

# CONSTITUTION OF CARLETON UNIVERSITY DANCE CREW

## Article I

### Name of the Organization

The Organization shall be known as the Carleton University Dance Crew, and herein be referred to as "CUDC". No other name shall be used in the advertisement or representation of the club.

## Article II

### Purpose of the Organization

The organization shall work towards providing a safe and comfortable environment for people of all backgrounds to come together and learn different styles of dance. We hope to share our passion for dance with the community, and put on a showcase with the members of the organization.

## Article III

### Structure

The General Membership shall be the legislative body of the organization and shall be composed of all documented members\*.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

## Article IV

### Membership

There shall be three levels of membership within the organization: general membership, paid membership and community membership.

General Members will be:

1. Any undergraduate or graduate student who, among other things attends practices, and/or helps in fundraising initiatives held by the Organization.
2. They will have the right to vote during Executive elections, but will not have the right to run for an Executive position. Additionally, they will not be able to participate in any performances including and/or held by the Organization.

Paid Members will be:

1. Any General Member who pays the optional annual Membership Fee.
2. In addition to the rights of a General Member, they will have the right to run for an Executive Position as well as participate in any performances including and/or held by the Organization.
3. If a graduate student is a Paid Member, they will still not be allowed to run for an Executive position as per CUSA guidelines.

Community Members will be:

1. Any non-student member who is associated with a General or Paid Member and wants to attend practices, events and/or help in fundraising initiatives held by the Organization.

All Paid Members who wish to perform at a CUDC event must sign a Carleton Risk Management Waiver at the start of the year which will qualify for all performances for that year.

Membership in the organization shall be valid from date of purchase/date of documented membership to the last day of the winter semester.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

## **Article V**

### **Executive**

President:

- Oversee the organization
- Organize and run meetings and practices
- In the event of an extraneous situation, the final decision falls on the president
- Responsible for risk management, insurance, and major forms
- Will act as the organization's equity advisor

Vice President:

- Help the president with assigned tasks
- Fill in when the president is absent
- Support and floater for the organization. For example: acting as secondary to VP Events in the planning and execution of events throughout the year if need be.
- Takes on responsibilities that do not directly correspond with the roles of the other executives

- While any member can communicate with any executive member, the Vice President is the go-to for any member concerns
- Help facilitate communication between general membership and executive team, as well as within the executive team

#### Vice President Finance

- Create a budget for each semester
- Manage the CUDC account
- Take responsibility for any CUDC money raised at events, or from CUSA
- Responsible for production, distribution, and tracking of all event tickets
- Financial advisor for organization members

#### Vice President Events:

- Help executive plan and organize weekly practices
- Direct the planning of any events and showcases the club decides to hold
- Plan necessary fundraisers
- Responsible for communication with event stakeholders (performers, venue managers, venue owners, etc.)

#### Vice President Communications:

- Media facilitator
- Respond to emails and social media messages
- Keep members up to date with club activities
- Send important reminders to the rest of the executive team
- Responsible for production and distribution of online and physical marketing materials

#### Advisor:

- Position is obtained when a presidential term is completed
- Holds no direct power to the decisions finalized and executed by the current executives
- Offers advice and guidance when sought out by the current executives

Once an executive has completed a term as an executive, it is recommended to run for a different position if they wish to remain an executive member. However, they are allowed to run for the same position if they so desire, especially in the case of a low-nominee year.

If no member runs for a given executive position, the President may be allowed to run instead of only moving to an Advisor role. They are not required to run and are only permitted to if they will continue as an undergraduate the following year *and* there is a position with no candidates. If this is the case, another Succession Officer will be chosen who is not running for any position and is a neutral party.

## **Article VI**

### **Meetings**

#### Meetings of the General, Paid, and Community Membership

1. Dance Practices of the General, Paid, and Community Membership will be
  - a. Open to any Carleton Student, and on special occasions to guests either from Carleton or from the Ottawa community that come in to do workshops with the group.
  - b. Open to newcomers. But if they attend practices with the intent to participate in events, they will be required to register as a General Member.
  - c. Held 2-3 times a week.
2. A minimum of one meeting of the General and Paid Membership must occur per year in the spring for the purpose of elections.

#### Meetings of the Executive Committee

1. Meetings of the Executive Committee
  - a. Will 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**

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken 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 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. The Succession Officer will work with the current Executives to determine specific dates for the election. But the timeline shall be;
  - i. Day 1 - The official election date is announced and nominations for Executive positions are open.
  - ii. Day 8 - Deadline for nominations. Nominees are contacted about the positions they were nominated for and are given two (2) days to accept the nomination and run for the corresponding position(s). All nominees may run for up to two (2) Executive positions per term. Should a General Member be nominated for an Executive position, they are given twenty-four (24) hours to pay the Membership fee in order to gain the right to run.
  - iii. Day 10 - Executive Candidates are announced. A Candidate may campaign if they choose to as of their announcement. However, every Candidate is required to prepare a speech or presentation for Election Day.
  - iv. Day 15 - Election Day. Per role, Candidates individually present their speeches or presentations to the voters followed by answering a few questions prepared by the current Executive for the role as well as a few additional questions given by the audience. After questions, voters are given ballots to choose their desired Candidate. Ballots are then counted by the Succession Officer and the new Executive for that role is announced. If a Candidate is chosen but would have been running for a following role, they must withdraw from the following role. The order of roles chosen are as follows;
    - 1. Vice President Communications
    - 2. Vice President Events
    - 3. Vice President Finance
    - 4. Vice President
    - 5. President

## Article VIII

### 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) advise that the club proceed with membership removal, the following steps will take place:
  - a. Impeachment for Removing an Executive Role:
    - i. Grounds for impeachment of an executive 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.
    - ii. 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.
    - iii. 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.
  - b. Impeachment for Removing a General, Paid, or Community Member:
    - i. 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.
    - ii. 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.
    - iii. 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**

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA or a charity of the Executive members' choice.

**Last amended:** Monday, July 22, 2024