

## Bylaws of the Carleton University Postdoctoral Association

The Bylaws of the Carleton University Postdoctoral Association (CUPA) shall serve as the operational rules of the CUPA, as a companion document to the Constitution. Should any conflict exist between the two documents, the Constitution of the CUPA shall prevail.

### **1. Privileges of Membership**

1.1. Additional privileges will be ratified by referendum.

### **2. Finances**

2.1. Dues for the CUPA are currently set at \$0.00 per year.

2.2. Due collection procedures shall be determined by the CUPA Executive and ratified by the membership.

2.3. The CUPA Executive is in charge of the budget and allocating of funds.

2.4. The CUPA observes the same fiscal year as Carleton University.

### **3. Meetings**

3.1. All CUPA meetings shall be run according to Robert's Rules of Order, unless provisions of the Bylaws or resolutions of a General Meeting or Referendum or the CUPA Council require otherwise.

3.2. A notice of meeting must be circulated to the membership at least 14 days in advance of the meeting.

3.3. To enable off campus members to participate in the governance of CUPA, non-executive members may vote by proxy at any CUPA meeting.

3.3.1. Any proxy vote issued by a member of CUPA must specify both the motion and how the member wishes to vote on the motion.

3.3.2. Proxies may be held by any member of CUPA.

3.4. Unless otherwise specified in the Constitution and Bylaws, a simple majority is required for all decisions, with the presiding Officer serving as a tie breaker, if required.

### **4. Quorums**

4.1. For CUPA Executive decisions a quorum consists of three of the five Executive Officers of which one must be the President or Executive Vice-President.

4.2. The minimum threshold for the membership to conduct business at a general meeting is the greater of 15 or 2.5 times the number of CUPA Executive members.

4.3. For decisions of the general membership (referenda/elections) a quorum is five percent of CUPA members.

### **5. Elections**

- 5.1. Elections will be held at the April General Meeting each year.
- 5.2. The CUPA Executive shall decide upon and appoint a Chief Returning Officer (CRO). The CRO is impartial and must waive his/her right to vote. The CRO will call for nominations and maintain the election process.
- 5.3. The election process will proceed as follows:
  - 5.3.1. The election process will begin with the call for nominations by the CRO to all CUPA members by March 1.
  - 5.3.2. All candidates will submit, to the CRO, a mission statement and a biographical sketch (each 150 words or less) to be posted on the CUPA website.
  - 5.3.3. Candidates for Executive Officer positions will be able to make a speech (format to be determined by the CRO) at the spring general meeting.
  - 5.3.4. Seats not filled and seats that become vacant during the term will be filled based on a process determined by the CUPA Council.

## **6. Amendments**

- 6.1. Submission: Amendments to the Bylaws may be submitted to Council or a General Meeting by a motion from the previous CUPA Council meeting or by petition of the CUPA membership, as outlined in the Bylaws section 8.
- 6.2. Notification: Notification of amendments to the Bylaws must be circulated with regular notice of the next General Meeting or Council Meeting where they are to be discussed.
- 6.3. Ratification: Any amendment to the Bylaws may become temporarily effective by a two-thirds vote of the Executive Committee. All amendments to the Bylaws must receive a simple majority vote of the members present at a General Meeting to be fully ratified. If no vote occurs or the vote does not pass at the next General Meeting then the amendment fails irrespective of any previous Council vote on the matter.

## **7. Referenda**

- 7.1. CUPA Executive shall set the rules for referendums. Whenever possible, referendums shall be voted on along with CUPA Executive elections.

## **8. Petitions by the Members**

- 8.1. Petitions signed by not less than ten percent of the members can be submitted to the Executive in order to call for the following:
  - 8.1.1. A referendum (the referendum question must be clearly outlined in the text of the petition)
  - 8.1.2. A Special General Meeting of the membership (the purpose of the Special General Meeting must be clearly outlined in the text of the petition)

8.1.3. Require the inclusion of an agenda item or motion for consideration at a regularly scheduled Executive or General Meeting (the agenda item and/or motion for consideration must be clearly outlined in the text of the petition).