

**Constitution of the
Carleton University Human Rights Society**



Constitutional Amendments

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Article I: Preamble

1.1 Name

The Organization shall be known as the *Carleton University Human Rights Society*, and hereinafter shall be referred to as *CUHRS*.

1.2 Mandate

CUHRS is dedicated to raising awareness of human rights violations and fighting global injustice. We are completely student driven and take up the issues that concern our members, around the globe. Our main goals are to raise awareness and funds, to become active in the human rights field and to invest time and support towards Human Rights and Social Justice students during their time at Carleton, sharing useful tools and events.

The organization shall work towards facilitating academic, social, and professional relationships with Human Rights and Social Justice students as well as members of the Carleton community as a whole. CUHRS shall strive to carry out its objects without discrimination as between its Members, and in particular on the basis of race, religion, colour, national or ethnic origin, sex, gender, sexual orientation, physical or mental disability, age, or political conviction. This Article shall not be interpreted to preclude any rule, program, or activity that has as its objects the amelioration of conditions that may hinder the full and equal participation of any group in CUHRS activities or the Human Rights Profession. CUHRS shall make all reasonable efforts to schedule events, elections, and meetings so as to not hinder participation by any religious, cultural, social, or other group to which members belong.

1.3 Purposes

CUHRS is an academic society associated with the Human Rights Program at Carleton University, dedicated to advancing different social causes. The organization is committed to promoting human rights, fighting global injustice, and contributing to the betterment of the community.

1.3.1 Advancement of Human Rights Education

To advance education by organizing workshops, seminars, and awareness campaigns that focus on human rights violations globally, fostering a deeper understanding of social justice issues among Carleton University students and the wider community.

1.3.2 Relieving Poverty through Human Rights Advocacy

To relieve poverty by organizing campaigns and events that address and advocate against human rights violations that contribute to poverty, with a focus on promoting fair treatment, equality, and social justice for all.

1.3.3 Promoting Health and Well-Being

To promote health and well-being by organizing lectures and events aimed at educating the general public on the intersection of human rights and public health, emphasizing the importance of equitable access to healthcare.

1.3.4 Fighting Global Injustice

To fight global injustice through campaigns, research, and education programs that raise awareness of human rights violations worldwide and advocate for policies that promote justice, equality, and human dignity for all.

1.3.5 Supporting Students

To advance education by providing support, resources, and mentorship to Human Rights and Social Justice students at Carleton University.

1.3.6 Community Engagement for Human Rights Advocacy

To advance education and community well-being by actively engaging with the community on human rights issues through community-focused events and partnerships which will directly contribute to educating and involving the general public in human rights advocacy.

1.3.7 Crisis Response and Humanitarian Aid

To relieve poverty and address human rights violations during crises by raising funds and facilitating the donation of humanitarian aid, support, and advocacy to different organization actively working on the ground to assist affected populations.

Article II: Structure

2.1 Structure

General Membership: The General Membership shall be the legislative body of the organization and shall be composed of all members

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

Article III: Membership Classes

Membership in CUHRS shall be open to all Carleton students, irrespective of program major. A membership shall be valid from the date of registration until the end of the academic school year. Membership in the CUHRS shall be administered by the Executive and shall be subject to the "Member in Good Standing" provisions outlined in Article 4.

3.1 General Membership

Every undergraduate student who registers and remains a member in good standing, as defined in Article 4, is a recognized general member of CUHRS.

3.1.1 General Membership Rights

Members have the right:

1. To speak on all matters pertaining to the organization;
2. To vote in all elections;
3. To seek nomination for any executive position;
4. To partake in any events of the organization;
5. To be duly informed of any and all meetings, events, and elections of the organization; and,
6. To attend all General Membership meetings.

3.2 Executive Membership

The Executive shall be composed of the elected Executive committee, with the exception of the faculty advisor. The Executive shall administer the affairs of CUHRS.

3.2.1 Executive Membership Responsibilities

Every member of the Executive shall:

1. Administer the CUSA clubs and societies act;
2. Liaise with the Institute of Interdisciplinary Studies;
3. Serve as the representative of CUHRS;
4. Be responsible for other duties as may be assigned by the Executive or included in the Regulations;
5. Use the provided CUHRS email account(s) for all relevant communications;

6. Maintain organized inbox(s) to be passed on to future Executives, and;
7. Be mindful of existing and potential conflicts of interest, shall disclose such conflicts and shall strive to avoid any resulting harmful impacts.

3.2.2 Executive Membership Rights

Every member of the Executive shall have the right:

1. To attend all meetings;
2. To participate in all Society activities;
3. To vote in all elections, and;
4. To create volunteer positions through which Members may aid in the duties of CHURS.

3.3 Faculty Advisor

The Society shall have a faculty advisor, who is not a member of any of the Membership classes (Sections 3.1, 3.2). The faculty advisor shall have no voting privileges at any CUHRS meetings or elections.

Article IV: Membership in Good Standing

4.1 Good Standing

A member shall be classified as a “Member in Good Standing”, provided that the member:

1. Upholds the values set out by CUHRS policies and procedures;
2. Upholds and observes the rules, policies, and procedures set by the Executive and outlined in the CUHRS Constitution;
3. Upholds and observes the policies, By-Laws and Constitution as outlined by the CUSA;
4. Upholds a courteous and respectful conduct to all members of CUHRS and Carleton University, and;
5. Attends at least four (4) general membership meetings a year.

4.2 Privileges of Members in Good Standing

A CUHRS Member in Good Standing shall have specific privileges, including, but not limited to:

1. Timely notification of all special events and meetings;
2. Receive all monthly newsletters;
3. Receive a predetermined number of CCR stamp(s) for attendance at events and meetings;
4. Discounts provided to members by CUHRS sponsors, and;
5. Upon request, access to records of CUHRS under supervision of a member of the Executive.

Article V: Governance

5.1 Executive

CUHRS shall have an Executive responsible for the overall management and operations of the Society. The Executive shall be democratically elected by the General Membership.

5.2 Composition

The Executive shall consist of the following positions:

1. Two (2) Co-Presidents
2. One (1) Vice-President of Finance
3. One (1) Vice-President of Membership
4. Minimum of Two (2) Vice-Presidents of Communications:
 - a. One (1) Director of Media Relations
 - b. One (1) Director of Public Relations
5. One (1) Vice-President of Equity, Diversity, Inclusion, and Social Justice
6. One (1) Vice-President of Administration

7. One (1) Vice-President of Student Advocacy
8. One (1) Vice-President of Philanthropy
9. One (1) Vice-President of Fundraising
10. One (1) Vice-President of Research
11. Minimum of One (1) Vice-President of Student Outreach

5.3 Rights and Responsibilities

See Section 3.2

5.4 Executive Portfolios

Carleton University Human Rights Society (CUHRS) is structured with the following executive portfolios, each essential to the effective functioning and impact of the society:

5.4.1 Co-Presidents

Provide visionary leadership, adhere to CUSA Society guidelines, and oversee club meetings. Foster inclusivity, resolve conflicts, and manage financial responsibilities. Act as liaisons to CHURS and CUSA, supporting fellow executives and ensuring transparent communication.

5.4.2 Vice-President of Finance

Lead long-term financial planning, analyze risks, and collaborate closely with Co-Presidents. Maintain financial records, prepare budgets, and ensure responsible fund disbursement. Support the broader Executive Team as needed.

5.4.3 Vice-President of Membership

Oversee membership processes, design member satisfaction forums, and manage monthly newsletters. Lead general member meetings, collaborate with Co-Presidents, and provide support to the Executive Team.

5.4.4 Vice-Presidents of Communications

The Vice-Presidents of Communications play a pivotal role in facilitating all internal and external communications within the club. Their responsibilities encompass managing various social media platforms, websites, and other communication channels. This executive portfolio is further delineated into two specialized roles:

5.4.4.1 Head of Media Relations

Promotes membership and participation through media services, including Instagram posts, poster design, and other promotional materials.

5.4.4.2 Head of Public Relations

Maintains the club's online presence by updating the website, managing the Facebook page, and overseeing Instagram highlights.

5.4.5 Vice-President of Equity, Diversity, Inclusion, and Social Justice

Champion an inclusive environment, guide executive officers on diversity matters, and collaborate with university guidelines. Serve as a central resource, organize events, and support the broader Executive Team.

5.4.6 Vice-President of Administration

Manage meeting logistics, record minutes, and coordinate the society's agenda. Act as a liaison with Year representatives and provide essential support to the Executive Team.

5.4.7 Vice-President of Student Advocacy

Administer student development programs, coordinate volunteer initiatives, and design networking events. Assess student needs, plan events, and provide support to the broader Executive Team.

5.4.8 Vice-President of Philanthropy

Develop and coordinate projects centered on Human Rights and Social Justice. Facilitate workshops, engage with professionals, and host events reflecting CUHRS values.

5.4.9 VP of Fundraising

Plan revenue generation, execute fundraising activities, and maintain sponsorship relationships. Collaborate with the Directors of Communications, seek guidance from faculty, and strategize on innovative revenue streams.

5.4.10 VP of Research

Provide research support, facilitate collaboration, and disseminate research outcomes. Responsible for a monthly research newsletter and an annual research event.

5.4.11 VP(s) of Outreach

Expand CUHRS reach through active recruitment, collaboration with departments, and planning joint events with other campus organizations.

Article VI: Meetings

6.1 General Membership Meetings

Meetings of the General Membership can be called:

1. At the request of the President, for a meeting to be held not less than one (1) week from the date of publication of the notice;
2. At the request of the Executive, for a meeting to be held not less than one (1) week from the date of publication of the notice; or
3. At the request of any five (5) members of the Organization.

6.2 Annual General Meeting (AGM)

A minimum of one (1) meeting of the General Membership, known as an Annual General Meeting (AGM), must occur per year in the spring for the purpose of elections.

6.3 Quorum of the General Membership

The presence of at least five (5) 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

6.4 Executive Membership Meetings

Executive membership meetings shall:

1. Occur at least once every two weeks (bi-weekly) for the purpose of running the organization, and;
2. Be open to the Executive only.

Votes by the Executive on organizational business shall be declared by a simple majority.

Article VII: Elections

7.1 Nomination and Election Procedures

1. All members in good standing shall possess the unequivocal right to cast their vote in all elections conducted by the Carleton University Human Rights Society (CUHRS).
2. Voting members shall be eligible to nominate themselves for election, endorse the candidacies of others by affixing their signature to nomination forms, and be considered for the role of Chief Returning Officer (CRO).
3. Elections for the Executive shall be convened no later than April 14th of each calendar year. The CRO shall determine the temporal, procedural, and locational aspects of the nomination process, with due notice provided to the Executive and to all members, either electronically or through alternative means, at least two (2) weeks prior to the stipulated closing date for nominations.
4. The commencement of the nominations period shall occur no later than two (2) weeks preceding any scheduled election, and shall conclude (1) week prior to the designated election date.

7.2 Chief Returning Officer (CRO)

The Executive will appoint a Chief Returning Officer (CRO) to administer elections. All efforts should be made for a CRO to be appointed on a consensus basis in the Executive. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed CRO. The CRO will be a neutral member to all elections being held within CUHRS, and shall:

1. Make an honest attempt to ensure that at least one (1) nomination for each position is received by the set closing date for receipt of nominations;
2. Receive and verify nomination forms and shall communicate with nominees.
3. Be responsible for counting the secret ballots and announcing the winners after the elections have concluded

7.3 Vote Equality and Veto Power

The principle of vote equality shall prevail, ensuring that all General Membership and Executive Membership votes hold equal weight. No membership class shall be endowed with veto power.

7.4 Election Ties

In the event of a tied outcome, a secondary vote shall be conducted. If the secondary vote yields a similar tie, the nominees shall jointly assume the role of Co-Executives for the respective positions to which they were nominated.

7.5 Uncontested Seats

Should a scenario arise wherein only one (1) nominee stands for election, the membership shall convene for a vote of confidence.

7.6 Nomination Process

The nomination process shall begin no later than two (2) weeks prior to the set date of the election. Candidates desiring to stand for election to the Executive shall adhere to the following procedural framework. A candidate's nomination shall only be considered finalized upon the successful completion of the following steps:

1. Submission, in written form, of their intent to stand for election to a maximum of three (3) individual executive positions, to the CRO at least one (1) week before the election date.
2. Thorough review of the Constitution.
3. If applicable, review of the document outlining the duties and responsibilities associated with Executive membership.

7.7 Campaign Policies

1. The designated campaign period shall endure for no more than one (1) week, with the specific timeframe established in advance.
2. Individuals campaigning for a position within the Executive shall refrain from engaging in any form of slander, specifically abstaining from spoken words or gestures that disparage other CUHRS candidates.

3. Individuals campaigning for a position within the Executive shall abstain from any form of libel, including written words, pictures, or any non-verbal communication, directed at other candidates.
4. Candidates shall abstain from spending financial resources on campaign-related activities, including but not limited to posters, video production, or other merchandise associated with their campaign.

7.8 Voting Procedure

Voting for Executive positions shall be executed through secret ballot, distributed to all CUHRS members.

Article VIII: Impeachment

8.1 Consultation with the CUSA Clubs Membership Removal Committee

Before proceeding with any impeachment action, the Executive will first consult the CUSA Membership Removal Committee (MRC) for guidance, who will advise on the appropriate next steps for the organization.

8.2 Impeachment of an Executive

This section pertains to the impeachment of any member of the Executive, including the Co-President and Vice-Presidents, as defined in Section 2.2.

8.2.1 Grounds for Impeachment of an Executive

Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, committing acts that negatively affect or harm the interests of the club and its members, and/or failure to fulfill executive duties.

8.2.2 Procedure for Impeachment of an Executive

Any member can bring forward a request for impeachment to any executive. Within ten (10) days of receiving the request, the executive will host a meeting with the general membership. During this meeting, the complaint will be reviewed, and both the member bringing forward the complaint and the accused executive will have the opportunity to speak.

8.2.3 Voting Process for an Impeachment of an Executive

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. Successful impeachment results in the removal of the executive from office and as a member of the club.

8.3 Impeachment of a General Member

This section pertains to the impeachment of a general member of the organization, as defined in Section 2.1.

8.3.1 Grounds for Impeachment of a General Member

Grounds for impeachment of a general member of the organization include any violation of the constitution, the governing documents of CUSA, and committing acts that negatively affect or harm the interests of the club and its members.

8.3.2 Procedure for Impeachment of a General Member

Any member can bring forward a request for impeachment to any executive. Within ten (10) days of receiving the request, the Executive will host a meeting. At this meeting, the complaint will be reviewed, and both the individual bringing forward the complaint and the person accused shall be given time to speak.

8.3.3 Voting Process for an Impeachment of a General Member

A vote for impeachment within the Executive will be conducted. A simple majority of executives will be needed to impeach the member. Successful impeachment results in the removal of the individual as a member of the club.

Article IX: Dissolution

In the event that the Carleton University Human Rights Society (CUHRS) determines that it is necessary to dissolve the organization, the following procedures shall be followed:

9.1 Decision to Dissolve

The decision to dissolve CUHRS must be approved by a two-thirds majority vote of the active members during a special general meeting called for the sole purpose of discussing and voting on dissolution. Notice of this meeting, including the intent to discuss dissolution, shall be communicated to all active members at least thirty (30) days in advance.

9.2 Distribution of Assets

Upon dissolution and after payment of all liabilities and debts, any remaining assets of CUHRS shall be distributed to one or more charitable organizations or causes dedicated to the promotion of human rights, as determined by a majority vote of the active members present at the meeting when the dissolution is approved.

9.3 Dissolution Committee

In the event of dissolution, the Executive shall appoint a dissolution committee responsible for overseeing the winding down of CUHRS affairs, including the proper distribution of assets and the fulfillment of any remaining obligations.

9.4 Notice

Within thirty (30) days of the dissolution, the dissolution committee shall provide written notice to the appropriate authorities, including but not limited to the relevant student union, the university administration, and any other agencies as required by law.

Article X: Amendments

Proposed amendments to this constitution may be submitted by any member of CUHRS to the Executive for consideration.

10.1 Submitting an Amendment

The proposed amendments must be submitted in writing and include a rationale for the proposed changes.

10.2 Notice of Amendment

Notice of the proposed amendments shall be provided to the General Membership at least two (2) weeks prior to the vote at which they will be considered. Members will receive a secret ballot in their emails to vote for proposed amendments.

10.3 Voting

A simple majority will be required to adopt the new amendment. Approved amendments shall take effect immediately upon their adoption, unless otherwise specified in the amendment itself. The Executive shall be responsible for ensuring that the amended constitution is updated and made available to all members in a timely manner.