

Book Ravens Constitution

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Carleton Book Ravens

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Purpose

This manual was constructed and edited by the current executives that run the Book Ravens and serves as a guideline for the future executives to help them maintain the integrity, success and growth of the Book Ravens.

Scope

This manual serves the current year's guideline but should be updated and changed as seen fit by the current members on a year-to-year basis.

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Constitution

Article I - Name of the Organization

The Organization shall be known as the Book Ravens, and hereinafter shall be referred to as the Organization.

Article II - Purpose of the Organization

The Organization shall aim to encourage creative reading throughout the year, promote analytical thinking, initiate intellectual discussions about literature, and foster a positive and safe environment for all members to share their thoughts, opinions and ideas in the creation of a literary community.

Article III - Structure

The General Membership shall be the constituent and legislative body of the Organization and will be composed of fee-paying members, who will have an influence on the Organization's electoral process.

The Executive shall be the Administrative body of the Organization and will be composed of members elected by the General Membership's fee-paying members.

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 graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April each academic year.

Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Membership is composed of only two levels: General Membership and Executives.

General Members are welcome to all Carleton students, but fee-paying members who attend at least one of the Organization's *Monthly Read* meetings during each semester may run for Executive positions in the future.

Executive Members are all non-fee-paying members who currently form the administrative body of the Organization.

All members must follow the Organization's and CUSA Club's Constitutions.

In the event that a member of the Organization violates the Organization's Constitution or CUSA Club's Constitution and disciplinary action is being considered, the Executives shall report it to the Student Groups Administrator.

Article V - Executives

Members are composed of independent positions that form the administrative body of the Organization, who work synergistically to direct the Organization.

President - Acts as the head of the Organization

Co-President(s) - Fabricated **if there need be 2** presidents

Vice President of Finance - Responsible for the Organization's finances

Director of Communications - Responsible for the Organization's social platforms

Director of Events - Responsible for running the Organization's events

Marketing and Sponsorship Coordinator - Responsible for the Organization's sponsorships & marketing

Article VI - Meetings

The Organization has 4 types of meetings:

Monthly Read Meetings - a monthly meet centred upon the current chosen read,

Mini Lit Meetings - miniature style meets to casually read held periodically

Literary Experience Meets - special meet replacing the *Monthly Read Meet* in which it is centred upon a particular literary event

Managerial Meetings - meet held by Executives to plan and execute any of the above

It takes at least two members of the Executive team to call a *Monthly Read/Literary Experience/Managerial* meet and one Executive member to call a *Mini Lit Meet*.

All meetings, excluding the *Managerial*, must be advertised through the Organization's social media outlets and are open to all the Organization's members.

Article VII - Elections

Elections will be held at the end of March for new Executive members in the upcoming year. Elections will be held by a Succession Officer who is a club member. This club member will not be running for election and will therefore be neutral in the process. They will be chosen as Succession Officer by consensus of Club Executives. If Club Executives cannot arrive at consensus regarding the Succession Officer, then a first-past-the-post vote will take place. 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.

Any fee-paying member can elect or be elected themselves to run for a position by March. Candidates campaign by giving a speech at a general meeting in March. Any member can vote in the election. Candidates cannot vote for the position that they are campaigning for; they can only vote in the election for the other positions. Voting will be carried out at the meetings with anonymous ballots. The candidate with the most votes will win the position.

If there is only one candidate nominated for a position, they will then be elected by vote of confidence.

If an Executive position becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.

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

Members of the Organization may propose an amendment to the constitution.

All proposed amendments shall be read, discussed, and made available at a meeting of the Organization.

Three-fourths (3/4) of the Organization’s members must vote in favour of the amendment to the constitution for it to be brought to CUSA for approval before it becomes effective.

Article X - Dissolution of the Organization

Upon dissolution of the Organization, all assets shall be given to the Ottawa Public Library. Any assets belonging to CUSA shall be returned to CUSA.

Yearly Schedule

An approximation of the year to year events & tasks the Organization does and commits to.

Month	Event
August	<i>Team Bonding Activity</i>
	<i>Managerial Meet(s)</i>
	<i>Club Expo Registration</i>
September	<i>Club Expo</i>
	<i>Introductory Meet</i>
	<i>First Meet</i>
October	<i>Second Meet</i>
	<i>Verse Fest</i>
November	<i>Third Meet</i>
	<i>Managerial Meet</i>
December	<i>Lit Experience Meet</i> <i>White Elephant</i>
January	<i>Managerial Meet</i>
	<i>Fourth Meet</i>
February	<i>Fifth Meet</i>

March	<i>Lit Experience Meet</i> <i>Canada Reads</i>
	Elections
April	<i>Sixth Meet</i>

Positions

President

The director of the Organization is the administrative head charged with providing strong leadership and guidance as well as producing the short and long-term goals, plans and strategies that outline the course of the year. They are responsible for presiding over the entire executive team and they will manage and make sure that resources are allocated properly, as well assist where needed.

Responsibilities

- Decide *General Membership* fees and qualifications needed to be added for CCR
- Getting all *Executives* on the same page before the start of the year via a **Team**

Bonding Activity

- Gather contact and schedule info for both terms
- Create the initial google drive year folder and share it with executives
- Read, discuss and amend the **Constitution**
- Register with CUSA and update the **Constitution**
- Update the **Exec Page** and **Messenger Group** on Facebook
- Edit the access rights to social media platforms
- Create calendar, inventory stock, initial folders for finance and marketing
 - Plan working schedule with approximate dates for the **Monthly & Literary Experience Meets**
 - Vote on the themes of every **Monthly & Literary Experience Meets** and choose 3 - 5 potential Reads for each disregarding September
 - On those agreed upon begin planning and preparing including book room and contacting guest speaker(s)
 - Discuss whether or not the Organization will utilize a locker this year and where the **Inventory** shall be stored
 - Begin **Room Bookings**
- Consider adjusting **Raffle Basket** prices

- ❑ Register for the **Club Expo** and collaborate with *Executives* to see who will attend and the shifts each will take and what prep is needed
 - ❑ Create survey to put up and share on social media so that potential members can vote on **Meet Times** and **Reads** of the semester
- ❑ Agree upon a working a budget for the year with the *VP of Finance*
- ❑ Assist with the prep and attend **CUSA Club's Funding Meeting** with the *VP of Finance*
- ❑ In collaboration with *VP of Finance* plan budget for book gathering for **Book Stock**
- ❑ Hold on to the Organization's **Book Stock**
- ❑ Create **Raffle Baskets** with *Event & Social Media Director*
- ❑ Keep tabs on the Organization's **Inventory** and **Book Stock** with *Event & Social Media Director*
- ❑ Observe the *Marketing & Sponsorship Coordinator* and ensure they are on top of contacting sponsors
- ❑ Hold the **Elections** for the upcoming year's *Executives* with the help of *Event & Social Media Director*
- ❑ Help support the *Marketing & Sponsorship Coordinator* in the **Silent Auction**
- ❑ Create and send out an end of year survey for on social media platforms to get feedback and help improve the Organization
- ❑ Confirm with the *VP of Finance* which fee-paying members qualify for the CCR and approve them
- ❑ Update the **Manual** and have sit down with the new *Executives* about their transition into their new roles
- ❑ Stay in touch with your replacement incase they need some help and guidance throughout the summer semesters

VP Finance

The overseer of all financial related matters of the Organization, particularly in charge of and monitoring the Organization's bank account, spending and General Membership fees. Also mandated with the creation and maintenance of financial statements and analyses. As well as identifying and planning of fundraising opportunities and the assisting of *Marketing & Sponsorship Coordinator* when need be.

Responsibilities

- ❑ Attend the **Team Bonding Activity** and connect with other executive members
- ❑ Familiarize yourself with the Finance & Marketing folders and documents on Google Drive

- ❑ Review previous years finances and provide input to decide the year's budget and goal income
- ❑ Prepare for the CUSA Club's Funding Meeting and recruit the *President* for assistance if need be
- ❑ Carve a budget from the agreed upon year's finances for book gathering to maintain the **Book Stock** with the *President*
 - ❑ Plan out regular excursion with the President to gather books for the **Book Stock**
- ❑ Assist the *Marketing & Sponsorship Coordinator* with the Silent Auction
 - ❑ Map out goal income, approximate bundles needed, average price for each among other details and etc.
- ❑ Collaborate with the *President* on managing the CCR qualifiers at the end of the year
- ❑ Evaluate the **Manual's** effectiveness, with the other *Executives*, at the end of the academic year
- ❑ Stay in touch with your replacement incase they need some help and guidance throughout the summer semesters
- ❑ Creation of **Meets Google Sheet** outlining the schedule you planned for each of the Organization's meets and what is needed to be prepared for each, if assistance is needed refer to the *President*
- ❑ Main updater of what is need in the **Inventory** document in regards to decorations, food/drink, and other items needed for the Meets
- ❑ Creation of **Meets Powerpoint** for every Meet which includes Raffle Basket info & execution (with *VP Finance*), Discussion Questions, Game/Activity/Film outline, rest of the months events
- ❑ Creating the **Raffle Basket** with the *President*, as well as purchasing any knick knacks to add to it (unless the *Marketing & Sponsorship Coordinator* is capable of securing a monthly sponsor)
- ❑ Creating the **Facebook Events** for all the Organization's events and marketing them on social media
- ❑ Promoting other literary events in the community and sponsors followed on social media, typically through but not limited to **Feature Fridays**
- ❑ Creating the monthly **Newsletter** highlighting the Organization's events in the coming month as well as literary events within the Carleton & Ottawa community
- ❑ Must attend all if not most **Monthly & Literary Experience Meets** as you are the main organizer, but are not expected to execute the set up alone as the other *Executives* are at your disposal and should be tasked with perp work too
- ❑ Either you and/or the *President* should be taking photos of all the Organization's events to post and promote ourselves on social media

- ❑ In charge of the the Organization's **Goodreads** accounts and posting, with input from the other executives, an official rating and review for the Organization's monthly reads
- ❑ If possible the main sponsorship receiver that will hold on to the **Silent Auction** and other sponsorship items
 - ❑ You will be tasked with **Bundle** creation with help from the *President*
 - ❑ Picture prep of the bundles
 - ❑ Packaging the bundles for pick up/delivery to the winner

Director of Events

The manager of planning and coordinating the Organization's events, with the assistance of the *President*. Meant to create polls for monthly reads, create the slides, and games for each meeting! They will also create the Zoom link to share in each newsletter for each meeting.

Responsibilities

- ❑ Main updater of what is need in the **Inventory** document in regards to decorations, food/drink, and other items needed for the Meets
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Director of Communications

The manager of creating posts to advertise auctions, meetings, and recommended reads through the Organization's social media platform. In charge of the maintenance of an active, engaged and responsive presence online, the creation of the monthly newsletter marketing literary events in the community, and the promotion of the Organization's, communities and sponsors events and posts. With aid of the *President*, they will help decide the date and time of every meeting.

Responsibilities

- ❑ Creation of **Executives Bio Series** on social media platforms with pictures of each individual executives and a picture of all of them together

- ❑ Creation of **Meets Google Sheet** outlining the schedule you planned for each of the Organization's meets and what is needed to be prepared for each, if assistance is needed refer to the *President*
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Marketing & Sponsorship Coordinator

The supervisor of all marketing and in charge of the contacting of sponsors throughout the entire year. Tasked with finding monthly sponsors for the *Monthly Meets* and the head of and main facilitator of the Organization's Silent Auction. Their main focus is on the marketing side of the Organization and the planning of large fundraising events with assistance of the *VP Finance* and thus are not mandated to assist in other aspects, to ensure sponsorship success.

Responsibilities

- ❑ Reach out to local businesses for items to donate to our auction
- ❑ Prepare photos and bundles for the auction
- ❑ Maintain and schedule the auction
- ❑ Deliver auction items to winners (usually a pick-up system at Carleton University)

General Membership

These are all 5\$ fee-paying who attend at least 1 *Monthly Read Meet* every term, and thus Co-curricular Record (CCR) certified, members of the Organization. That may volunteer and assist with setup and event schedules and eventually run for *Executive* positions in the Organization

Duties

Administrative

Mandatory Monthly Executive Meetings

Locker (Or English department storage)

CUSA Club's Skills Workshop(s)

CUSA Club's Begging For Budget

Clubs Expo/Fest

End of Year Exec Fest

Our Events

September Meeting

October Meeting

November Meeting

White Elephant

January Meeting

February Meeting

March Meeting (Canada Reads Viewing)

Potential Author Meeting

Silent Auction

Social Media

Feature Fridays

Regular Events

Random Events

Newsletter

Recurring Events (Keep an eye out & provide contacts)

Black Squirrel Books Meetings

Mammoth Book Sale

Sock n' Buskin

Writer's & Verse Festival

Monro Beattie Lecture

Projects (Should be updated yearly > and if regular or recurring drafted and moved to appropriate section)

Pop Up Library

Aligning Ourselves with the English Department

Contact info

Fundraising (Our Literary extravaganza)

Book To Movie

NAC

Literary Collabs

Inwards

Writers Circle

Graduate Literary Society

Women's Center

Havens

Donations

List

Sponsors

List it with contact info

Glossary

Constitution

General Membership

Regular

Fee-paying

CCR Approved

Executive(s)

President

Co-President(s)

Vice President of Finance

Event & Social Media Coordinator

Director of Communications

Event Operations Manager

Marketing and Sponsorship Coordinator

Reads

Meet Times

Monthly Read Meets

Mini Lit Meets

Literary Experience Meets

Managerial Meets

Elections

Team Bonding Activity

Exec Page

Messenger Group

Inventory

Room Bookings

Raffle Basket

Club Expo

Reads

CUSA Club's Funding Meeting

Book Stock

Silent Auction

Manual