



## QUEEN'S PROJECT ON INTERNATIONAL DEVELOPMENT CONSTITUTION

### **Article I: The Organization:**

1. There shall exist a non-profit organization called Queen's Project on International Development (hereafter referred to as "QPID").

### **Article II: Mission Statement:**

1. QPID is a venue for collaboration among students and members of our host communities to share knowledge and promote development consciousness. QPID uses a holistic approach to development through engagement in critical thinking and informed action.

### **Article III: Vision Statement:**

1. QPID strives to foster a development consciousness in the Queen's community as a catalyst for local and global change.

### **Article IV: Guiding Principles:**

1. QPID will conduct its operations in accordance with the following guiding principles:
  - a. Translating Beliefs into Action
  - b. Promoting Social and Environmental Responsibility:
  - c. Valuing Diversity
  - d. Remaining Student-Run and Volunteer-Driven
  - e. Being Reflective and Responsive

### **Article V: Constitution and Policy:**

1. This Constitution shall exist as a reflection of QPID's core principles and structure in order to maintain the integrity and spirit of QPID as an organization.
2. The Operations Manual shall exist as a working document outlining important considerations concerning how QPID shall be run, translating the values and structure reflected in this Constitution into operational policy.

### **Article VI: Membership:**

1. Membership in QPID is open to those who attend and support any initiatives run by the organization. There is no application process, and no fees or commitments are required.
2. Within the general membership, QPID shall comprise of the following hired positions:
  - a. The General Director, who shall be responsible to the Queen's Engineering Society (EngSoc), and shall be selected by a committee consisting of:

- i. the previous year's General Director (if unavailable, another director), with the exception of any individual who is applying for the position;
    - ii. the General Manager of the Engineering Society;
    - iii. the Engineering Society (EngSoc) Vice-President of Student Development; and
    - iv. a nonpartisan, impartial member of the Advisory Council
      - I. Usually the Director of Queen's University International Centre or a Professor from the Development Studies Department
  - b. The directorate (Campus and Community Director, Finance Director, and two Projects Co-Directors), who shall be responsible to the General Director, and shall be hired by a committee consisting of:
    - i. the General Director;
    - ii. the previous year's director(s) for the position being hired, with the exception of any individual who is applying for the position, who shall be replaced on the panel at the discretion of the General Director;
    - iii. the Engineering Society (EngSoc) Vice-President of Student Development;
  - c. The executive, who shall be responsible to the director under whose portfolio they operate, and shall be hired by a committee consisting of:
    - i. the General Director;
    - ii. the director(s) overseeing the executive's portfolio
    - iii. the previous year's director(s) who oversaw the executive's portfolio
  - d. The process by which other members shall be hired (Summer Director, Committee Members, Summer Interns) shall be outlined in the Operations Manual.
3. The roles and responsibilities for positions shall be outlined within the Operations Manual.
4. QPID positions are available to all Queen's University students in good standing.
5. Selection will occur following an application and interview process in accordance with Section 7.B of the Policy Manual of the Engineering Society (EngSoc).

**Article VII: Advisory Council:**

1. The Advisory Council shall exist as an entity to assist the directorate with the effective and proper operation of QPID by allowing for the exchange of experience, wisdom and advice between the Council and the Directorate.
2. The QPID Advisory Council shall be chaired by the General Director, and shall consist of:
  - a. Current directors
  - b. Former directors if available
  - c. The Dean of Applied Science or a designate
  - d. The Director of the International Centre or a designate
  - e. A professor from the Department of Global Development Studies
  - f. The EngSoc Vice-President of Student Development
  - g. The General Manager of the Engineering Society
  - h. The Vice-Provost (International)
3. Members of the Council may be appointed by the Directorate
4. Members of the Council may resign by written notice to the General Director.

**Article VIII: Campus and Community:**

1. The Campus and Community Portfolio shall exist as an entity within QPID responsible for the operation of initiatives at Queen's and in Kingston throughout the academic year.

2. This portfolio shall be overseen by the Campus and Community Director, and shall consist of executive and committee positions related to running initiatives related to development engagement on campus and in the Kingston community.
3. Initiatives on campus and in the Kingston community will be run based on addressing community identified needs, and will consist of activities such as volunteering with other local organizations or running advocacy and activism events aligned with QPID's principles.

#### **Article IX: Finance:**

1. The Finance Portfolio shall exist as an entity within QPID responsible for ensuring adequate and responsible conduction of QPID's finances.
2. This portfolio shall be overseen by the Finance Director, and shall consist of executive and committee positions related to conducting QPID's financial operations.
3. QPID shall administer its own finances under the specifications and guidelines outlined by Queen's Financial Services.
4. QPID shall be financed through student and faculty, corporate, and governmental support as well as through contributions from other organizations and individuals interested in supporting QPID's mandate.
5. All donations to QPID can be issued charitable tax receipts, administered by the Queen's Office of Advancement under the regulations of Registered Charities under the *Income Tax Act* of the Canada Customs and Revenue Agency. This right is reserved by the Queen's University Office of Advancement under Registered Charity Number 107-868-705-RR0001

#### **Article X: Operations:**

1. The Operations Portfolio shall exist as an entity within QPID responsible for administrating, marketing, and communicating on behalf of the organization.
2. This portfolio shall be overseen by the General Director, and shall consist all executive and committee positions related to QPID's non-financial operations.

#### **Article XI: Projects:**

1. The Projects Portfolio shall exist as an entity within QPID responsible for the operation of QPID's summer placement opportunities, including the training and coordination involved.
2. This portfolio shall be overseen by the Projects Co-Directors, and shall consist of all executive members and summer interns involved in operating summer projects
3. QPID will work with communities who have identified goals aligned with QPID's principles, and who have welcomed assistance in achieving their objectives.
4. QPID Summer Interns will work for a summer term in a developing community on grassroots development projects aimed at addressing community-identified needs. QPID will work alongside community members and partner with local non-governmental organizations, government departments, or universities.
5. The number of Summer Interns chosen each summer will depend on the finances available, the number of qualified applicants from the student body, and on the number of willing host communities and project partners.

#### **Article XII: Meetings:**

1. Directorate meetings shall be held once each week at the discretion of the General Director.
2. Executive meetings shall be held every other week at the discretion of the directorate.
3. QPID Forum shall be held once each week at the discretion of the Forum Coordinator.

4. Committee meetings and project region-specific meetings shall be held once each week at the discretion of the executive.
5. Advisory council meetings shall be held a minimum of three times annually at the discretion of the General Director.

**Article XIII: Decision Making:**

1. QPID supports consensus-based decision-making, and whenever possible encourages that unanimous consensus be reached through discussion and compromise.
2. In the case that unanimous consensus cannot be reached, decisions pertaining to the nature of QPID require or major questions regarding its operations must be passed with the consensus of the directorate, and two-thirds majority of the executive present at a meeting, with quorum being three-quarters of the executive.

**Article XIV: Constitutional Amendment:**

1. This constitution shall only be amended if changes have been approved at two consecutive executive meetings, and if changes have been discussed with the Advisory Council.
2. Amendments must be brought before Engineering Society (EngSoc) Council.
3. Amendments will take effect following approval by the AMS.

**Article XV: Compliance as an AMS Club:**

1. Affiliation with Alma Mater Society - 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, 7.02.
2. The AMS Assembly constitutes the ultimate source of authority for QPID. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting.
3. This constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval.