

Master of Public Service Association Constitution

Ratified March 19th, 2011; last revised December 4th, 2017



1. **Name.** The name of this association shall be the “Master of Public Service Association (MPSA).”

2. **Goals.** This Association shall exist for the purpose of:

- a. Sharing ideas and discussing issues about the program,
- b. Assist in research for potential MPS co-op placement options for students,
- c. Planning events for current and perspective MPS students, and
- d. Promoting the MPS program to prospective candidates.

3. **Affiliation.** This association agrees to adhere to the stated regulations of the University of Waterloo Graduate Student Association (GSA).

4. **Membership.** Membership is open to all graduate students at the University of Waterloo (UW). Other members of the UW community may join as affiliate members, but they do not receive voting rights. To join or leave the association, one must email the Director of Administration. A member who does not participate (attended at least one meeting) in the association for two consecutive terms is assumed to have left. Membership is free. The MPSA reserves the rights to charge a fee for some initiatives.

5. **Officers.**

a. Every officer must be a UW Master of Public Service graduate student.

b. List of officers and duties.

i. President, as Chair.

- acts as the official representative of the club
- facilitate responsibilities and duties for fellow directors
- determines meeting schedule and agenda
- maintains contact with alumni
- calls bi-annual Town Hall
- appoints officer to vacated position
- ensures the participation and involvement of all members
- upholds the integrity of the Constitution.

ii. Vice President.

- fulfills the portfolio of the President and other officers in their absences
- fields all questions from incoming students about the association or related issues
- advises officers on attendance and Constitutional rules
- works in conjunction with the Marketing director, facilitating assistance in MPSA visibility where needed
- promotes the program and MPSA's visibility and awareness
- works closely with the President to ensure MPSA progress.

iii. Director of Finance.

- keeps track of the MPSA finances
- makes requests for donations to the Graduate Student Endowment Fund (and other external bodies to fund MPSA activities
- organizes fundraising events
- provides budget at the Town Hall
- provides feasibility reports for all MPSA initiatives.

iv. Director of Administration.

- keeps and distributes minutes of meetings
- maintains records of all MPSA documents
- ensures that members are up-to-date on MPS/MPSA initiatives through use of shareable online calendar
- Responsible for the tracking the individual hours acquired in the MPS Ambassador program

v. Director of Social Affairs.

- organizes social events throughout the academic year
- organizes a welcome event for in-coming students in September
- assigns tasks to officers and volunteers when necessary
- attends all social events to organize logistics. (set-up, take-down etc)

vi. Director of Academic Affairs.

- promotes the academic success for students within the program
- organizes events that pertains to the public service interests such as guest speakers, career fair, and co-op opportunities
- advises faculty on program improvement with the advice of officers and members
- represents students along with the President and Vice-President on issues relating to academic fairness and integrity.

vii. Director of Marketing and Communications

- oversees all aspects related to MPS marketing (creation and distribution of posters, social media updates, event photography, year-end memory book)
- provides bi-weekly updates to MPSA on status of social media engagement
- updating cover pictures, thumbnails, pictures from events etc pending approval from administration

6. **Elections.** Elections shall be held in the Fall term. In the event of more than two candidates for a position, each candidate must make a 2-minute speech about their qualifications and vision for MPSA in their respective position. The candidate with the most votes will be deemed elected. In the event of a tie, a new vote shall occur between the top candidates. If a tie is reached for a second time, the outgoing President or any other outgoing officer present will appoint one of the remaining candidates to the position. After the elections, each officer is responsible for training their successor.

7. **Term of Office.** Officers hold their position from October following the Fall elections to September of the next year.

8. **Order of Succession.** If for any reason, the President is no longer able to perform his/her duties, the order of succession shall follow the List of officers and duties (section 5b).
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9. **Disciplinary Measures.**

- a. Elected candidates will be required to attend the first meeting after the elections. Failure to do so may result in forfeit of their term in which case the Order of Succession (section 8) shall be invoked.
- b. The President holds the power to remove an individual officer from their position if found to have caused harm to the program through negligence or loss of confidence. The President will then appoint a new person to fulfill the duties or call a by-election if time allows.
- c. The President may be removed from the position by a simple majority of members and a $\frac{3}{4}$ majority of officers if a clear lack of confidence or negligence has occurred that is detrimental to the MPSA.
- d. All officers are allowed one unexplained absence per term.

10. **Meetings.** The quorum for a meeting shall be at least $\frac{3}{7}$ of all voting members, including at least two officers.

11. **Amending the Constitution.** This Constitution can be amended only by a $\frac{6}{7}$ majority vote of officers at any meeting.