



Constitution of the Carleton Music Club

Article I

Name of the Organization

The Organization shall be known as the Carleton Music Club (CMC), and herein be referred to as "The Carleton Music Club (CMC)"

Article II

Purpose of the Organization

The organization shall work towards making music more accessible to Carleton students by providing a safe space for people to experience music with their peers, despite their level of expertise.

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. There shall be general membership & executive levels of membership within the organization.
2. The membership shall be available to all students at Carleton University.
3. Membership in the organization shall be valid from September to August each academic year.
4. In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure

Article V

Executive

1. President/Co-President:
 - a. Oversees the other executives and their performance.
 - b. Develop and manage the club's vision and goals.
 - c. Serve as a representative of the club in dealings with other organizations such as the Carleton University Students' Association.
2. Finance Officer:
 - a. Manage the finances of the club.
 - b. Provide a budget plan for the duration of the year.
 - c. Keep track of transactions.
3. VP Socials:
 - a. Manage the club's social media presence on platforms such as Instagram.
 - b. Promote events through social media postings and posters.
 - c. Inspire and motivate club participation and community.

Article VI

Meetings

General Membership meetings

1. Meetings are announced on the club discord page by:
 - a. The president;
 - b. An executive; or
 - c. By request of at least 3 members, signed off by an executive.
2. A one week minimum notice will be given to members.
3. A minimum of one meeting of the General Membership will occur per year.
4. Meetings will be publicly advertised through word of mouth and, if possible, posters.
5. Meetings are open to everyone.

Executive meetings

1. Held at regular intervals to maintain the running of the club.
2. At least one president must be present.
3. In the case that an executive is unavailable, they will be updated and any decisions will be made after every executive has had a say.
4. In the case more than half of the executives are unavailable, the meeting will be rescheduled.
5. Votes about club business shall be declared by majority.

Article VII

Leadership Succession

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to facilitate an election.

1. The club executives will appoint a Succession Officer to run elections for the club.
 - a. A Succession Officer may be any one of the following individuals:
 - i. A neutral party to all elections 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.
2. The Succession Officer will be appointed on a consensus basis by the executives, or, when not possible, a majority vote winner will be appointed.
3. The club will work with the Succession Officer to set the date of campaign start, end, voting start, and voting end.
4. Every voter has the right to cast their ballot in private.
5. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
6. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

7. Timeline:
 - a. Day 1: Announcement of campaign, voting, and results dates.
 - b. Day 7: Start of campaign.
 - c. Day 14: End of campaign.
 - d. Day 15: Start of voting.
 - e. Day 18: End of voting.
 - f. Day 19: Results announced.

Article VIII

Impeachment

1. To remove a member, our club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The MRC will advise on the next steps for the club.
3. Should the MRC advise that the club proceed with membership removal, the following steps will take place:
4. To remove an executive:
 - a. Grounds for impeachment of an executive include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, 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.
 - c. 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.
 - d. 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. To remove a member:
 - a. Grounds for impeachment of a member include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, 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.
 - c. 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 person accused shall be given time to speak.

- d. A vote for impeachment with the executives 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. If amendments are proposed by a member or an executive, the executives will host a meeting with the general membership to vote on the proposed changes.
2. Any member can propose an amendment to the constitution.
3. A two-thirds minimum vote from the general membership must be reached for a proposition to proceed.

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 MusiCounts.