

**The Constitution for the  
Carleton University Chapter of  
Catholic Christian Outreach Canada**

**2024-2025**

**Article I - Name**

1. The official name of the organization shall be "The Carleton University Chapter of Catholic Christian Outreach Canada".
2. The organization shall be generally known as "Catholic Christian Outreach" or "CCO", and the latter name shall be used hereinafter.
3. CCO shall be affiliated with Catholic Christian Outreach Canada, hereinafter referred to as CCO Canada, by reason of:
  - a) acceptance of the purposes of CCO Canada.
  - b) requirement that all members of the Executive Council be in full agreement with the purposes of CCO Canada.
  - c) CCO shall apply for affiliation with CCO Canada in writing and be accepted, which affiliation shall be renewed every five years.
  - d) this affiliation shall not entail financial obligations.
4. This affiliation shall in no way affect the autonomy of CCO so long as its decisions do not conflict with the above.
5. This affiliation shall make available the name, experience, counsel, and assistance of CCO Canada through its staff, programs, and publications, and to provide correlation with other chapters and groups similarly affiliated.
6. CCO Canada shall reserve the right at all times to withdraw permission from CCO the use of the name "Catholic Christian Outreach" if the standards stated are not met, if proper standards of good taste, or ethical operation are not met, or for any reason prejudicial to the interests of CCO Canada, of which CCO Canada shall be the sole judge.

**Article II – Club Mandate**

1. The organization shall work towards:
  - a) providing an academic and social environment related to individuals interested in the Catholic Christian faith,
  - b) organizing and providing religious formation for the spiritual development of its membership,
  - c) organizing and promoting activities which provide for the development of leadership skills and abilities of its membership,
  - d) benefiting its membership as well as the Carleton University community in enhancing the university experience.

### **Article III – Structure**

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

### **Article IV - Membership**

There shall be two levels of membership within the organization

1. The General Membership shall be the legislative body of the organization and shall be composed of all registered members.
2. The Executive shall be the administrative body of the organization and shall be composed of elected members from the General Membership. (See Article 4)
3. General Membership shall
  - a) be open to all students of Carleton University
  - b) have the right to
    - i) speak on all matters pertaining to the organization,
    - ii) have a vote at all general membership meetings,
    - iii) have the right to vote in all elections,
  - iv) seek nomination for any executive position, pursuant to Article 8, paragraph 3,
  - v) partake in any events of the organization,
- c) be duly informed of any and all meetings, events and elections of the organization.
4. Membership in the organization shall be valid until the end of the Carleton University academic regular session.

### **Article V - Executive**

1. The Executive Committee shall consist of the following:
  - a) A group of 3-6 students assuming at minimum these roles: president, public relations, event coordinator, financial officer, secretary and hospitality
2. All members of the Executive Committee shall be registered students of Carleton University.

#### **Responsibilities of the Executive**

1. The President will:
  - a) Oversee the other members of the Executive Committee in fulfilling their responsibilities;
  - b) Chair all meetings of the Executive Committee;
  - c) Be the official representative of CCO whenever such representation is necessary, or shall see that a fitting substitute is provided;
  - d) Rule on any questions of order or on the interpretation of the Constitution. Constitutional rulings shall be subject to review by the membership at a general meeting. Other rulings shall be final;
  - e) Consult regularly with CCO Canada field staff members and work in harmony with s/he;

- f) At the conclusion of his/her term in office, render a report on the year's activities to CCO and CCO Canada;
  - g) Care for the spiritual development of the members of the Executive Committee.
2. The Financial Officer will:
- a) Be responsible for overseeing all financial dealings of the club;
  - b) Keep complete records of all financial dealings of the club;
  - c) Have financial signing authority for the club;
  - d) Render to CCO and CCO Canada an annual written statement accounting for all the monies received and paid;
  - e) Co-ordinate any fundraising campaigns;
  - f) Work in co-operation with the President;
  - g) Undertake any particular function which may be designated to him/her by the President.
3. Social Media Manager:
- a) Be responsible for the advertising of all club activities;
  - b) Be responsible to communicate regularly with the General Membership regarding upcoming events and activities;
  - c) Oversee production of all locally developed club materials, either for advertising or for dissemination at club events;
  - d) Be responsible for all official photography at club events;
  - e) Work in co-operation with the President;
  - f) Undertake any particular function which may be designated to him/her by the President.
4. The Events Coordinator
- a) Will greet people at all events
  - b) Gather members from the general membership to greet new members at events
  - c) Will be responsible for bookings room for events
  - d) Work in co-operation with the President
  - d) Undertake any particular function which may be designated to him/her by the President

## **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 - Elections**

1. Executive Council elections shall be held at a General Meeting during the month of March.
2. Notice to all General Members of the organization shall be given 10 (ten) days prior to a General Meeting being held for the purposes of an election or by-election.
3. Any General Member who anticipates remaining a General Member for the duration of the following term year shall be entitled to run.
4. Voting shall be done by majority vote by secret ballots, as designated by the Executive Council.
5. Where there is only one nominee for a position that person shall be acclaimed and deemed elected to that position.
6. The newly elected Executive Council shall take office on the first of May.
7. If a position on the Executive becomes vacant during the year
  - a) a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.
8. The Club [general membership or executive] 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 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. 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

9. The Club will run a first past the post-style election to elect the executive positions of [President, Finance Officer, Social Media Manager, Events Coordinator
  - 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**

### **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. 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 of the Organization**

1. Upon dissolution of the organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Catholic Christian Outreach Canada.