

CONSTITUTION OF CARLETON ART HISTORY UNDERGRADUATE SOCIETY

Article I

Name of Organization

The Organization shall be known as the Carleton Art History Undergraduate Society, and herein after shall be referred to as CAHUS. No other name shall be used in the advertisement or representation of the club.

Article II

Purpose of the Organization

CAHUS shall work towards:

1. Increased communication and engagement among like-minded students in the Department of Art History through enriching student-run events and social gatherings.
2. Encouraging student involvement in the Art History department, the University, and the greater Ottawa art communities.
3. Providing its members with hands-on experiences in art-related practices and event planning.

Article III

Structure

1. The General Membership shall be the legislative body of CAHUS and shall be composed of all members.
2. The Executives shall be the Administrative body of CAHUS and shall be composed of members elected by the General Membership.

Article IV

Membership

1. CAHUS' General Membership shall be open to all undergraduate students at Carleton University.
2. Membership in the organization shall be valid from May to April of each academic year.
3. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

The Executive Positions are as follows:

1. President: Chair of society meetings and mediator between members
2. VP Finance: Manager of funds and budget.
3. Secretary: Recording of meeting minutes, ensures meeting minutes are distributed among Executives.
4. Vice-President Social Media and Promotions: Manager of social media accounts.
5. Vice-President Outreach: Manager of communications within the student body, the faculty, and the faculty undergraduate advisor.

Article VI

Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections. Meetings of general membership shall be held weekly according to members' availability.
3. Quorum of the General Membership
 - The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers.

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held bi-weekly according to Executive's availability and are for the purpose of running the club. If additional or emergency meetings are called, 24-hours notice shall be given. The President shall call each meeting to order.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII

Leadership Succession

1. CAHUS' executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - d. Students-at-large will have the opportunity to join the club before the start of voting.

- e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 10 - last day to buy voting memberships for the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting
 - vi. Day 16 - end of voting
 - vii. Day 17 - Results announced
2. CAHUS will run a first past-the-post-style election to elect the executive positions of President, VP Finance, VP Outreach, VP Social Media & Promotions, VP Events and Secretary.
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article VIII

Impeachment

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach

the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX

Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

Article X

Dissolution

Upon dissolution of CAHUS, all assets gained through CUSA shall be returned to CUSA and all other assets shall be returned, when possible, or given to the not-for-profit organization 'Native Women in the Arts'.