

# Constitution of the Queen's International Affairs Association

## [Previous Version](#)

Amendments passed in 2023

### Definitions

**The QIAA Elected Leadership** - Shall consist of the President(s) and three to four Vice-Presidents who are to fulfill the duties laid out in Article VII,

**The QIAA Executive Committee** - Shall consist of Core Executives and Operational Executives, who are to fulfill the duties laid out in Article VII and are hired according to Article V,

**The QIAA Core Executives** - Shall consist of one to four directors or leaders from each QIAA Initiative, who are to fulfill the duties laid out in Article VII and Article IX, and are hired according to Article V,

**The QIAA Operational Executives** - Shall consist of positions responsible for club operations such as, Chief Financial Officer, the Chief of Staff, Equity, Diversity, and Inclusion Directors, Events Directors, Sponsorship Director, and Branding and Marketing Director, who are to fulfill the duties laid out in Article VII and Article IX, and are hired according to Article V,

**The QIAA Extended Executive** - Shall consist of all persons involved in roles that support QIAA Executive and Leadership members such as coordinators, editors, and secretariat members who are to fulfill the duties laid out in Article X and hired according to Article V,

**QIAA Membership** - Shall consist of all persons involved in QIAA who fulfill the requirements and are granted the rights and privileges laid out in Article IV,

**General Member:** Shall consist of all persons involved in QIAA who maintain membership but do not hold any position in QIAA,

**A QIAA Initiative** - An activity or project worked on by QIAA members focusing on a specific interest or objective for the purpose of furthering QIAA's mission statement; one to four leaders of each initiative sit on the QIAA Executive Committee, initiatives are to be created and reviewed by the practices outlined in Article XI,

**The President** - The QIAA member holding the highest-ranking position in the club and leader of the QIAA Elected Leadership, to be granted signing authority on the QIAA bank account, with roles and responsibilities laid out in Article VIII, Section 1 and are to be elected according to the provisions in Article XII for a term of one year;

**Vice-President** - An elected positions under the office of President on the QIAA Elected Leadership, to be responsible for a group of QIAA Initiatives whose roles and responsibilities are laid out in Article VII, Section 2 and are to be elected according to the provisions in Article XII for a term of one year;

**The Chief of Staff (CoS)**- Holds responsibilities for the Human Resources of QIAA; their roles and

*responsibilities are laid out in Article IX, Section 1 and are hired according to the provisions in Article V, **The Chief Financial Officer (CFO)** - Holds responsibility for QIAA's Finances and is entrusted with bank account access in addition to the President(s); their roles and responsibilities are laid out in Article IX, Section 2, and they are hired according to the provisions in Article V,*

***Annual General Meeting (AGM)** - An annual meeting open to all members of QIAA, with quorum being two-thirds of QIAA Executive Committee present or one-half of QIAA Members, whichever is fewer; an AGM shall be held annually by The QIAA Elected Leadership for the purpose of club duties, elections and constitutional review, an AGM may also be called by a majority vote of the Executive Committee for purposes as it sees fit.*

### **Article I: Name**

1. The name of this organization shall be Queen's International Affairs Association. It shall be a Queen's student organization on campus. Hereafter referred to as 'QIAA.'

### **Article II: Mission**

1. Queen's International Affairs Association (QIAA) is an organization run by students of Queen's University. It is devoted to promoting and facilitating accurate and informed dialogue on international affairs within the school community and providing its members with practical outlets to realize their interests in this field. QIAA aims to educate and inform its members and the general Queen's and Kingston community on issues pertaining to international affairs. It aspires to be the premier, non-partisan resource at Queen's for those interested in global issues through a variety of media. QIAA aims to accomplish this mission through engaging and educating the student community with various initiatives.

### **Article III: Affiliation with the Alma Mater Society (AMS) Assembly**

1. The Queen's International Affairs Association is a Club under the Alma Mater Society of Queen's University and is to be afforded all the rights and privileges as laid out in the *Clubs Policy*,
2. The AMS Assembly, as the highest legislative body representing students at Queen's, constitutes the ultimate source of authority for QIAA. The AMS Assembly:
  - a. Can set up ad hoc committees with specific terms of reference to investigate

- financial matters and report to its next meeting,
- b. Retains the authority alongside the AMS Vice-President of University Affairs and the AMS Alternate Judicial Committee to de-ratify any club that violates the mandate of the Alma Mater Society, the School of Graduate and Professional students, and/or the Queen's Code of Conduct,
3. If there is a conflict between the text of the Constitution of Queen's International Affairs Association and the *AMS Constitution*, the latter shall take precedence.

#### **Article IV: QIAA Membership**

1. QIAA members can consist of any student of Queen's University,
2. All QIAA members are liable to an annual membership fee set by the Executive Committee at its first meeting each September,
3. QIAA membership is valid from the date of the members' initiation until the following May 1st,
4. All members have the right to vote at the Annual General Meeting and in Leadership elections,
5. All full members have the right to seek nomination for leadership positions and be elected to a Leadership position. In exceptional circumstances (e.g. financial need, being on exchange), a student who has not paid their membership fee may be allowed to run by seeking an exception from QIAA Leadership,
6. All individuals hired for positions in QIAA are required to become members, if they are not so already,
7. Participation in QIAA trips and conferences requires that delegates have paid their full membership fee for that academic year and that they may be liable to additional trip or conference fees as determined by QIAA Leadership,
8. All QIAA members are encouraged to participate fully in all of QIAA's events,
9. All QIAA members shall receive further benefits associated with membership as determined by QIAA Leadership and in strict accordance with the AMS Constitution.

#### **Article V: Hiring Policy**

1. QIAA is an equal opportunity club and thus shall not discriminate between applicants on

the grounds of race, ancestry, nationality, ethnic origin, creed, sex, sexual orientation, gender, age, marital status, family status, religion, or disability,

2. QIAA will ensure equal opportunity for applicants by accommodating accessibility needs,
  - a. Including but not limited to closed captions, type-written questions, font size, and time zone accommodations,
  - b. All applicants applying for the same job will be given the same set of questions, only adding follow up questions for clarification,
3. All applicants shall be chosen holistically, taking into account, where applicable,
  - a. Cover letter, resume, written application, supplementary work, experience, and interview,
4. Hiring Authorities
  - a. Hiring of the QIAA Core and Operational Executives are conducted by all members of the incoming QIAA Elected Leadership, with the advice of the relevant incumbent members, before the end of the current QIAA Leadership members' term on the 30th of April,
  - b. When deemed necessary, hiring of certain Core or Operational Executives may be undertaken prior to the election of the incoming QIAA Elected Leadership; in such case, hiring can be conducted by the incumbent Core Executives of that initiative, with the advice and consent of the incumbent QIAA Elected Leadership,
  - c. Hiring of the QIAA Operational Executive is conducted by all members of the incoming QIAA Elected Leadership, with the advice of the incumbent QIAA Operational Executive,
  - d. Hiring of Extended Executives and Initiative Members is conducted by the relevant members of the QIAA Executive Committee, with the advice and consent of QIAA Elected Leadership,
5. All applicants shall be informed in their interview or through the hiring process the following information,
  - a. The appropriate persons to raise hiring concerns to should they have any,
  - b. That QIAA Membership requires a fee and contract to be signed,

- c. Any position obligations not mentioned in the hiring package including additional contracts or codes of conduct.

#### **Article VI: Human Resources, Harassment, and Discrimination Policy**

1. QIAA HR policy is superseded by federal and provincial legislation, Queen's Student Code of Conduct, and AMS policy and procedures,
2. Members are able to disclose or report any incidents internally through QIAA and externally through the AMS Non-Academic Misconduct system or the University itself,
  - a. Depending on the severity of the incident, cases may be directed to the superseding governing bodies in Clause 1,
  - b. Cases determined as severe are those that are in direct violation of the Queen's Student Code of Conduct, including cases of harassment and discrimination,
  - c. Non-severe internal conflicts are conflicts not covered by superseding governing bodies in Clause 1,
  - d. QIAA Leadership, QIAA Chief of Staff, and Directors of Equity, Diversity, and Inclusion will handle cases regarding non-severe internal conflicts,
    - i. In such instances, Executive Leadership or the QIAA Chief of Staff may determine whether non-disciplinary or disciplinary measures are required in compliance with AMS Policy and the QIAA Constitution,
    - ii. Actions can be taken by QIAA Leadership in conjunction with the governing bodies in Clause 1,
3. Any individual can choose to disclose or to report an incident to whomever they are most comfortable with,
  - a. To disclose means to bring the incident to the attention of Leadership or the QIAA Chief of Staff without a stipulation for action,
  - b. To report indicates a request for action to be taken,
4. Although disclosures do not constitute a call to action, QIAA Elected Leadership, acting in the best interests of QIAA, may deem action necessary,
5. All complainants will be provided with information on the process being followed and any resulting action,
6. If a member has been removed by the AMS, that member is revoked of all their

membership privileges and is ineligible to participate in or partake in any QIAA-related events for the duration of the sanction applied,

7. All disclosures and/or reports will be kept confidential and will be contained between the complainant and their chosen respondent unless,
  - a. External intervention is required by the AMS, QIAA Leadership, QIAA Chief of Staff, or other third parties,
  - b. The complainant wishes for their name to be referenced,
8. To mitigate instances where the above is required, all Executive Committee Members, Extended Executives, and members of QIAA initiatives shall participate in Bystander Intervention Training at the start of every school year as administered by Queen's University,
  - a. Other training may be deemed necessary at the discretion of Elected Leadership or Core Executives for their respective initiatives,
  - b. Accommodations can be made regarding training for extenuating circumstances,
9. If there are no Directors of Equity, Diversity, and Inclusion serving on the Executive Committee, QIAA Leadership and QIAA Chief of Staff must do their due diligence to outsource expertise on matters related to equity, diversity and inclusion,
  - a. Expertise may come from other AMS clubs, AMS bodies, or QIAA members,
  - b. Confidentiality on such matters must be guaranteed by persons external to QIAA,
10. All paying members of QIAA shall sign a QIAA contract, which lays out specific behavioural expectations for any and all club activities and business.

## **Article VII: Structure of QIAA**

1. The QIAA Elected Leadership shall:
  - a. Consist of the four to five elected members: The President(s) and three to four Vice-Presidents
    - i. If there are co-presidents, maximum three Vice-Presidents are permitted to complete the leadership team
  - b. Default titles of Vice-Presidents are subject to change each year,
  - c. Be assigned powers and duties by the Constitution,
  - d. Require three Elected Leaders to meet quorum for QIAA Elected Leadership

- meetings, one of whom must be the President,
  - e. Commence their term of office on the 1st of May after their election and which shall end the 30th of April of the following year,
  - f. Represent one distinct vote per position on all voting matters; thus, only one person may fill each QIAA Elected Leadership position,
  - g. Decisions are encouraged to be made by majority consensus of the QIAA Elected Leadership, however in the case of an un-tractable tie, the President's vote shall be deemed to have carried the vote,
2. The QIAA Executive Committee shall:
- a. Consist of QIAA Core Executives and QIAA Operational Executives
    - i. Must require two-thirds of its members to meet quorum,
    - ii. Voting shall consist of a simple majority of those present,
    - iii. In the event of a tie, the Executive Committee is encouraged to further discuss the issue to seek a compromise,
    - iv. In the event of an un-tractable tie, the President's vote shall be deemed to have carried the vote,
3. The QIAA Core Executives shall:
- a. Consist of the Directors or highest-ranking representatives of each individual initiative, not to exceed four representatives per initiative,
  - b. Consist of Internship positions,
  - c. Be selected by the QIAA Elected Leadership with the advice of past members,
  - d. Be assigned powers and duties by the Leadership,
  - e. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions,
  - f. Commence their term of office on the 1st of May, which shall end the 30th of April of the following year,
4. The QIAA Operational Executives shall:
- a. Consist of the Chief Financial Officer, Chief of Staff, and any other such position deemed necessary by the QIAA Elected Leadership to ensure the effective operational function of QIAA,
  - b. Be selected by the QIAA Elected Leadership with the advice of the incumbent

- QIAA Operational Executive,
- c. Be assigned powers and duties by the Leadership,
  - d. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions,
  - e. Commence their term of office on the 1st of May, which shall end the 30th of April of the following year,
5. The Extended Executives shall:
- a. Consist of Extended Executive members or Coordinators of all initiatives and internal operations,
  - b. Be selected by the relevant QIAA Executive Committee members, with the advice and consent of QIAA Elected Leadership,
  - c. Be assigned powers and duties by Leadership,
  - d. Serve without remuneration, and shall not directly or indirectly receive any profits from their positions,
  - e. Commence their term of office on the date of their hiring, which shall end the 30th of April of the following year,
6. The Chief of Staff and Directors of Equity, Diversity, and Inclusion works with the office of the President but operates independently of Leadership when oversight on issues is deemed necessary.

#### **Article VIII: Duties of the QIAA Elected Leadership**

1. The President(s) shall:
  - a. Be ultimately responsible for the mission, vision, and direction of QIAA and the operation of its QIAA events and activities,
  - b. Ensure that the provisions of the constitution are followed,
  - c. Prepare a detailed strategic plan for the academic year for presentation at the first Executive Committee meeting to occur before September 30th,
  - d. Approve the responsibility for the individual QIAA initiatives in each Vice-President's respective portfolios, with their advice and consent,
  - e. Preside at all QIAA Elected Leadership and QIAA Executive Committees,
  - f. Prepare an agenda for each QIAA Executive Committee Meeting, with the



- assistance of the QIAA Elected Leadership,
  - g. Officially represent QIAA to campus organizations and academic departments, and be responsible for the club's media relations,
  - h. Be responsible for the selection of the members of the QIAA Core Executive and the QIAA Operational Executive,
  - i. Advise the Executive Committee on the hiring of the Extended Executive,
  - j. Promote collaboration with other clubs and organizations on campus,
  - k. Be responsible for overseeing the financial statements prepared by the Chief Financial Officer, and shall be a co-signatory on the club's account,
  - l. Be responsible for the AMS Student Activity Fee and Re-Ratification Process,
  - m. Update database of QIAA Members for the purposes of recording student activities and maintaining alumni relations,
  - n. Oversee the QIAA Elected Leadership, QIAA Core Executives and QIAA Operational Executive's transition reports, and ensure a smooth and effective transition of authority to the incoming executive, and provide a transition report for the office of President,
  - o. Be responsible for QIAA Human Resources in tandem with the QIAA Vice-Presidents, Chief of Staff, and Equity, Diversity, and Inclusion Team,
2. The Vice-Presidents shall:
- a. Report directly to the President(s),
  - b. Maintain regular contact with the President(s),
  - c. Assist the President(s) in determining the strategic vision and operations of QIAA for the upcoming year,
  - d. Assist the President(s) in hiring decisions,
  - e. Guide and direct the QIAA Initiatives and members that are part of their portfolio,
  - f. Maintain regular contact with the Core Executive Officers, Operational Executive and QIAA members within their portfolio,
  - g. Be responsible for the initiatives under their portfolio, including ensuring adherence to the QIAA Code of Conduct and the QIAA Constitution among all QIAA members within their portfolio,
  - h. Encourage collaboration between QIAA Initiatives within and between their

portfolio, and,

- i. Provide a transition report in a timely manner at the completion of their term.

#### **Article IX: Duties of Executives**

1. The Core Executives shall:

- a. Carry out the duties of their respective positions,
- b. Report to their respective member of the QIAA Elected Leadership,
- c. Direct the planning, execution, and operation of the Initiative they are responsible for,
- d. Work with the QIAA Elective Leadership and QIAA Operational Executive to develop an annual plan and budget for their initiative,
- e. Conduct the hiring of the Extended Executive members relevant to their initiative with the advice and consent of the QIAA Elected Leadership,
- f. Be expected to participate in all QIAA events and attend all appropriate meetings,
- g. Be responsible for the Extended Executive and QIAA Members under their initiative,
- h. Ensure effective year-to-year transition by maintaining an ongoing database of key documents and transition materials, and,
- i. Prepare an annual report for incoming Executive Officers by April 30th to include a summation of QIAA's activities, meeting minutes, recommendations for the preceding year, the year-end financial statements, and all transition reports.

2. The Operational Executives shall:

- a. Carry out the duties of their respective positions,
- b. Report to their respective member of the Elected Leadership, with the exception of Chief of Staff and EDI Directors,
- c. Direct the planning and execution of the operation they are responsible for,
- d. Work with the Elected Leadership to develop an annual plan and budget where applicable,
- e. Conduct the hiring of the Extended Executive members relevant to their operation with the advice and consent of the QIAA Elected Leadership,
- f. Be expected to participate in all QIAA events and attend all appropriate meetings,

- g. Be responsible for the Extended Executives that report to them,
  - h. Adhere to guides and regulations provided for their position throughout the year,
  - i. Ensure effective year-to-year transition by maintaining an ongoing database of key documents and transition materials,
  - j. Prepare an annual report for incoming Executive Officers by April 30th to include a summation of QIAA's activities, meeting minutes, recommendations for the preceding year, the year-end financial statements, and all transition reports.
3. The QIAA Chief of Staff shall:
- a. Perform an administrative role in orchestrating the everyday operations of QIAA,
  - b. Lead the First Year Intern Council,
  - c. Exist as a go-to resource on QIAA, available to all QIAA members and the general public for inquiries, disclosures, reports, etc.,
  - d. Support QIAA Members when issues arise, especially as an independent avenue of recourse when Members do not feel comfortable confiding in QIAA Leadership, especially when a complaint concerns a member of leadership,
  - e. Maintain a full list of every QIAA Member and their contact information,
  - f. Assume the role of Acting Vice-President should a Vice-President be temporarily unable to fulfill their role,
  - g. Maintain a general understanding of the happenings within QIAA,
  - h. Provide a transition report in a timely manner at the completion of their term,
4. The Chief Financial Officer shall:
- a. Report to the QIAA President(s) and the Executive Committee,
  - b. Be responsible for the financial management of QIAA, including:
    - i. Initiative budgets and planning,
    - ii. Reimbursement process,
    - iii. Audits,
    - iv. Investments,
    - v. Reports on QIAA's financial health and financial planning for future years,
    - vi. SGPS and AMS re-ratification financial relations,
  - c. Hold joint access to the QIAA bank account in conjunction with the QIAA President(s),

- d. Understand that any funding received from the Society shall be spent for the purpose for which it was requested, in accordance with AMS affiliation outlined in Article III,
- e. Provide a transition report in a timely manner at the completion of their term,

#### **Article X: Duties of Other QIAA Members**

1. The Extended Executive shall:
  - a. Report to the respective Executives,
  - b. Carry out the duties of their respective positions,
  - c. Be expected to participate in all QIAA events,
  - d. Ensure effective year-to-year transition by maintaining an ongoing database of key documents and transition materials,
2. Initiative Members shall:
  - a. Consist of any members hired for an initiative who do not hold an Extended position such as The Observer writers and Queen's Model UN Team members,
  - b. Report to the respective Executives and Extended Executives,
  - c. Carry out the duties of their respective positions,
  - d. Be expected to participate in their initiative's events,
3. General Members shall:
  - a. Consist of all persons involved in QIAA who maintain membership but do not hold any position in QIAA,
  - b. Are not required to fulfill responsibilities of a position, but are expected to adhere to the QIAA membership contract and AMS code of conduct at all times during the duration of their membership.

#### **Article XI: Creation and Review of QIAA Initiatives**

1. A QIAA Initiative shall:
  - a. Be comprised of QIAA members working on a shared goal, activity, or interest,
  - b. Be led by one to four Core Executives,
  - c. Report to a Vice-President whose portfolio includes that initiative,
  - d. All initiatives shall be permitted to:

- i. Request a budget to conduct operations through a budget approval process in conjunction with the CFO,
  - ii. Conduct hiring for Extended Executive Positions to work with the initiatives' leaders,
  - iii. Solicit participation from QIAA members,
  - iv. Gain access to QIAA resources, including but not limited to Branding and Marking, Sponsorship, and the Chief of Staff,
  - v. Shall strive to further the mission and vision of the Queen's International Affairs Organization,
2. The process for creating a new QIAA initiative shall be the following:
  - a. A QIAA member shall submit in writing a proposal for a new initiative to the QIAA Elected Leadership outlining the proposed mission and purpose for the new initiative,
  - b. This proposal shall require the support of three signatories, who must be QIAA members,
  - c. QIAA Elected Leadership shall deliberate and accept or decline the proposal,
  - d. If accepted, Elected Leadership will work with the sponsor of the new initiative to begin its implementation,
  - e. If rejected, the sponsor shall have the opportunity to present the initiative proposal at the next Annual General Meeting, where a majority vote shall create the proposal into existence as an initiative,
3. Upon the election of the incoming QIAA Elected Leadership, the incumbent and incoming QIAA Elected Leadership teams shall review the current QIAA Initiatives to carry forward to the following year, with the advice of the relevant QIAA Core Executive Officers,
4. A list shall be maintained of active and deactivated QIAA Initiatives, with a brief summary of deactivated initiatives, the date of deactivation and reason for deactivation,
5. The list of active QIAA Initiatives are the following:
  - a. International Development Week (IDW)
  - b. Queen's Model United Nations Team
  - c. Queen's Model United Nations Invitational (QMUNi)

- d. Queen's National Model United Nations (QNMUN)
  - e. Right of Reply (RoR)
  - f. Speaker Series
  - g. The Observer
  - h. Outreach
6. The list of deactivated QIAA Initiatives include but are not limited to the following:
- a. Queen's Interactive Crisis Simulation (QICSIM)
    - i. A weekend crisis conference for Queen's Students focused on problem-solving international crises,
    - ii. Deactivated in 2018/2019 due to lack of registration from within the Queen's Community,
  - b. Queen's Model United Nations (QMUN)
    - i. Internal model united nations conference for Queen's students,
    - ii. Previously run by the AMS, it was given to QIAA in 2018 and was deactivated due to lack of interest.

## **Article XII: Elections**

- 1. Oversight of Elections
  - a. The Elections Returns Officer and Deputy shall:
    - i. Be composed of the incumbent President(s), Vice-Presidents, or Chief of Staff who is not running for re-election,
    - ii. Be responsible to QIAA as a whole during the election process,
    - iii. Not publicly endorse, support, criticize, or offer any other opinion of any candidate standing for election,
    - iv. Be entitled to vote as per all full QIAA members,
  - b. The Elections Returns Officer shall be responsible for recording and tallying votes and announcing the winner of each election,
  - c. The Elections Returns officer shall appoint a Deputy Returns Officer to assist the Elections Returns Officer in the election process,
- 2. Elections Proceedings
  - a. The Executive Committee shall call a special Annual General Meeting before the

last week of March to elect incoming Executive Leadership. The date of this meeting shall not conflict with any major QIAA conferences or events,

- b. The proceedings of the elections shall be conducted by the Elections Returns Officer and a Deputy as per Clause 1,
  - c. Candidates wishing to run must announce their candidacy two weeks prior to balloting by submitting a proposal to the Elections Returns Officer,
    - i. If two candidates are running as co-presidents, they must each separately submit a proposal to the Elections Return Officer to announce their joint campaign
  - d. Candidates must submit a platform a week prior to the election, which will be made public to all voting members,
    - i. If running a joint presidential campaign, only one platform is to be submitted
  - e. Each candidate's proposal shall state which position the individual is running for,
  - f. All announcements and deadlines must be well publicized to all QIAA members to ensure that all have an equal opportunity to participate,
3. Campaign Period
- a. The campaign period begins when the Elections Returns Officer has announced the candidates,
  - b. Candidates are prohibited from spending money to further their campaign,
  - c. Smear campaigns, voter harassment, and voter intimidation will not be tolerated and can result in the removal of candidacy by the Elections Returns Officer,
4. Proceedings of the special Annual General Meeting for elections
- a. A time will be allotted for candidates to give speeches. The Presidential candidates and co-president candidates (together) shall be given four minutes each, and the Vice Presidential candidates shall be given three minutes to speak,
5. The speeches shall be followed by a Questions and Answers period, which should not exceed a maximum of 30 minutes of answer time,
- a. Division of time:
    - i. All Presidential candidates will be allotted the same amount of time in their respective round,

- ii. All Vice Presidential candidates will be allotted the same amount of time in their respective round,
    - iii. The division of time between the Presidential round and the Vice Presidential round shall be up to the discretion of the Elections Returns Officer and Deputy,
  - b. If one of the positions is non-contested, the Elections Returns Officer may decide to only have one round of questions for both positions as opposed to two,
- 6. Voting
  - a. Elected positions, in order of balloting, comprise:
    - i. President(s)
    - ii. Vice Presidents
  - b. One ballot will be given per paying QIAA member present,
    - i. Absentee ballots are available under special circumstances,
    - ii. All ballots shall be confidential,
    - iii. There will be one round of voting for the President(s) and one for the Vice Presidents unless one of the positions is non-contested,
    - iv. The electors will rank the candidates for each position in order of preference, 1 being their preferred candidate, 2 being their second preference, and so on,
  - c. Once balloting has ended, the Elections Officers will tally the votes, according to the preference score,
    - i. A ranking of 1 shall denote 5-points,
    - ii. A ranking of 2 shall denote 3-points,
    - iii. A ranking of 3 shall denote 1-point,
    - iv. All other rankings shall denote 0-points,
  - d. The candidate with the highest score shall be the winner of the position.
  - e. If the candidate for President does not win the position, they are entitled to run for a Vice Presidential position,
    - i. Absentee ballots shall assume that all Presidential candidates are running as Vice-Presidents,

## 7. Exceptional Cases



- a. Should there be a tie for the highest score, the candidate with the most number 1 rankings shall be declared the winner,
- b. In the event of an uncontested election, the votes shall be replaced by a vote of no confidence by 50%,
  - i. Lack of confidence for the position of President can result in either a new election or a hiring process conducted by outgoing Leadership,
  - ii. Lack of confidence for the position of Vice-President can result in the position being hired by incoming Elected Leadership members,
- c. In the event that there are not enough candidates to complete a Leadership team, the remaining positions will be selected through a hiring process,
  - i. If there is a President-Elect, the hiring process to fill the positions will be a collaboration between the Elections Returns Officers and the President-Elect,
  - ii. If there are no candidates running for President(s), the hiring process will be overseen by the Elections Returns Officers,
  - iii. Elections Returns Officers are only able to take part in hiring processes granted they are not applying for an executive position for the upcoming year, otherwise the responsibility will fall to the rest of the positions eligible to be Elections Returns Officers,

### **Article XIII: Provisions of the Continuation of the Club**

1. Elected Leadership Transition:
  - a. The outgoing Elected Leadership must provide the incoming Leadership with all QIAA files, emails, passwords, and accounts by the 30th of April,
  - b. The outgoing Elected Leadership must initiate the transfer of banking information and power to the President(s) and CFO by the 30th of April,
  - c. Outgoing Elected Leadership is responsible for aiding in the re-ratification of QIAA through the AMS,
  - d. The newly elected Leadership shall be responsible for all club proceedings beginning the 1st of May,
2. Impeachment

- a. If a President or a Vice-President is deemed unfit to carry out their duties for the rest of their term, an impeachment process can be initiated by raising a motion at an Executive Meeting and getting 2/3 majority of the Executive committee to call an AGM,
  - b. The person in question will be given an opportunity to defend their position, and likewise, members may air their complaints prior to taking a vote,
  - c. At the AGM, the impeachment passes with a 2/3 supermajority,
3. If a President is unable to complete their term,
  - a. Their spot will be filled by the Vice-President who got scored the highest in the election or had the highest confidence,
  - b. If it is a tie, it will be broken by the number of number 1 votes,
  - c. A Vice-President can be hired to fill the position, or another election can take place, as determined by Elected Leadership,
4. If a Vice-President is unable to complete their term,
  - a. A Vice-President can be hired to fill the position, or another election can take place,
  - b. The Chief of Staff will act as interim Vice-President until the position has been filled,
5. If any other Core Executive, Operational Executive, Extended Executive, or Initiative Member is unable to complete their term,
  - a. Their title shall be removed along with the responsibilities of that position,
  - b. They shall continue to be a General QIAA Member so long as they have paid their annual QIAA fee.

#### **Article XIV: Amendment Process**

1. This constitution shall be reviewed annually, and any amendments adopted shall be immediately presented to the AMS for approval through the Commission of the Clubs Office,
  - a. The review shall take place at an Annual General Meeting in which all QIAA Members in good standing are invited to participate,
  - b. Two-thirds of QIAA members present must support any proposed amendment for

- it to be adopted,
- c. Amendments proposed prior to the end of the year can be passed in the interim by a two-thirds majority of the Executive Committee,
  - d. Amendments passed by the Executive Committee must be proposed and passed at the year-end Annual General Meeting to continue into the next year and otherwise become null and void.

### **Appendix A: QIAA Permanent and Portfolio Logos**

1. The permanent QIAA logo shall consist of,



a.

2. The QIAA Operational Executive and QIAA Initiative logos shall consist of,

e. Chief of Staff



i.

f. Chief Financial Officer



i.

g. Equity, Diversity, and Inclusion



i.

h. Sponsorship



i.

i. Marketing and Branding



i.

j. Graphics



i.

k. IT



i.

l. Queen's Model United Nations Invitational



i.

m. Queen's National Model United Nations



i.

n. Outreach



i.

o. Right of Reply



i.

p. Speaker Series



i.

q. The Observer



i.

r. Queen's Model United Nations Team



i.

s. International Development Week



i.

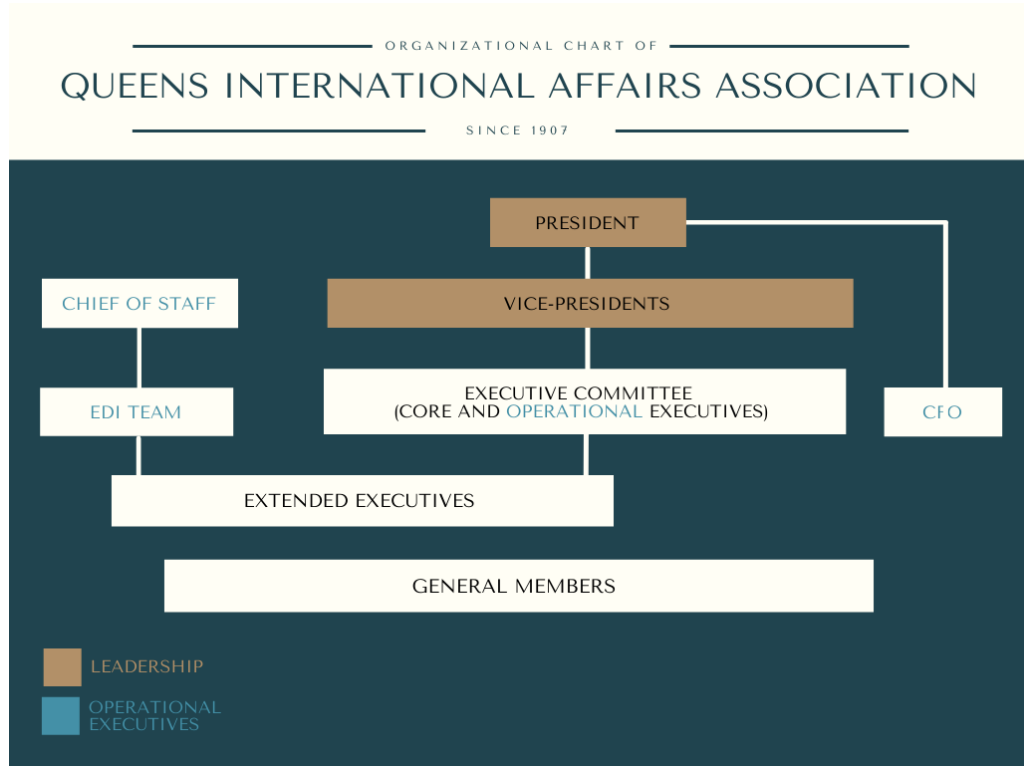
t. First Year Intern



i.

### Appendix B: QIAA Structure

1. The QIAA structure shall consist of,



a.