

Constitution of the Peace, Conflict and Justice Society

Preamble

Proclaiming the Peace, Conflict and Justice Society that shall act as the representative body for undergraduate students of the Peace, Conflict and Justice degree program at the University of Toronto, hosted jointly by the Trudeau Centre for Peace, Conflict and Justice at the Munk School of Global Affairs and Public Policy.

Chapter I: The Peace, Conflict and Justice Society

PART I - Titular Recognition

Name

- (1) The organization in its official name shall be known as the University of Toronto Peace, Conflict and Justice Society, herein referred to as “the Society.” Colloquial variants include the PCJS; the PCJ Society; and the Peace, Conflict and Justice Society.

PART II - Organizational Mandate

Purpose

- (2) The Society shall govern itself in accordance with the [rules and expectations for campus groups described by the University of Toronto](#). It shall promote the study of peace, conflict and justice (PCJ) as an academic discipline, and represent the students affiliated with the Peace, Conflict and Justice program.
- (3) If the Constitution does not outline a procedure or bylaw for a specific task or procedure, it is up to the discretion of the executive, and ultimately the Co-Presidents, to carry it out in an appropriate manner.

Objectives of the Society

- (4) The Society shall endeavour to realize several core objectives, including, but not limited to:
 - (a) The facilitation of deeper discussion, dialogue, and education with regards to domestic and foreign affairs scholarship on and around campus that is relevant to the themes of peace, conflict and justice;
 - (b) The provision of support, both social and academic, to its membership;
 - (c) The diversification of its outreach efforts in a bid to provide equal access to PCJ and opportunity within PCJ to all members of the University of Toronto community;
 - (d) The enrichment of student life by hosting events and developing programs for engagement;
 - (e) The enhancement of students’ future academic and career potential by developing modes for peer and professional networking, and by availing students of relevant advancement opportunities.

Responsibility to liaise

- (5) The Society must regularly liaise with the PCJ Program Director or PCJ Program & Events Coordinator and will serve as a conduit of advocacy and communication between those who administer the program and those who study within it.

Discrimination

- (6) No member of the Society, individually or collectively, in a personal or professional capacity, shall discriminate on the grounds of race, gender, national or ethnic origin, colour, religion, sex, sexual orientation, age, citizenship status, marital status, family status, class, political beliefs, medical or health conditions, disability, or pardoned conviction.

PART III - General Composition

Membership Habitus and Voting Rights

- (7) Any student enrolled in the Peace, Conflict and Justice major or specialist programs shall be a member of the Society. Any individual who wishes to nominate candidates, vote, propose constitutional amendments, run for positions in the Society's elections, or otherwise exercise the rights and status of a full member, must be a full-time Faculty of Arts and Science student registered at the St. George campus or must be an Arts & Science Students' Union fee-paying member.

Assemblies of the membership

- (8) The Society shall hold a minimum of one general assembly per academic year where members raise concerns, and in which the Executive may present a review of the state of the Society.

Engagement with stakeholders

- (9) The Society shall acknowledge a special relationship with stakeholders in related and adjacent programs, including programs at the Munk School of Global Affairs; International Relations; Ethics, Society and Law; Political Science; and History. Where deemed appropriate, the Society should coordinate with other student groups or external partners to promote the PCJ program and its student-led initiatives.

Chapter II: Matters of Governance

PART IV - Executive Structure

Executive body

- (10) Responsibility shall be vested in an executive council, herein referred to as "the Executive." The Executive will remain transparent and accountable to the membership. This body will be responsible for carrying out the duties of the Society, maintaining the accounts of the Society, and upholding the constitutional legitimacy of the Society. The

Executive may meet as and when necessary during their elected term, so long as they dutifully fulfill the mandate of their responsibilities to the membership and to the constitution.

Structure of the Executive

(11) The Executive will be comprised of the following elected members, who shall in any case retain voting privileges:

- (a) Co-Presidents (2);
- (b) Rapoport Editor-in-Chief (1);
- (c) Academic Director (1-2);
- (d) Communications Director (1-2);
- (e) Conference Directors (2-3);
- (f) Socials Director (1-2);
- (g) Student Wellness Director (1)

Powers of appointment

(12) The Executive will be responsible for retaining the following appointments:

- (a) **Rapoport Editor-in-Chief** – Rapoport Deputy Director (1 minimum), Rapoport Copy & Content Editors (2-4 editors minimum);
- (b) **Academic Director** – Mentors and mentees for the Academic Mentorship Program (1:1 ratio per mentor and mentee is preferable, though 2 mentees per mentor is also acceptable depending on interest each year);
- (c) **Conference Directors** – Student Conference Forum Directors (1 per forum), Assistant Forum Directors (1-2 per forum, may work on two different forums simultaneously), Hospitality and Communications (3-5 members minimum)

(13) The Executive retains the discretionary ability to appoint members to positions of responsibility and to delegate as need be in order to fulfill the Society's directive commitments or principles of policy.

The Rapoport Journal

(14) The Rapoport Journal will operate as an independent, but affiliated organization.

- (a) The Society will retain oversight over the journal's operations.
- (b) The Society will bear responsibility for any financial costs incurred in the operation of the journal.
- (c) The Society's Co-Presidents will be responsible for ensuring that the organization is operating in compliance with the Society's policies.
- (d) The Editor-in-Chief and Deputy Director will be responsible for formulating a publicly available policy for editorial review, in compliance with the Society's policies and goals. They are responsible for ensuring all editorial decisions comply with this policy.
- (e) The Editor-in-Chief will be responsible for appointing a Deputy Director, as well as Copy and Content Editors, who will be members of the editorial board for the Rapoport Journal.

- (f) The Editor-in-Chief is responsible for directing and facilitating all other day-to-day functions of the journal.
- (g) The Society retains the right to intervene in the event of extreme circumstances where the journal is found to be in violation of the Society's goals and policies.

Individual roles

- (15) The roles and responsibilities for each member of the Executive are pursuant to those stipulated in the [appendices attached to this constitution](#).

Executive terms

- (16) The mandate of a member of the Executive, excepting any election-conducting or transitional responsibilities, shall expire at the General Spring Elections held at the end of the Winter-Spring academic term. Upon the transfer of all necessary accounts and powers to the incoming Executive, previous members of the Executive will completely abdicate all executive decision-making ability. It is expected that any former member of the Executive will remain available in an advisory capacity to future executives of the Society.

PART V - Electoral Proceedings

Electing the Executive

- (17) Elections shall be held by assembly prior to the end of the Winter-Spring academic term for those positions for which election is necessary – Co-Presidents and Executive members, elected in the order prescribed in [Part IV \(Art. 9\)](#) – with elections for cohort/class representatives held at the beginning of the Fall academic term.
- (18) Nominees are permitted to publicly campaign via social media or in-person within the timeframe explicitly outlined by the Executive holding the election. The campaigning period can begin from the time when candidate statements are publicly released and end before the voting period begins. Candidates are only permitted to apply and campaign for one position on the Executive during each election period. If candidates submit nominations for more than one position, they must rescind one of their applications.
- (19) Fall elections to determine the 260, 360, and 460 cohort/class representatives. These shall be held during the first six weeks of the school year for which they are to serve;
- (20) Spring elections for the Co-Presidents and Executive members – excluding cohort/class representatives – in order to form the Executive for the following academic year.
 - (a) Summer by-elections are also acceptable in case of essential executive positions – including conference directors, an academic director, and a communications director – not being assigned during the spring elections.

Electoral procedures

- (21) Assemblies wherein elections are to occur shall be called and advertised a minimum of two weeks in advance, and must fully describe the positions to be filled and all other relevant information. Every reasonable effort must be made in order to reach and notify as much of the membership as possible, and to ensure the accessibility of the elections.

Transparency

- (22) Elections must be free, fair, and transparent to the membership of the PCJ Society. To accomplish these aims, the Executive must operate using a voting system that is publicly accessible, such as the distribution of a Google Form, to showcase responses from each student who participated in the voting period. Winners will be announced upon the conclusion of the voting process. The candidate with the most votes shall be elected to the position in question.

Contract

- (23) Once elected, all newly appointed executive members must sign a formal contract outlining their responsibilities and expectations within the PCJS Executive. Failure to comply with any contractual agreements may lead to impeachment or removal from the Executive as per the process outlined under Part VI (Art. 24).

PART VI - Replacement Mechanisms

Replacing a member of the Executive

- (24) Should any member of the Executive be deemed no longer able to fulfill their responsibilities, as stipulated by the appendices or the constitution, the member may be removed from their position through an impeachment vote, in which a simple majority ruling in favour of impeachment must be reached by the Executive. A new member may be appointed to the position by the rest of the Executive. A process of consultation shall then be pursued with the relevant stakeholders (including the PCJ Program Director, the PCJ Program & Events Coordinator, the Society's membership, and the current Executive) in order to determine the best path moving forward, that respects the democratic wishes of the membership, the spirit of transparency, and the letter of the constitution.
- (25) The Co-Presidents, after consultation with the voting members of the Executive, retain the discretion to remove any appointed members of the Union, and of any affiliated organizations within its purview, for behaviour deemed contrary to the goals and policies of the Society, and/or for failure to perform responsibilities stipulated under their agreed upon contract.

PART VII - Constitutional Reform

Amending the constitution

- (26) Amendments may be proposed by any member of the Society and can be adopted through a two-thirds majority vote at a general membership meeting after at least two-weeks notice has been given to the general membership;

Adoption of changes

- (27) The Executive committee shall formally adopt the new amendments and submit the revised constitution to the respective University offices (i.e. the Office of Student Life, the

University of Toronto Students' Union, the Arts and Science Students' Union, etc.) within two weeks of its approval by the general membership, through the process described in [Part VII \(Art. 21\)](#).

Appendices: Roles & Responsibilities of the Executive Members

1) Co-Presidents (2 elected members)

The Co-Presidents shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Co-Presidents shall:

- Chair executive meetings and manage each executive portfolio;
- Create the budget and set the agenda for the year;
- Represent the Society to other university units and external organizations including PCJ administration and the Arts and Sciences Student Union;
- Act as signing authority on the PCJS financial accounts;
- Participate in PCJ program outreach events and/or organize other participants from PCJS Executive.

2) Vice President

The Vice-President shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

- The Vice-President shall:
 - Support the Presidents and other executive in their duties.
 - Supervise lower-level executives.

3) Rapoport Editor-in-Chief (1 elected member)

The Rapoport Editor-in-Chief shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Rapoport Editor-in-Chief shall:

- Create an editorial team for the annual Rapoport Journal;
- Oversee Journal preparation including a call for submissions, copy-editing, layout design, printing, and distribution.

4) Academic Director (1-2 elected members)

The Academic Director shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Academic Director shall:

- Provide opportunities for PCJ students to continue their learning outside the classroom;

- Organize and facilitate the annual mentorship program;
- Organize at least one academic event per semester, such as a speaker series, debates, seminars, book clubs, PCJ Fellows talks, et cetera. These events may feature discussion/information about internships, graduate schools, or prospective careers.

5) Communications Director (1-2 elected members)

The Communications Director shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Communications Director shall:

- Promote the PCJ Society and its events;
- Upkeep and consistently update the Society's social media accounts (Facebook and Instagram);
- Collaborate with the PCJ program communications team to cross-promote relevant content to PCJ students;
- Take and distribute meeting minutes during executive meetings.

6) Conference Directors (2-3 elected members)

The Conference Directors shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Conference Directors shall:

- Be responsible for all aspects of planning and executing the PCJ Student Conference;
- Responsibilities include: scheduling, theme selection, conference structure, event logistics (online, in-person, hybrid), recruiting and managing the conference team, facilitating regular meetings with all team members, designing communications strategy, identifying and inviting speakers, etc;
- Serve as the main point of contact between the Student Conference team and PCJ and Munk School staff and faculty.

7) Socials Director (1-2 elected members)

The Socials Director shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Socials Director shall:

- Organize a variety of social events (online/in-person) that aim to foster a sense of community amongst members of the PCJ community;
- Work with the Co-Presidents to create and track an events budget that falls within ASSU guidelines.

8) Student Wellness Director (1 elected member)

The Student Wellness Director shall be elected during the spring elections for the upcoming academic year and must run for re-election in order to serve again.

The Student Wellness Director shall:

- Organize a variety of events that aim to raise awareness and provide support for students' mental health and wellness in the PCJ community;
- Collate mental health and wellness resources from the University of Toronto and the broader community to share with students;
- Work with the PCJ program to identify, plan, and coordinate opportunities for facilitated mental health and wellness workshops and programming.

9) Cohort/Class Representatives (1 elected member per cohort)

The Cohort/Class Representatives shall be elected during the fall elections for the upcoming academic year and must run for re-election in order to serve again.

The Cohort/Class Representatives shall:

- Lead online or in-person study sessions during the academic term in which their class is being held;
- Act as liaisons between their cohort and the PCJS;
- Assist PCJS Executives with the planning and facilitation of programming.

Appendix

(1) Contract for Executive Members

This Agreement is entered into as of [insert date], by and between [Peace, Conflict, and Justice Society], henceforth referred to as "the Club", and [insert name], henceforth referred to as "the Executive Member".

Role and Responsibilities

The Executive Member agrees to perform all duties and exercise all powers in a professional, ethical, and diligent manner as detailed in the Club's constitution and as may be reasonably required by the Club's board of directors or its members.

Communication

The Executive Member agrees to maintain open and timely communication with the Club's board of directors, its members, and other executive members. The Executive Member must respond to all communications received in relation to Club's matters within 48 hours, unless extenuating circumstances prevent such a response.

Attendance and Participation

The Executive Member is required to attend all scheduled meetings and participate in Club activities unless prior notification of absence is provided to the appropriate party (e.g., the Club's president or secretary). Failure to attend meetings or Club events without prior warning may result in actions being taken according to this Agreement.

Failure to Fulfill Role

Failure to fulfill the role according to the Club's constitution and the responsibilities outlined in this Agreement, including but not limited to, the conditions mentioned in Sections 2 and 3, shall constitute grounds for removal from the executive position as outlined in the constitution

By signing this contract, you agree and understand the terms outlines above.

Date:

Executive Member Signature

Co-President Signature: