

Constitution of the Carleton Quiz and Trivia Association

Article I

Name of the Organization

The Organization shall be known as “Carleton Quiz and Trivia Association”, and herein be referred to as “CUQTA”, “Carleton QTA” or “Carleton Trivia Club”. No other name shall be used in the advertisement or representation of the club.

Article II

Purpose of the Organization

The organization shall work towards:

1. Providing a welcoming environment to anyone and everyone interested in trivia; maintaining an efficient balance to cater to both those interested in competitive play (inter-university tournaments, other competitions) and those interested in casual play (friendly, light-hearted trivia with nothing at stake).
2. In accordance with the above, striving to reach our main goals of having fun and building a friendly trivia-based community, while also maintaining and expanding the competitive side of the club through participation in external tournaments where we will represent Carleton, and to arrange and hold such tournaments at Carleton University.

Article III

Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV

Membership

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant membership in the Organization to graduate students at Carleton University and others in the community (such as alumni). Membership for graduate students and non-students is solely for the purposes of permitting them to attend practices and take part in tournaments alongside undergraduate club members. In particular, graduate students and non-students will not have voting rights in club elections and may not serve on the Executive.
3. Membership in the organization shall be valid from May to April each academic year.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only assist the Executive in a non-voting, advisory capacity.

Article V

Executive

1. The President shall:
 - a. Oversee the other executives in the performance of their duties.
 - b. Provide updates to executive members and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient.
 - c. Represent the Organization in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.
 - d. Oversee and manage all aspects of the club, including running practices, preparation for tournaments, room bookings and any other administrative tasks.
2. The Vice-President shall:
 - a. in the event of the absence or incapacity of the President, carry out the duties of the same.
 - b. record the Minutes of Proceedings of the Executive.
 - c. publish for the convenience of members the Minutes of Proceedings of the Executive and General Membership, the order of business for meetings of the General Membership, proposed constitutional amendments, and all other business papers of the General Membership.
 - d. Manage room bookings and other administrative tasks.

3. The Vice-President Finance/Treasurer shall:
 - a. Manage the finances and assets of the club.
 - b. Prepare a budget for the Organization each year, or more frequently as events require, and keep records of the financial transactions of the Association.
 - c. Set policy as to the payment of tournament fees and the reimbursement of travel expenses.
 - d. Have signing authority for the Organization.
4. The VP Events/Events Officer shall:
 - a. Be responsible for internal tournament organization and coordination.
 - b. Coordinate with other Canadian universities to organize CUQTA participation in external tournaments.
 - c. Be primarily responsible for organizing internal club events for all members.
 - d. Together with the treasurer, arrange for the funding of all tournaments and other events of the Association.
5. The VP Communications shall:
 - a. Manage all internal and external communications related to the club.
 - b. Post weekly announcements to update the general membership on practice dates, upcoming tournaments, and any other club-related information that might be important to know.
 - c. Oversee all club social media accounts.
 - d. Serve as a point of contact for both club members, and executives from other universities looking to get in touch with the CUQTA.
6. The VP Equity shall:
 - a. Ensure that the CUQTA is a safe and inclusive environment for all, and encourage all prospective new members to join.
 - b. Be responsible for upholding equity standards within the organization.
 - c. Act as the point of contact for students if an equity violation occurs.
 - d. Ensure that all members' concerns are heard by the executive team.

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.
3. Quorum of the General Membership
 - o 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 at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII

Leadership Succession

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club 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 - in other words, a general member of the club who is not a current executive and not intending to run for any of the executive positions in the election.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.

- iv. 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 format will take place among executives, and the 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 acquisition (by signing up as a club member), 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. Voting will take place online, via the SimplyVoting platform provided by CUSA. The link to the ballots will be sent by email to all registered club members on day 15 (see below), and they will have 48 hours to cast their votes before the ballots close.
 - 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 sign up as a voting member of the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting (12:00 AM)
 - vi. Day 16 - end of voting (11:59 PM - 48 hours total)
 - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of President, Vice-President, VP Finance, VP Events, VP Communications and VP Equity.
- 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 “abstain” 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

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
 - a. 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.
 - b. 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.
 - c. 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.
5. Membership Impeachment:
 - a. 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.
 - b. 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.
 - c. 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. Each proposed amendment will be made available to all club members 48 hours ahead of the annual general meeting, to give members a chance to read over and consider all proposed amendments, and a vote will take place during the meeting with the general membership to adopt the new amendment(s).
2. A simple majority will be required to adopt the new amendment.

Article X
Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.