



# **Carleton University Geography Environmental Studies Student Association (CUGESA) Constitution**

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## General

1.1 The Association: Carleton University Geography and Environmental Studies Student Association (CUGESA) is an academic oriented society with connections to the Department of Geography and Environmental Studies (DGES) and is a certified club with the Carleton University Students Association (CUSA);

1.2 Association Purpose: The Carleton University Geography Environmental Studies Student Association (CUGESA) is an association dedicated to enriching the education and university life experience of students with an interest in environmental studies, geography, and geomatics by promoting involvement in campus and community activities, hosting social events to meet other people in the department, and acting as a resource network for students within the department. The activities of CUGESA will include hosting social events, distributing resources and opportunities, student peer help and promoting seminars related to environmental studies, geography, and geomatics;

1.3 Structure: The General Membership shall be the legislative body of the organization and shall be composed of all members. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership;

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## The Executive

2.1 The Executive: The executive shall consist of two Co-Presidents, Vice-President of Finance, Director of Communications, Director of Community Engagement, and two Directors of Media. To serve on the Executive they must be a Carleton University undergraduate student. The Duties of the Executive will be outlined section 2.2 - 2.6:

2.2 **Co- Presidents:** There shall be two Co-Presidents whose duties include;

- a. Coordinating and chairing monthly meetings of the club,
- b. Providing leadership to the club,
- c. Working with CUSA Clubs to ensure that the club is operating within Carleton University guidelines,
- d. Acting as the chief spokesperson(s) for the club,
- e. Ensure CUGESA's operations run smoothly, oversee all decisions made, delegate responsibility, aid with any ongoing project, along with organizing and running executive meetings,
- f. Check the website and email regularly and deal with concerns that arise,
- g. Complete delegated responsibilities ethically and actively as a team member. VP will address any issues relating to responsibilities; those issues which cannot be handled will then be brought to the attention of the president;

**2.3 Vice President of Finance:** Their duties will include;

- a. Manage the funds CUGESA in a productive and efficient way,
- b. Provide an updated ledger and budget must be submitted before every meeting,
- c. Keeping records of all financial transactions,
- d. Managing all revenue accumulated by the CUGESA,
- e. Preparing all budgets, and financial budget requests and appeals,
- f. Communicating up-coming CUGESA events to the CUGESA members,

**2.4 Director of Communications:** Their duties will include;

- a. Encompass CUGESA promotions, keeping in touch with important contacts,
- b. Recording meetings minutes ,
- c. Update and maintain CUGESA's binder,
- d. Update and maintain CUGESA's online files,
- e. Ensure all due dates are met and required files filled/ obtained,
- f. Keeping detailed records of all CUGESA meetings;
- g. Recruit members as well promote CUGESA among the student body;

**2.5 Director of Media:** Their duties will include;

- a. Design, update and maintain CUGESA's website and social media accounts,
- b. Creating posters to promote events,
- c. Focus on retention of members, increase memberships and maintaining membership records,
- d. Updated list of members which includes student names, emails, and student numbers at the beginning of every meeting,
- e. New membership will be reported to the VP Finance so the budget and ledger can be updated,

**2.6 Director of Community Engagement:** Their duties will include;

- a. Allocate office space and time for students to drop in and use resources,
- b. Ensuring that all changes of officers are reported to the appropriate CUGESA officials,
- c. Providing support for the development of first year student's activities planned by CUGESA members,
- d. Developing first year quality events for the CUGESA members,
- e. Providing support for the development of social activities planned by CUGESA members,
- f. Developing social events for the CUGESA members,
- g. Present Fundraising ideas to CUGESA officers and collaborate with VP of Finance to work into budget;

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## Membership

3.1 Membership: Members are welcome to join at any time in the school year provided they are enrolled at Carleton University:

- a. A CUGESA membership is considered valid from one calendar year from the start date of the Fall semester regardless of what time of year a member joins,
- b. Students from any area of study are welcomed and encouraged to join,
- c. To become a member one must fill out the membership form provided by the current executive,
  - i. This form is to be available by the first day of the Fall semester,
- d. Members of CUGESA are expected to act in accordance with CUSA and Carleton University policies. 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;

3.2 Liaisons; Included within the membership is the Program Liaison positions; Human Geography, Physical Geography, Environmental Studies, Geomatics and Graduate Studies;

- a. These positions are appointed at the beginning of the academic year's Fall semester by the Executive. Liaisons are not considered part of the Executive of CUGESA but as another tier of membership,
- b. The membership will be informed of the Liaison selection process two weeks prior to the selection and must have a form available to apply for the selection for a minimum of one week,
- c. In order to be a Liaison one must be a member of CUGESA and have a major or minor in the subject of the Liaison position. Excluding the Graduate Studies Liaison who must be a graduate student at Carleton University in a related subject;

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## Meetings

4.1 Membership Meetings; will be hosted in coordination with the Special Events Coordinator and all other relevant executives needed. Membership meetings should occur a minimum of once monthly during the Fall and Winter semesters but the frequency is at the discretion of the Executive team;

4.2 Executive Meetings; must meet a minimum of once a term, it is the duty of Co-presidents to call a meeting, but any executive may request that a meeting be held;

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## Clubs Leadership Succession Procedure

- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- The club membership may work towards consensus across multiple meetings
- If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes
- If unsuccessful, the outgoing club 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.

5.1 Clubs Leadership Succession Procedure : CUGESA shall use a consensus based process to select the leadership at the end of every Winter semester. The transition period from old to new executive will occur after the selection of candidates are concluded and till the first date of the Summer Semester:

- a. The call for applications for Executives must be advertised publicly on CUGESA social medias by a member of CUGESA who is not applying for an Executive position for a minimum of two weeks,
- b. At the conclusion of two weeks, the non-returning Executive member will collect the applications and ensure they are saved into similar formats in a Google Drive, and will facilitate a meeting with all candidates and outgoing club executives to decide the future leadership of the club in a consensus fashion,
- c. Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- d. The club membership may work towards consensus across multiple meetings
- e. If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes
- f. If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will have an application and interview process.

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## Impeachment

6.1 Impeachment: Should an Executive fail to mandate this constitution, or act in bad faith any member of CUGESA may call for an impeachment of an Executive:

- a. A call for impeachment may occur at anytime during an executive's term,
- b. Any member may call for the impeachment of an executive, the member will require 5 signatures of members of CUGESA. To bring forth the motion of impeachment of an executive and a document outlying which sections of the constitution were breached or in what ways an executive acted in bad faith,
- c. Once the five signatures and document have been received by an Executive who is not named in the Impeachment document, a call for a meeting of Impeachment may occur,

- i. Should no Executive be thought to be impartial the person bringing forth the impeachment motions are encouraged to contact the Clubs and Societies Commissioners,
- d. At this time the Document of impeachment will be reviewed by the person submitted to and any other non-implicated executives. At this time the person who the motion is against may review the document outlined in section 6.1.b;

6.2 Impeachment Meeting: The impeachment meeting is a meeting which may be attended by any CUGESA member:

- a. The Document from 6.1.b must be shared with the membership one-week prior to the meeting,
- b. At the meeting of impeachment, the person who brought forth the impeachment motion may speak for up to three minutes, and the Executive who has the impeachment filed against them may speak for up to five minutes or may appoint a fellow member of CUGESA to do so on their behalf,
- c. After the speeches all present CUGESA members may vote, the vote will be a simple majority vote by secret ballot counted and results posted within 24 hours of the vote taking place,
- d. Should there be discontent with the results of the meeting those discontented are encouraged to speak to the Clubs and Societies Commissioner;

6.3 Liaison Removal : As Liaisons are appointed by Executives, should a Liaison act against this constitution or act in bad faith the Executive of CUGESA may choose to have a meeting of Liaison Removal:

- a. The Executive must notify the Clubs and Societies Commissioners,
- b. At this meeting the two-thirds majority or more of the executive must be present, the Liaison facing removal must have the option to be present and if they choose to be present they are entitled to bring a support person with them,
  - i. The support person must be a Carleton University Student or Employee,
- c. A written document must be provided regarding which constitution section have been breached or what was done in bad faith leading to the call for removal,
- d. The Liaison facing removal must have 48 hours or more to review this document prior to the meeting of removal,
- e. The Liaison facing removal are entitled to submit their own response document, as well are entitled to five minutes of speaking time,
  - i. All executives at this meeting are required to read this document prior to voting,
- f. The executive members present shall then vote by secret ballot on the decision to remove the Liaison. This vote does not have the power to remove them from membership only from their appointed Liaison position,
- g. The Liaison facing removal shall be notified of the votes results within 24 hours

i. Should they disagree with the result of the vote the Liaison facing removal should contract the Clubs and Societies Commissioners;

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## **Amendments**

7.1 Amendments: This constitution may be amended at any regular meeting of the organization by two-thirds majority vote, provided that the amendment has been available to membership with at least 48 hours in advance;

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## **Dissolution of the Organization**

8.1 Dissolution of the Organization: Upon dissolution of the organization, all assets gained through CUSA funding shall be returned. All other assets shall be given to the charity of the organization's choice.