

# ***Constitution of the Ottawa Student Chapter of the SCS***

## **Article I: Name and Purpose**

Sec.1. This organization shall be known as the SCS-OSC (Ottawa Student Chapter of the Society for Modeling and Simulation International), and herein after shall be referred to as the Organization.

Sec.2. The purpose of the Organization shall be the dissemination of knowledge of the theory and practice of all aspects of simulation, its applications, modeling, allied branches of engineering or the related arts and sciences, as well as the academic and professional development of members.

Sec.3. The Organization is a not-for-profit student-run organization constituted and located in Ottawa as of February 15, 2006.

Sec. 4. The Organization is a Student Chapter of the Society for Computer Simulation International (SCS) and its operation shall be in accordance with the Constitution and Bylaws that govern the SCS, with the provincial laws of Ontario, Canada, and the federal laws of Canada. All members of the Organization accept the Code of Professional Ethics for Simulationists adopted by the SCS (<http://www.scs.org/ethics/scsEthicsCode.pdf> )

Sec.5. The Organization shall exist for an unlimited period of time. The Organization may be dissolved:  
(1) as a result of a 4/5 vote by special referendum announced by an Extraordinary General Meeting, or  
(2) by lack of members and/or activity for two years.

In the case of dissolution of the Organization, any assets that remain will be devolved in support of similar associations or for the support to students working in the simulation field.

## **Article II: Structure**

Sec.1. The General Membership shall be the legislative body of the Organization and shall be composed of all members in good standing.

Sec.2. The Executive Committee shall be the administrative body of the Organization and shall be composed of members from the General Membership.

Sec.3. If the General Membership exceeds 50 members, a Board of Members will be organized as the representative legislative body for the organization.

## **Article III: Membership**

Sec.1. Full Membership shall be limited to undergraduate and graduate students of Carleton University or the University of Ottawa (the Host Organizations), who are in good academic standing as defined by their respective university.

*Full Members* have the following rights:

- a) to attend and vote in Ordinary and Extraordinary Meetings;
- b) to be elected as officers;
- c) to engage in any activities organized, sponsored or supported by the Organization.

Sec.2. Associate Membership shall be limited to faculty and staff of Carleton University or the University of Ottawa.

*Associate Members* have the following rights:

- a) to attend Ordinary and Extraordinary Meetings;
- b) to engage in any activities organized, sponsored or supported by the Organization.

Sec.3. Membership and participation in Organization activities shall be free from discrimination based on gender, race, age, nationality, religion, disability, sexual orientation, or marital status.

Sec.4. The Chapter Coordinator will be a Faculty Member of any of the member Organizations. The Chapter Coordinator is considered an Officer, and his/her rights and duties are defined by the rules for any of the Officers in the Chapter.

Sec.5. It is under the interest of this Organization to extend future invitations to students, faculty, and staff from other Host Organizations (for example, Algonquin College, Université du Québec en Outaouais, or La Cité Collegiale).

## **Article IV: Dues**

Sec.1. The amount of the Organization's annual membership fees is established by the General Membership at an Ordinary General Meeting.

Sec.2. Nonpayment of annual membership fees will automatically result in suspension of membership in the Organization. Suspension of membership will result in the loss of voting rights and the right to hold office.

## **Article V: Officers**

Sec.1. The Officers of the Organization shall be a President, a Secretary, a Treasurer, and a student-branch Coordinator; all of them are expected to be members of SCS.

Sec.2. Only Full Members in good standing shall be eligible to hold office.

Sec.3. The Term of Office shall ordinarily be one year and shall begin September 1st and end August 31st of the following year.

## **Article VI: Duties of Officers**

Sec.1. The President shall be the official representative of the Organization. The President shall be in charge of all meetings and exercise general supervision of the affairs of the Organization in accordance with the policies and instructions of the Executive Committee. The President shall also preside over the Executive Committee.

Sec.2. The Secretary shall keep an accurate record of the Organization's activities and shall record the number of members at each meeting or activity. The Secretary shall carry out all communications necessary and ensure that all activities are in accordance with this Constitution.

Sec.3. The Treasurer shall be responsible for budget planning and proposal, shall receive all money and pay all debts of the Organization authorized by the Executive Committee, and shall keep an exact account of receipts and expenditures.

Sec.4. The Student Branch Coordinator will act as a Liaison between the Chapter, the Host Organizations and the SCS. The Coordinator will support the organization of activities, the communication between the chapter and its members, and logistics associated with the events. The Coordinator will also act as a mentor for the membership.

## **Article VII: Executive Committee**

Sec.1. The Executive Committee shall consist of the Officers and any other positions that are described in Article VII, sec.2.

Sec.2. Other Executive Committee positions shall be agreed upon by the current Executive Committee. These positions shall:

- a) have a duty relevant to the objectives of the Organization and,
- b) hold a title agreed upon at the time of election or at the beginning of their Term of Office.

Sec.3. All Executive Committee positions except the Branch Coordinator must be filled and elected by the General Membership of the chapter.

Sec.4. The Executive Committee shall be the administrative body of the Organization and shall transact all business it deems advisable, including the filling of vacancies in the Organization and authorization of expenditures.

## **Article VIII: Elections**

Sec.1. All Executive Committee positions except the Chapter Coordinator must be filled by simple majority elections unless only one person runs for a position. In this case, the person shall be appointed by a 2/3 vote of the current Executive Committee.

Sec.2. General elections shall be held no later than the second last meeting of the current Term of Office. By-elections can be held at any time provided the General Membership is notified.

Sec.3. The General Membership shall be notified of the available positions, as well as the election dates, no later than two weeks prior to any election.

Sec.4. Eligible candidates for all positions must:

- a) be a Full Member in good standing, and
- b) **submit** a complete a nomination form containing the name, membership number and signature of four members from the General Membership.

Sec.5. Eligibility requirements may be waived upon a two-thirds vote of the current Executive Committee.

Sec.7. Election candidates shall be announced at the Annual General Meeting (AGM) and may present their plans at the meeting.

Sec.8. General Membership voting must be held for at least two days during regular office hours.

Sec.9. The Branch Coordinator shall count election ballots in the presence of the current President, and Secretary. The Branch Coordinator shall be appointed by a 2/3 vote of the current Executive Committee.

Sec.10. If an Officer's position becomes vacant during the current Term of Office, elections for the position shall be held to fill it. Another possibility is to appoint a member of the current Executive Committee to the position. The new officer will hold the office until the end of the term.

## **Article IX: Meetings**

Sec.1. The Organization shall hold Ordinary and Extraordinary meetings at such places and time as designated by the Executive Committee, with a minimum of one meeting per academic term.

Sec.2. An Annual General Meeting (AGM) shall be held. The General Membership shall be notified of said meeting at least two weeks in advance.

Sec.3. A regularly constituted meeting represents the Universality of Members, and its decisions, taken according to this Constitution, are compulsory for all members. Members can vote by proxy, having delegated their voting right in writing. No member can hold more than three proxy votes.

Sec.4. Voting quorum is defined as all Executive Committee members. If an Executive Committee member cannot attend a meeting, voting by proxy is required.

## **Article X: Amendments**

Sec.1. The Organization is empowered to adopt Bylaws consistent with this Constitution.

Sec.2. The Constitution may be amended by a 2/3 vote of the General Membership present and voting, provided the amendment has been proposed at least one duly publicized meeting previous to the time of voting. Amendments become effective upon the approval of the Executive Committee, but such approval shall not be unduly withheld.

*Adopted on February 15, 2006.*