

Constitution of the Carleton University Postdoctoral Association

1. Name

- 1.1. The name of this organization shall be the Carleton University Postdoctoral Association and will be referred to as the CUPA.

2. Mission

- 2.1. To provide a collective voice for issues of particular relevance and interest to postdoctoral scholars.
- 2.2. To support postdoctoral scholars in all aspects of their professional research training and career development.
- 2.3. To provide a liaison between the postdoctoral population at large and the administration of Carleton University and associated research centres.
- 2.4. To develop and maintain Carleton University postdoctoral scholars' registry.
- 2.5. To disseminate information pertinent to postdoctoral scholars.

3. Membership

- 3.1. Membership is automatically conferred on all Carleton University postdoctoral scholars.
- 3.2. Members may:
 - 3.2.1. Cast a vote in any CUPA general election or referendum,
 - 3.2.2. Nominate members of, or be nominated for, positions on the CUPA Executive,
 - 3.2.3. Petition the CUPA Executive with respect to any matter consistent with the CUPA mission statement and
 - 3.2.4. Enjoy additional privileges as outlined in the Bylaws.

4. Governance and Organization

- 4.1. The CUPA Executive Committee shall act as representatives and advocates of the CUPA and its members, be responsible for the administration of the affairs of the CUPA and always be accountable to the membership at large.
- 4.2. The CUPA Executive Committee is comprised of the Executive Officers.
 - 4.2.1. The CUPA Executive Committee serves as the executive body, under the leadership of the President.
 - 4.2.2. The CUPA Executive Committee shall meet once per month during the academic year and at least once during the summer term (May 1st to August 31st) in a meeting in accordance with the Bylaws.
 - 4.2.3. The Executive Officers shall serve on a volunteer basis.
 - 4.2.4. The Executive Officers shall be elected by the members of the CUPA according to the rules outlined in the Bylaws.
 - 4.2.5. Terms of office for the CUPA Executive Officers are one year (May 1st to April 30th).
- 4.3. Executive Officers

- 4.3.1. *President*: The President shall serve as the chief executive officer of the CUPA and be its primary point of contact. The President will internally represent the CUPA at Carleton University and associated research centres. The President will preside over all CUPA Executive and CUPA general meetings, enforce due observation of the Bylaws, and undertake or appropriate other leadership duties necessary to maintain the efficient operation and progress of the CUPA.
- 4.3.2. *Executive Vice-President*: The Executive Vice-President is responsible for all record keeping including meeting minutes. In the event of absence and illness of the President, the Executive Vice-President has the authority to perform the duties of the President.
- 4.3.3. *Vice-President Communications*: The Vice-President Communications is responsible for communication with the membership at large and shall post meeting information, items pertaining to professional development and career training and maintain the CUPA communications including the web-page, newsletter and advertisements for CUPA sponsored events. The Communications Officer is also responsible for maintaining CUPA registration and email lists.
- 4.3.4. *Vice-President External Relations*: The Vice-President External Relations shall act as a liaison between the CUPA and other postsecondary and research related organizations outside of Carleton University, including but not limited to those that represent postdoctoral fellows, faculty members, students and staff.
- 4.3.5. *Vice-President Finance*: The Vice-President Finance is responsible for maintaining any bank accounts and monies as deemed necessary by the CUPA Council. The Vice-President Finance is also responsible for maintaining the CUPA Constitution and Bylaws and other relevant documents.
- 4.4. Sub-committees shall be chaired by any current CUPA Executive Officer and will meet as needed to accomplish their task at hand.
 - 4.4.1. Sub-committee members can and should include general members when possible.
 - 4.4.2. The chair of each sub-committee shall report to the Executive Committee.
 - 4.4.3. All sub-committees shall be transient and appointed by the CUPA Executive Committee as needed.
- 4.5. The general CUPA membership shall meet two to four times per year as required (one to two times per term). Meetings are a forum to disseminate information from the CUPA Executive Committee to the membership and to hear grievances. There shall be a minimum of two general meetings per year; one in September to welcome new postdoctoral trainees and one in April to hold elections. Meetings of the General membership shall be carried out in accordance with the Bylaws.

5. Amendments

- 5.1. Submission: Amendments to the Constitution 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.
- 5.2. Notification: Notification of Constitutional amendments must be circulated with regular notice of the next General Meeting or Council Meeting where they are to be discussed.
- 5.3. Ratification: Any Constitutional amendment may become temporarily effective by a two-thirds vote of the Executive Committee. All Constitutional amendments must receive a two-thirds 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 Executive vote on the matter.