

CONSTITUTION OF CARLETON APPLIED AND THEORETICAL LINGUISTICS SOCIETY

Article I: Name of the Organization

The Organization shall be known as the “Carleton Applied and Theoretical Linguistics Society” and herein be referred to as “CATL.” No other name shall be used in the advertisement or representation of the club.

Article II: Purpose

The organization shall work towards:

1. Building a community within Carleton’s School of Linguistics and Language Studies (SLaLS) outside of the classroom
2. Acting as an undergraduate academic society that provides a space for students interested in languages, linguistics, and related areas including, but not limited to, those in the Linguistics, Applied Linguistics and Discourse Studies, and Modern Languages programs at Carleton to connect with peers and learn together
3. Hosting events such as study meetings, casual hangouts, networking socials, and guest speakers

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.
3. The Senior Advisors shall be members who act as support and mentorship for the General Membership of the Organization. Senior Advisors may include professors, Carleton alumni, and members of the community who are ineligible to run for executive positions. Senior Advisors are non-voting members.

Article IV: Membership

1. The Organization’s 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 full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, senior 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. Represent the Organization to the School of Linguistics and Language Studies faculty
 - e. Assist in managing the Discord and Instagram

2. 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 Organization.
 - c. Arrange the funding of social events of the Organization.
 - d. Have signing authority for the Organization.

3. The Vice-President Internal shall:
 - a. Shadow the President and fulfill allocated responsibilities
 - b. Organizing and running executive meetings should the President be unavailable
 - c. Taking attendance and meeting minutes at each meeting and the Leadership Succession meeting(s)

4. The Vice President Social (2) shall:
 - a. Post to all social media accounts
 - b. Reserve venues for events
 - c. Manage the Discord
 - d. Update passwords
 - e. Engage in club promotion and outreach

5. The Program Representative (2 LING majors, 1 ALDS major) shall:
 - a. Attend their designated faculty meetings to which the Organization has been invited
 - b. Report the events of faculty meetings to the Organization
 - c. Be a liaison between the faculty and the Organization

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.
- 1) A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
- 2) Quorum of the General Membership
 - a. 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 Procedure

The Organization will use a consensus for its Leadership Succession.

The following procedure will be used to administer the consensus:

- a. All club members will be informed a more than a week in advance of a meeting to attempt to decide the future leadership of the club in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person
- b. A meeting will take place in March, with an additional meeting taking place the following September when required to fill outstanding executive roles
- c. During the consensus meeting, the candidates will have the opportunity to speak to the General Membership and answer any questions from the General Membership
- d. The outgoing Vice President Internal will keep track of meeting minutes and compile a report of this process
- e. The outgoing Vice President Internal will inform and email the Student Groups Administrator with the meeting minutes and report
- f. If unsuccessful, the outgoing President shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process

Article VIII: Impeachment

- To remove a member, CATL 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.

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