

CONSTITUTION OF CARLETON UNIVERSITY KOREAN AND INTERNATIONAL SOCIETY

ARTICLE I - NAME OF THE ORGANIZATION

The organization shall be known as Carleton University Korean And International Society (CUKIS).

ARTICLE II - PURPOSE OF THE ORGANIZATION

The organization shall work towards the promotion of, among others, Korean culture, history, and music at Carleton University.

ARTICLE III - STRUCTURE

The structure of the organization refers to the different levels of membership.

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

This section outlines the eligibility and rules for members in the organization.

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

ARTICLE V - EXECUTIVE

The executive members shall consist of but are not limited to (number of executive members and/or positions may vary each semester):

1. the President(s),
2. the Events Officer(s),
3. the Financial Officer(s), and

4. the Communications Officer(s).

The portfolios of each of the executive members shall be selected by general members. .

Executive Members

President

The President will oversee the other members of the executive in fulfilling their responsibilities; chair all meetings; oversee all financial dealings of the club; oversee all event planning activities; have signing authority for the club; have authority to call for an election; if absent, assign an executive with all the responsibilities of the President. The time commitment will be 6 hours a week on average.

Vice President

The Vice President will oversee all the activities of the Organization; takes on the role of ‘acting President’ when and if the President is not available; has second to last vote on matters of the club; has signing authority for the Organization; aids in collaborating with other groups in the club community. The time commitment will be 4 hours a week on average.

Finance Officer

The Finance Officer will keep complete records of all financial dealings of the Organization; have signing authority; handle all matters that concern the club’s financial account, as well as participate in compiling ideas about increasing the clubs financial background and managing club funds. The time commitment will be 4 hours a week on average.

Events Officer

The Events Officer will work closely with other executive members to ensure events are successful. They will produce multiple drafts for monthly events; communicate with CUSA and other related clubs on all event-related matters (e.g., the KCC, Korean Embassy); and pitch ideas for new events/activities and encourage the team to put forth their opinions. The time commitment will be 4 hours a week on average.

Communications Officer

The Communications Officer will manage the maintenance of the Organizations image; their role entails both internal and external communications; routinely update the club’s social media presence on various platforms (e.g. Tiktok, Instagram, Facebook); send out event invites to all the members; help out with spreading word about future events; review and collaborate with other executive members to discuss various ideas about bringing more attention to the Organization. The time commitment will be 4 hours a week on average.

General Officer

The General Officer will have a flexible role to fulfill various tasks within the organization. They will be responsible for assisting other executive members of the club in fulfilling their duties and assigned tasks. They will maintain an open communication with the executive team to ensure tasks are completed in a timely manner and assist the executive team on an as-need basis. The time commitment will be 4 hours a week on average.

Operations Officer

The Operations Officer will be responsible for managing volunteers or speakers from external organizations, set our monthly executive meetings, and track the attendance of all members. They will also manage the club calendar, ensuring that all events and meetings are set beforehand in an orderly manner. The time commitment will be 4 hours a week on average.

Volunteers

Volunteers will have their duties assigned to them prior to any event or activity organised by the Organization and these duties will vary. They're expected to help out in the successful delivery of the events. Volunteers that are assigned permanently to any specific team will report and direct their questions or concerns to their respective executive members. Volunteers will be required to attend at least **two events each semester** to be able to successfully receive CCR from the Organization.

ARTICLE VI - GENERAL MEETING INFORMATION AND QUORUM

A general meeting will be held once per semester. There should be at least 4 executive members present in order to have the meeting. Meetings of the Executive Committee are necessary for day-to-day operations and to accomplish the objectives/goals of the club.

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 4 executive 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 - SELECTION OF EXECUTIVE MEMBERS

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary 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.
 - 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.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When this 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
2. The Club will run a first past the post-style election to elect the executive positions of the President, Events Officer, Finance Officer and Communication Officer.
 - 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.

Commented [1]: what does this mean?

ARTICLE VIII - IMPEACHMENT

Impeachment refers to the formal process of removing a club member or executive. In an impeachment procedure, the grounds and process for impeachment must be outlined.

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) 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**

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 ORGANIZATION

The dissolution of the organization may be requested by the executive members during the executive selection meeting. To pass, it requires consensus from all attending members. If passed, the organization shall be considered dissolved.

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.

Any member can propose an amendment to the constitution. This amendment will be presented at the general meeting at the beginning of each semester. A vote will take place with the general membership to adopt the new amendment. A simple majority will be required to adopt the new amendment.