

**Let’s Talk Science Constitution**

**Article I: Name**

The name of this club shall be **Let’s Talk Science**, hereafter referred to as the Club. It shall be a Queen’s student club located on campus.

**Article II: Objectives**

The objectives of the club are:

1. To offer educational and cultural activities.
2. To provide social functions with the purpose of adding to the variety of university life.
3. The activities of the club shall be carried on with no intention of personal financial gain; all profits, grants, membership fees, and accretions shall be used uniquely for carrying out the club’s objectives.

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

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 2.01.03, 7.01, and 7.02

**Article IV: Membership**

Full members of the club shall consist of any student or faculty member of Queen’s University and those interested in the Kingston community.

All full members are liable to an annual membership fee prescribed by the Executive Committee at its first meeting each September and approved by the club as a whole.

Full AMS members have the right to vote at the meetings of the General Assembly, seek nomination and be elected to an AMS office.

**Article V: Structure of the Executive Committee**

1. The Executive Committee consists of a minimum of two Co-Presidents, and Executive Officers elected annually by the previous Executive Committee.
2. The outgoing Co-Presidents are responsible for hiring new Co-Presidents by the end of April each year.
3. The continuing members of the Executive Committee shall be responsible for establishing and electing the required Executive Officer positions by the end of September each year; these may include, but are not limited to, Treasurer, Secretary, and Public Relations Director.
4. The Executive Officers shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.
5. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such.
6. The quorum of Executive Committee shall be four of its Officers, one of whom must be a Co-President; voting shall consist of a simple majority of those present.
7. The Executive Committee may create special sub-committees. At least one Executive Officer shall sit on any such committee.
8. The term of office of all Officers shall end on the 30th day of April each year.

**Article VI: Duties of the Executive Officers**

1. Co-President : The Co-President shall
   1. Officially represent **Let’s Talk Science**
   2. Be responsible ex-officio for all public relations of **Let’s Talk Science**
   3. Preside at all executive and general meetings
   4. Coordinate all activities of **Let’s Talk Science**
   5. Coordinate all subcommittees
   6. Be responsible for all correspondence
   7. Give notice of all meetings of **Let’s Talk Science**
   8. Be responsible for all space bookings and equipment rental
   9. Be responsible for the allocation, supervision, and maintenance of all **Let’s Talk Science** equipment
   10. Assume the roles of Treasurer and/or Secretary in his/her absence(s)
2. Treasurer- The treasurer shall
   1. Be the financial officer
   2. Maintain all financial records and receive all money due to **Let’s Talk Science**
   3. Present a financial statement every month to the Executive Committee
   4. Make a final report to the **Let’s Talk Science** at the end of his/her term of office
   5. Propose an estimated budget in September for **Let’s Talk Science** activities for the year
   6. Sign all cheques of **Let’s Talk Science** with permission of the Executive Committee
3. Secretary- The secretary shall
   1. Keep minutes of all Executive and General Meetings
   2. Keep a record of all members of **Let’s Talk Science**
   3. Carry and file all correspondence
   4. Assist the other executive officers in their duties
4. Public Relations Director- The Public Relations Director shall
   1. Be responsible for promoting all **Let’s Talk Science** events
   2. Be responsible for all publicity and press release of all events sponsored by **Let’s Talk Science**

**Article VII: Duties of the Executive Committee**

1. The Executive Committee shall:
   1. Hold its first meeting before the end of the September and thereafter every one to two weeks as deemed necessary.
   2. Carry on the business of the **Let’s Talk Science** within the limitations of this constitution and its bylaws.
   3. Regularly seek the wishes of **Let’s Talk Science** members and always strive to honour them faithfully.

**Article VIII: Provisions for the Constitution of Let’s Talk Science**

1. Elections:
   1. In the case of an outgoing Co-President, a new Co-President must be hired by the current Co-Presidents before the last week of April. This hiring process must adhere to the policies outlined in Article IX of this constitution.
   2. A General meeting shall be held in order to elect Executive Officers for the following year; this shall be done by the end of September.
   3. Voting shall be by secret ballot.
   4. The Co-Presidents shall chair the proceedings and report the result.
   5. Candidates need a majority to be elected.
2. Impeachment
   1. A Co-President or any Officer / Member of the Executive may be removed from Office subject to the following conditions:
      1. **Breach of this constitution**
      2. **Failure to represent Let’s Talk Science as expected by their peers**
3. Executive Committee Transitions
   1. The newly elected Executive Officers shall request the serving Executive for all files and bank accounts of **Let’s Talk Science** before the 30th of April.
4. Financial Records:
   1. All funds for **Let’s Talk Science** are located in an account at: **Queen’s University** (specific financial institution and account number).

**Article IX: Hiring Policies**

Members charged with the duty of hiring:

1. Shall release their application form at least one week prior to the due date to give applicants ample time to complete this application. The application form shall be easily accessible to all club members and members of the Queen’s community.
2. Shall act in accordance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of origin, race, citizenship, sex, sexual orientation, age, disability or religion.
3. Shall provide opportunities for all students regardless of faculty, department, or prior experience.
4. Shall not conduct an interview with an applicant who is their current partner or to whom they are directly related. The person shall remove themselves from the interview process and find a suitable replacement where/if necessary.
5. Shall interview all applicants with the same core-set of questions, asking follow-up questions only if required to elicit a clearer response, eliminate confusion or address a particular area of concern or uncertainty that may have arisen. To preserve fairness, such questions shall be kept to a minimum and posed only when there is substantial reason.

**Article X: AMS Assembly**

The AMS Assembly, as the highest legislative body representing students at Queen’s, constitutes the ultimate source of authority for **Let’s Talk Science**. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.

**Article XI: Funding**

1. In accordance with section 7.02 of the AMS constitution, the **Let’s Talk Science** recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.
2. **Let’s Talk Science** shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of $5,000 shall in all cases to be coordinated through the AMS Advancement and Development Officers and the Queen’s University Office of Advancement business office.

**Article XII: Amendments**

The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.