

# Subspace 620: University of Alberta Science Fiction and Fantasy Club

## Constitution

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## **1. MISSION**

### **a. Preamble**

- i. Subspace 620: Sci-Fi and Fantasy Club is the Science Fiction and Fantasy Club at the University of Alberta.
- ii. Subspace 620: Sci-Fi and Fantasy Club shall hereafter be referred to as 'Subspace 620'.

### **b. Mission**

- i. To bring together those who share a common interest in all forms of science fiction and fantasy.

### **c. Values**

- i. Inclusivity: we value the individuality and diverse interests of our members, and their perspectives and ideas.
- ii. Bonding: Subspace 620 is a place to foster friendships and meaningful interpersonal relationships.

## **2. MEMBERSHIP**

### **a. Membership eligibility**

- i. All students and faculty of the University of Alberta may become members of Subspace 620.
- ii. Members of the public and alumni may be members of Subspace 620, but may comprise no more than 1/3 of the membership of the club.
- iii. Each member must pay an annual membership fee.

### **b. Honourary Membership**

- i. Honourary Membership will be awarded through a unanimous vote of the executive.
- ii. Past Captains of Subspace 620 are automatically awarded the status of Admirals.
- iii. Past Commanders are automatically awarded the status of Vice Admirals.
- iv. Admirals and Vice-Admirals shall automatically have the standing of honourary membership.
- v. Honourary membership is a recognition of a significant contribution to the club.
- vi. Honourary members may vote in Subspace general elections.

- vii. Honourary members do not have to pay the club membership fee, but may still participate in club activities.

**c. Membership Standing**

i. Members in Good Standing

- 1. Any member who abides by all the rules governing the club shall be a member in good standing.

- a. Good Standing is initially given to all members, along with the full rights and privileges of the club.

- 2. Upon losing Good Standing Status, it can only be regained through unanimous approval of the executives.

ii. Members with Revoked Status

- 1. Any member who fails to follow the governing rules of the club will be asked to leave and removed from the club membership list, with loss of rights and privileges within the club.
- 2. Revoked status is to be decided by a unanimous executive vote.
- 3. A member in violation of the governing rules of the club will be formally notified of their infractions by an executive member two weeks prior to a regular monthly meeting of the executive.
- 4. The member in violation can appeal to the executive in writing within those two weeks.
- 5. The executive members may elect to meet in camera (in private) when discussing the revoking of membership status.

**d. Membership Benefits**

- i. Members may vote in general club elections
- ii. Members have admission to all Subspace 620 functions.
- iii. Members may use the Subspace 620 office and equipment.

**3. EXECUTIVE**

**a. Preamble**

- i. The Subspace 620 Executive will serve as an organizing body for all club functions.

- ii. It is hoped that the executive will be an organizational body only, and that all members will become active in the decisions affecting the club.

**b. Membership**

- i. The Executive of Subspace 620 consists of 5 members
  - 1. Captain (President)
  - 2. Commander (Vice-President)
  - 3. Lieutenant Commander (Treasurer)
  - 4. Marketing Lieutenant (Extended Executive-Marketing)
  - 5. Events Lieutenant (Extended Executive-Events)

**c. General Powers and Responsibilities**

- i. Each year's executive shall assume their roles and responsibilities on May 1<sup>st</sup> every year, following a two-week transition period.
- ii. Executives are expected to attend events to the best of their ability.
- iii. Executives are expected to attend monthly executive meetings and the annual general meeting.
  - 1. Virtual presence (ie. Skype or Hologram) is acceptable.
- iv. Keys to the office will be held exclusively by members of the executive.
- v. Subspace 620 recognizes that executives may have other important responsibilities and will grant a leave of absence for any member. All duties of that member will be distributed to the rest of the executives.
- vi. Members of the executive will ensure the adherence of Subspace 620 to the regulations set out by the University of Alberta and Student Group Services.
- vii. Executives must obtain prior approval for all club expenditures at executive meetings.
- viii. The order of rank of the Subspace 620 executive will be as follows: Captain, Commander, Lieutenant Commander, Lieutenants.

**d. Powers and Responsibilities of the Captain (President)**

- i. Coordinates broadly the affairs of Subspace 620
- ii. Chairs executive meetings.

- iii. Keeps the master e-mail list.
- iv. Ensures all executive members are doing their duties.
- v. Must take SIPS training or Alcohol Awareness Training annually.
- vi. Has signing authority.
- vii. Must transfer signing authority to new President once term is up.
- viii. Responsible for registering Subspace 620 as a student group with Student Group Services (hereafter referred to as SGS) in May of each year.
- ix. Responsible for the transition of the next year's Captain each year
- x. Responsible for the general club e-mail address

**e. Powers and Responsibilities of the Commander (Vice President)**

- i. Coordinates monthly meetings of the executive
- ii. Organizes the annual general meeting
- iii. Organizes elections
- iv. Chairs meetings in the absence of the Captain.
- v. Must attend SIPS training or Alcohol Awareness training annually.
- vi. Manages the website.
- vii. Assists with the management of social media.
- viii. Has signing authority.
- ix. Must transfer signing authority to new Commander once term is up.
- x. Assists in the planning and execution of events.
- xi. Responsible for the transition of the next year's Commander each year.

**f. Powers and Responsibilities of the Lieutenant Commander (Treasurer)**

- i. Creates a budget each year.
- ii. Tracks income and expenditure.
- iii. Provides an annual budget to the Students' Union each year within six months of the end of the fiscal year.
- iv. Has signing authority.
- v. Must transfer signing authority to new Treasurer once term is up.
- vi. Responsible for signing Subspace 620 up for Club's Fair each year.

- vii. Responsible for renting the office each year.
- viii. Must obtain and retain monthly bank statements.
- ix. Must present a monthly update of the budget at each meeting of the executive.
- x. Must present the next year's budget at the Annual General Meeting (hereafter referred to as the AGM)
- xi. Responsible for the transition of the next year's Lieutenant Commander each year.
- g. Powers and Responsibilities of the Marketing Lieutenant (Extended Executive-Marketing)**
  - i. Responsible for advertising club events.
  - ii. Responsible for managing the social media.
  - iii. Assists other executives when necessary.
  - iv. Responsible for transitioning the next year's Marketing Lieutenant each year.
- h. Powers and Responsibilities of the Events Lieutenant (Extended Executive-Events)**
  - i. Responsible for coordinating all club events.
  - ii. Must act as the club liaison to the Students' Union and with Student Group Services.
  - iii. Must report relevant actions of the Students' Union and Student Groups Services to Subspace 620 members.
  - iv. Must attend SIPS training or the Alcohol Awareness session annually.
  - v. Must create event proposals including details of the event and the budget for the event and pass said proposals at executive meetings.
  - vi. Responsible for transitioning the next year's Events Lieutenant each year.
- i. Procedure for creating a new Lieutenant position**
  - i. A member of the executive must present a proposal including details of the position to the executive at a monthly executive meeting.
  - ii. The executives must vote unanimously in favour of creating the new position.
  - iii. A member may then be elected into the new position at the next election.
  - iv. In a time-sensitive situation, a by-election may be held following a nomination and

campaign period of no less than two weeks to fill the position.

**j. Resignation or Removal**

- i. A member of the executive may resign at any time by submitting a letter of resignation to the executive.
- ii. A member of the executive may be removed from their position for any reason by a unanimous vote of the other executive members. Dismissal is immediate.
- iii. A motion to remove an executive member must be submitted to all other executives at least one week prior to the monthly executive meeting.
- iv. A by-election with a nomination and campaign period of no less than two weeks must be held to fill the position no later than one month after the position has become vacant.
- v. In the interim, the person holding the position next in rank will assume the responsibilities of the vacant position.

**4. ELECTIONS**

- a. Annual elections will be held in March for the purpose of replenishing the executive members.
- b. The Commander is primarily responsible for coordinating elections.
- c. All members may run for any executive position.
- d. All members may vote in any election.
- e. The Quorum for election is twelve members.
- f. The timeline for each election will be as follows:
  - i. There will be a nomination and campaign period of no less than two weeks prior to the election.
  - ii. During the nomination and campaign period candidates for executive positions may be nominated by another member or by themselves for an executive position.
  - iii. Potential candidates who have been nominated by another member must accept the nomination before they can be put on the ballot.
  - iv. Only two weeks will be reserved for campaigning, notwithstanding when, during the campaign period, various candidates are nominated.

**g. Supervision of the elections**

- i. A Chief Returning Officer (hereafter referred to as the CRO) will run the election. This includes:
    - 1. Announcing nominees and candidates.
    - 2. Creating the ballot.
    - 3. Counting the ballots.
    - 4. Announcing the results before the adjournment of the AGM.
    - 5. Ensuring candidates are in compliance with section g.
  - ii. The CRO will be awarded an honorarium of \$25.00.
  - iii. The CRO will be an impartial person selected by the Commander.
  - iv. The CRO will not vote in the election except in the event of a tie between a candidate and None of the Above.
- h. Candidate's roles and responsibilities**
- i. Candidates are not to insult the character of other candidates.
  - ii. Candidates must behave in a manner that aligns with the values of Subspace 620.
  - iii. The CRO may disqualify any candidate they believe are in infraction of the above sections, h.i. and h.ii.
- i. Method for voting**
- i. Voting for the executive election will take place at the Annual General Meeting.
  - ii. Members will write the names of their choice candidates on secret ballots and submit them to the CRO during the AGM.
  - iii. Members that are not present may still vote by sending a private message to the CRO containing their choices prior to the AGM.
  - iv. Each member may only vote once. No member may vote in place of a member that is not present.
  - v. Members have the option to vote 'None of the Above' in any given race.
  - vi. If a position is not filled in the election for any reason, it is considered a vacancy.
- j. By-Elections**
- i. In the event of a vacancy on the executive, a by-election must be held no later than one month after the position has become vacant.
  - ii. A by-election must be preceded by a nomination and campaign period of no less than two weeks.



- iii. A non-affiliated CRO may be obtained for a by-election, but it is not necessary.
- iv. The Captain will assume the responsibilities of the CRO in the event of a by-election.
- v. In the event that the Captain's position is vacant, the Commander will assume the responsibilities of the CRO.
- vi. A meeting will be called that all members are invited to, at which the election will take place.

## **5. ANNUAL GENERAL MEETINGS**

- a. Annual General Meetings will be called once per year in March for the purposes of:**
  - i. Electing the next year's executive.
  - ii. Passing constitutional amendments.
  - iii. Passing the budget for the upcoming year.
  - iv. Seeing presentations by the current year's executive members on what they achieved during the year.
- b. The Quorum of the AGM is twelve members.**
- c. All members will be notified of the AGM two weeks prior.**

## **6. MONTHLY EXECUTIVE MEETINGS**

- a. Monthly executive meetings will be held once per month for the purposes of:**
  - i. Approving event proposals
  - ii. Making financial approvals
  - iii. Hearing presentations
  - iv. Discussing club business
- b. The Quorum for monthly executive meetings is 4/5 executives.**
- c. The Commander is responsible for coordinating monthly executive meetings.**
- d. Members who are not executives are not barred from monthly executive meetings.**
- e. All executives are expected to attend all monthly executive meetings.**
  - i. Virtual presence is acceptable (ie. Skype or Hologram).

## **7. FINANCES**

- a. The fiscal year of Subspace 620 runs from May 1 to April 30.
- b. The Lieutenant Commander is responsible for making deposits into the bank account once per month, or whenever more than \$400.00 has been accumulated in the cash box.
- c. Bank statements are to be retained by the Lieutenant Commander in a secure location in the Subspace office for seven years before they are terminated
  - i. Both shredding and being phased out of existence are acceptable methods of termination.
- d. The Budget
  - i. The budget is an outline of the projected income and expenditures for the upcoming fiscal year.
  - ii. The budget is to be presented by the Lieutenant Commander and passed at the AGM.
  - iii. The budget will require a 2/3 vote to pass.
- e. In order to be reimbursed for an expenditure on behalf of the club:
  - i. The expense must have been pre-approved at a monthly executive meeting.
  - ii. Members may be reimbursed through cheque or cash after filling out a reimbursement form.
  - iii. The Lieutenant Commander has exclusive cheque-writing capabilities.
  - iv. Cheques must be signed by two executives with signing authority.

## **8. AMENDMENTS TO THE CONSTITUTION**

- a. Amendments to the Constitution include:
  - i. The changing of any section outlined in this document.
  - ii. The addition of new sections to this document.
  - iii. The adoption of a policy manual by Subspace 620.
  - iv. The addition of Appendices to this document.
- b. Amendments to the Subspace 620 Constitution may only be passed at AGMs, with the exception of special permission granted by SGS due to extenuating circumstances.

- c. Constitutional amendments must be passed through a 2/3 vote, in which the majority of members vote in favour of the amendments.
- d. Amendments to the Constitution may be proposed by any member at a monthly executive meeting.
- e. Amendments to the Constitution must be made by an executive member and presented by that member at the AGM.
- f. A constitutional review will be conducted by the executive every five years.
  - i. The next constitutional review will occur in 2017.

## **9. DISSOLUTION**

- a. Dissolution is the instance in which Subspace 620 ceases to exist.
- b. Dissolution occurs when:
  - i. The club membership drops below ten members.
  - ii. When the executive vote unanimously to dissolve the club.
- c. In the event of dissolution:
  - i. All books and movies will be donated to Goodwill.
  - ii. All funds and assets will be held in trust by SGS for the purpose of starting a new science fiction and fantasy club in the future.