or more Active Members as a Director-at-Large, as non-voting officers of the Executive.
3. The Executive shall perform duties as outlined in the Association’s By-Laws and Policy Manual.

4. If any elected, acclaimed or appointed office of the Executive becomes vacant, other officers shall assume the duties of that office as directed by the Executive or by the GC if necessary, until such time as the vacancy is filled.

5. (a) If the President resigns, is impeached or is otherwise unable to continue in their role, the order of succession is as follows: the executive which has been a member of the Association the longest shall be deemed the immediate successor to the President..

(b) The person so designated will assume the office of Acting President, fulfilling all duties of the President – while still fulfilling the duties of their original office – until such time as a by-election can be held to fill the position of President.

ARTICLE VI – GRADUATE COUNCIL

1. The Graduate Council (GC) should be established when the number of Active Members exceed a certain threshold to be decided during the first General Meeting Association.
2. The GC shall consist of the Executive as well as elected members who should be active voting member of the Association. The number of elected members should be at least 3 and one elected member shall be added for every additional 30 Active Members registered in the Association.

ARTICLE VII – ELECTION OF OFFICERS

1. A General Election for all elected Executive offices shall be held each year during the month of April. The term of the newly elected Executive shall begin at the first Executive meeting following the General Election, and shall end when the subsequent Executive assumes office the following year.
2. Elections shall follow the procedures outlined in the By-Laws.

ARTICLE VIII – FINANCES

1. The Executive, in consultation with the GC, shall have the power to invest monies in the name of and on behalf of the Association while having due regard for the security of such investment.
2. (a) The Executive shall prepare an annual budget of revenues and expenditures for the Association. Once this budget has been approved by the GC, the Executive shall expend such monies within the limits of the budget. Any extra-budgetary expenditures of Association monies shall require the approval of the GC, and any revenue shortfalls must be reported to the GC at its first subsequent meeting.
(b) The VP-Finance shall prepare a financial statement for the Association at the end of the Association's fiscal year, for presentation at the annual General Meeting.

ARTICLE IX – GENERAL MEETINGS

1. A regular General Meeting of the Association shall be held each year during the Winter term, no later than March, 31st. This General Meeting shall be referred to as the Annual General Meeting, hereinafter referred to as the AGM.
2. A Special General Meeting may be called as outlined in the By-Laws.

ARTICLE X – AMENDING/CREATING OFFICIAL ASSOCIATION DOCUMENTS

1. Proposals to amend the Constitution or By-Laws must be submitted, in writing, to the President no later than five (5) business days prior to the date of the GC meeting for the first reading. The Executive shall ensure that the wording of each duly proposed amendment is clear and unambiguous. The proposed

amendments shall be made available to all members of the Association as per regular GC motions .

2. Amendments to the Constitution or By-Laws may be made by a minimum two-thirds (2/3) vote at any General Meeting, with a single reading for information and ratification.
3. Amendments passed at a General Meeting shall take effect fourteen (14) days after the meeting.

ARTICLE XI – DETERMINING A “MAJORITY”

1. 1. The following rules shall be used to determine a majority vote, unless specifically noted otherwise in a By-Law, Constitutional Article or Standing Resolution.
 - i. A simple majority is to be greater than 50%. For example, in the case of twenty (20) voting members, ten (10) ‘yea’ votes would not be sufficient to pass, while eleven (11) votes would pass.
 - ii. A two-thirds majority is to be greater than 66.666%. For example, in the case of sixty (60) voting members, forty (40) ‘yea’ votes would not be sufficient to pass, while forty-one (41) votes would pass.

BY-LAW

BY-LAW 1 – MEMBERSHIP

1. Voting member
 - i. All Graduate Students from any department or Faculty registered full- or part-time at the University of Calgary and whose research interests are related to the urban can be a voting member of the Association. Post-doctoral fellow whose main supervisor is instructor at the University of Calgary and whose research interests are related to the urban can also be a voting member of the Association.
 - ii. Active voting membership in the Association shall cease at the end of the student’s final registered year as a graduate student in the Faculty of Graduate Studies at the University of Calgary or if the annual membership fees has not been renewed.
2. Non-voting member
 - i. All faculty, researcher or academic staff working at the University of Calgary and whose research interests are related to the Urban can become an Active non-voting member of the Association.
 - ii. Active non-voting membership in the Association shall cease at the end of the person’s contract with the University or if the annual membership fees has not been renewed.

BY-LAW 2 – RIGHTS AND OBLIGATIONS OF MEMBERS

1. All Active Members of the Association:
 - i. shall have the right to participate in the Association through its structures, services, and By-Laws,
 - ii. shall have the right to submit a proposal to the Executives in order to develop an initiative under the umbrella of the Association that meet its mandate. The proposal should be approved by the Executive and, if established, the Graduate Council at a majority of 50%.
2. All Active Members of the Association shall have the following obligations:

- i. to observe the Constitution and By-Laws of the Association; and
 - ii. to pay fees levied by the Association in accordance with the Constitution and By- Laws.
- 3. Active Voting Members of the Association shall have the following rights:
 - i. to be represented on the Graduate Representative Council (GRC), Department meetings, and other bodies of the University through the Association's duly elected or appointed representatives; and
 - ii. To elect the executives of the association and to vote when decision are brought during the General Assembly or Special Assembly.
 - iii. To be candidate for the Executives position of the Association and the Graduate Council..

BY-LAW 3 – EXECUTIVE

- 1. The duties of the Executive shall be:
 - i. President:
 - a. The office of the President shall be open to any student who has been an Active Voting Member for a period of not less than one academic semester at the time they would take office, and who intends to remain an Active Member until the end of the usual term of office.
 - b. The President shall chair all Executive Meetings, and all meetings of the Graduate Council unless absent, in which case another member of the Executive shall chair the meeting upon majority (greater than 50%) vote.
 - c. The President shall enforce due observation of the Constitution, By-Laws, policies, and Standing Resolutions of the Association and undertake all presidential duties described therein. If he or she meets the requirements set forth by the Graduate Students' Association (GSA), the President shall be one of the Association's graduate student representatives on the GRC; and shall sit as any other bodies of the University.
 - d. The President shall act as chief communications officer with all University, graduate students and departmental or faculty organizations, except where another officer is so appointed by the Executive.
 - e. The president provides leadership to the other executive members and working with executives to achieve the goals of the Association.
 - f. The President shall ensure that the minutes of meetings are taken and duly submitted and shall maintain custody of all minutes of the Association when it is her or his turn to do so
 - ii. Vice-President (Communication and Membership)
 - a. The office of the Vice-President Communication and Membership is open to any Active Voting Member and who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice-President Communication and Membership works to involve Active Members of the Association and acts as the primary communications officer on behalf of the Executive with the Active Member of the Association.
 - c. The Vice-President Communication and Membership shall, if he or she meets the requirements set forth by the GSA, be one of the Association's graduate student representatives on the GRC.
 - d. The Vice-President Communication and Membership shall be responsible for maintaining an up-to-date list of Active Members through coordination with the Vice-President Finance.

- e. The Vice-President Communication and Membership is in charge of communications and emails, of moderating the mailing list, and of managing any online presence such as the website, facebook page, twitter and so on.
 - f. The Vice-President Communication and Membership shall ensure that the minutes of meetings are taken and duly submitted and shall maintain custody of all minutes of the Association when it is her or his turn to do so.
 - iii. Vice-President Events and Research Initiatives
 - a. The office of the Vice-President Events and Research Initiatives is open to any Active Voting Member and who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice-President Events and Research Initiatives is responsible to facilitate and assist in the Association's activities. Activities can be planned or be spontaneous. The VP-Events and Research Initiative may prepare a schedule of activities to ensure visibility and avoid competition between events.
 - c. Active Members of the Association shall submit their ideas and event proposals to the Vice-President Events and Research Initiatives. The Vice-President Events and Research Initiatives is in charge of communicating these to the Executives.
 - d. The Vice-President Events and Research Initiatives is in charge of inviting speakers in the framework of the event of the Association.
 - e. The Vice-President Events and Research Initiatives shall ensure that the minutes of meetings are taken and duly submitted and shall maintain custody of all minutes of the Association when it is her or his turn to do so.
 - iv. Vice-President Finance:
 - a. The office of Vice-President Finance is open to any Active Voting Member who intends to remain an Active Member until the end of the usual term of office.
 - b. The Vice-President Finance shall be the senior budgeting officer for the Executive and shall oversee all financial operations of the Association. This is to include the financial state of the Association as well as any committees who are authorized to spend Association monies on behalf of the Executive. This also includes the management of the fee levy of the Active Member (in conjunction with the VP-Communication and Engagement).
 - c. The Vice-President Finance shall report on the financial state of the Association at all Executive and Graduate Council (GC), if established, meetings, and to examine the financial statements of the Association on a monthly basis.
 - d. In addition, the Vice-President Finance shall prepare a draft budget for approval by the GC, and monitor the budget throughout the year to ensure that monies are invested wisely and in accordance with the terms and conditions of a not-for-profit organization.
 - e. The Vice-President Finance shall ensure that the minutes of meetings are taken and duly submitted and shall maintain custody of all minutes of the Association when it is her or his turn to do so.
- 2. Any officer of the Executive may resign at any time by submitting a letter of resignation to the President (see By-Law 5). The President may resign at any time by submitting a letter of resignation to the VP Communication and Engagement. The resignation takes place after seven (7) days and is irreversible. The resigning Executive officer may not run in a by-election for the vacant office resulting from his or her

resignation. An Executive officer must resign from office upon the termination of his or her registration at the University of Calgary.

3. Meetings of the Executive shall be held at a minimum three (3) times per year, or at the discretion of the President, or upon receipt by the President of a petition signed by at least two (2) other voting members of the Executive. A motion duly proposed at a meeting of the Executive shall be deemed passed by the Executive if it receives three (3) or more affirmative votes.

BY-LAW 4 – GRADUATE COUNCIL (GC)

1. The GC shall consist of all Active Voting Members of the Association and should be established under the condition mentioned in the Article 6 of the Constitution.
2. The GC shall have the authority to assign members to act on their behalf on the Executive as outlined in By-Law 6.
3. The GC shall have the authority to remove any member of the Executive or any committee of the Association by a two-thirds (2/3) majority vote at any formally announced meeting at which at least ten (10) Active Voting Members of the Association are present. In such an event, the VP (Communication and Engagement) shall be notified forthwith; the position shall be filled by the GC at its earliest possible convenience via a by-election (see By-Law 6).
4. The GC shall be the policy-making body of the Association. All Executive officers, all committees, and other groups formed by the Association, and all representatives to Graduate Student Association (GSA) or other University of Calgary organizations, boards or other bodies are accountable and answerable to the GC.
 - (a) Except where the Constitution or By-Laws, or a Standing Resolution or policy of the Association has authorized precedence, the GC shall have all authority to resolve all business of the Association.
 - (b) The GC has the authority to enforce appropriate behaviour by all representatives of the Association. If it is deemed necessary by the GC, a representative of the Association (including a member of the Executive) may be removed from his or her position by a minimum two-thirds (2/3) majority vote at a GC meeting at which quorum is present.
 - (c) The GC shall take part in the process of approving the events and initiatives Active Members have proposed to the Executives.

BY-LAW 5 – GC MEETINGS

1. All meetings of the GC shall be run in accordance with Robert's Rules of Order, unless provisions of the By-Laws, resolutions of General Meeting (see By-Law 8), or by vote of the GC otherwise. A minimum two-thirds (2/3) vote by those present shall be required in the GC to pass a resolution modifying the roles of order for the duration of that meeting.
2. The Speaker of the GC shall be the President of the Executive, or another member of the Executive appointed by the GC as Speaker pro tem by majority (greater than 50%) vote should the President not be available. While fulfilling the role of Speaker, the President (or other Executive) will continue to hold a vote on any motions or resolutions, and shall hold an additional tie-breaking vote in the event of a tie vote of the GC.
3. All Active Members of the Association may attend GC meetings, participate in discussions and vote. The GC may resolve by majority (greater than 50%) vote to discuss any matter in camera as necessary.
4. The GC shall meet at least once per year at the Annual General Meeting (AGM). The Executive may call additional meetings by a majority vote.

5. The business of each meeting of the GC shall include the following:
 - i. the reading, considering, and approval of the minutes of the previous meeting of the GC;
 - ii. a report by the Speaker, including presentations by visiting speakers/presenters;
 - iii. reports by officers of the Executive, including a financial report by the Treasurer;
 - iv. committee reports and reports by any other representatives of the Association; and
 - v. other business as the GC deems appropriate.
6. (a) Quorum for GC meetings shall be satisfied by the attendance of at least ten (10) Active Members, excluding officers of the Executive. Active Members may be represented in person only. (b) If quorum is not achieved at a meeting of the GC, the quorum for the next meeting shall be met by five (5) Active Members, excluding officers of the Executive.
7. A motion passed at a meeting of the GC may be rescinded as per Robert's Rules of Order, by a motion at a General Meeting.
8. The Secretary shall ensure that notice of all GC meetings and the agendas thereof is given by appropriate means to all Active Members not less than three (3) days prior to the scheduled meeting.

BY-LAW 6 – ELECTION OF OFFICERS

1. General Elections shall take place in the Winter semester of each year. The Executive is responsible for setting the date of other elections as necessary in accordance with Article VII.
2. (a) Every year, during the fall term, the voting-members shall elect a Chief Returning Officer, hereinafter referred to as the CRO.
(b) The CRO shall be an Active Member of the Association, who shall remain impartial and non-partisan as pertains to all elections, and who shall be answerable to the GC for proper conduct of the General Election.
(c) All campaign materials must be approved by the CRO prior to public dissemination. In the event that campaign materials are to be displayed or distributed, these materials cannot contain misinformation, slander, inappropriate endorsements, or discriminatory content. The CRO, at their sole discretion, has the authority to order removal of any campaign materials he or she deems inappropriate or in violation of the Constitution or By-Laws of the Association. The CRO may remove any candidate from the election for violation of these standards after a suitable warning. Appeals of the CRO's decision will be filed with the current President of the Executive. Only a unanimous vote by the Executive can overrule the CRO's decision.
3. (a) The CRO shall announce the holding of an election at least fourteen (14) days prior to the opening date of the election. This announcement must include the procedures for nominating and for voting, including the time period for each.
(b) Nominations shall be opened fourteen (14) days prior to the opening date of the election, and will be officially closed by the CRO in a pre-election General Meeting of the GC after taking any nominations from the floor.
(c) If an insufficient number of nominations have been made by the end of this period, the nomination period for that position can be extended by seven (7) days at the discretion of the CRO. If an extension is granted and no additional nominations come forward, the Executive shall appoint a member to the position in accordance with Article V.
(d) After the nomination period is closed by the CRO in a pre-election General Meeting, members will have a period of up to three (3) business days to vote by secret ballot in a manner clearly stated in the announcement of the General Election given under Section 3(a). Ballots received after this prescribed period shall be invalid.

4. (a) Nominations for all elected Executive offices prior to the pre-election meeting shall be in writing and shall be signed by the nominator, who must be an Active Member, and shall bear the signature of the nominee signifying acceptance of the nomination. No Active Member may nominate more than one person for each elected office.
(b) Nominations from the floor of the pre-election General Meeting shall be moved by an Active Member, and may include the nominee him or herself, and must be agreed to by the nominee in person.
5. (a) After the end of the voting period, the ballots shall be counted by the CRO. Each candidate has the option of appointing a scrutineer to witness the counting.
(b) A majority (greatest number, 50% + 1 in the case of two candidates) of votes shall constitute election to office in the case of all Executive offices. A nominee shall also be elected to a given position by acclamation if no other nominations are made for such office. In the case of a tie, the GC shall cast a deciding vote based on a majority (greater than 50%) vote at a Special Meeting to be called by the CRO. The CRO shall make public the names of the successful candidates and shall submit a written report at the earliest opportunity, including the election tallies, the number of spoiled ballots and any irregularities that may have taken place, to the incoming President.
6. Officers elected in March shall have a term of one (1) year, beginning April 1st.
7. Should a vacancy in an elected, acclaimed or appointed position arise during the usual term of office, the GC shall hold a by-election according to the following procedures.
 - i. For a vacancy occurring between October and March: Nominations for by-election will follow the procedures set out in Section 4.
 - ii. For a vacancy occurring between April and September : The Executive shall, at their discretion, open nominations for by-election as set out in Section 4, or appoint an Active Member to hold the vacant position until it would naturally end in April
 - iii. Any by-election will include a Special Meeting, to be called by the Executive, as outlined in Section 4 to allow for nominations from the floor. Only those who are eligible to vote in the GC shall be permitted to vote in a by-election.
8. The term of office for Executives elected in a by-election shall commence immediately upon declaration of a successful candidate, and lasts until the next regular Executive is installed, as per Article VII.

BY-LAW 7 – FINANCES

1. Any withdrawal of funds from an Association account shall be signed by the Vice-President Financial and countersigned by the President or a Vice President.
2. The financial records of the Association shall open to examination by the GSA, the Department, or any Active Member after due notice has been given to the Vice-President Financial. The Vice-President Financial, with the President, shall establish a suitable time and place, with the examination taking place on the University of Calgary campus in the presence of at least one member of the Executive.

BY-LAW 8 – GENERAL MEETINGS

1. The President shall ensure that all General Meetings are announced by appropriate means no later than seven (7) days prior to the date of the General Meeting. This announcement shall include:
 - i. a proposed agenda;

- ii. a summary of proposed amendments to the Standing Resolutions, Policies, Constitution or By-Laws received in accordance with Article XI of the Constitution; and
 - iii. a description of where the complete text of such proposed amendments may be viewed by the membership.
- 2. Special General Meetings may be called by either a decision of the Executive, or upon receipt by the President of a petition signed by at least 5% of the Active Members requesting such a meeting.
- 3. The business of each General Meeting shall include the following:
 - i. the reading, consideration, and approval of the minutes of the previous General Meeting;
 - ii. the consideration of each proposed amendment to the By-Laws, Standing Resolutions, Policies, or Constitution, when due notice of such proposed amendments has been received in accordance with Article XI of the Constitution;
 - iii. any business not requiring notice that the General Meeting wishes to consider; and
 - iv. reports of Executive officers, including the financial report by the Vice-President Finance.
- 4. (a) The quorum for all General Meetings shall be ten (10) Active Voting Members, excluding the Executive. All Active Members present in person shall count towards quorum and be eligible to vote. Proxy votes are not permitted.
 - (b) In the event that quorum is not achieved, the Meeting may proceed; however the only resolution which may be passed will be the setting of the next Meeting date.
- 5. The Secretary shall ensure that, when a vote is cast, the minutes include the number of votes for and against and any abstentions of any motions considered at a General Meeting.
- 6. The President of the Executive shall chair all General Meetings as Speaker. The President can appoint another Executive if he or she cannot attend the meeting.