



Constitution of the Carleton New Democrats

Adopted August 29th, 2022

Last Amended August 21st, 2024

Preamble

The Carleton New Democrats is a group constituted to further the cause of the New Democratic Party—both federally and provincially—by bringing its ideals and policies to students at Carleton University. The Carleton New Democrats' dynamic membership represents various “progressive Left” ideologies, and this diversity is united under the common belief that the New Democratic Party presents the best option for government in Canada and Ontario.

1. Name

- 1.1 The name of this club shall be the Carleton New Democrats, hereafter referred to as Carleton NDP.
- 1.2 The Carleton NDP is established pursuant to the Constitution of the New Democratic Party of Canada, and the Ontario New Democratic Party.
- 1.3 The Carleton NDP shall be chartered as a campus club of the New Democratic Youth of Canada (“NDYC”).
- 1.4 The Carleton NDP shall be chartered as a campus club of the Ontario New Democratic Youth (“ONDY”).

2. Purpose

The purpose of the Carleton NDP shall be:

- 2.1 To support and promote the principles and policies of the New Democratic Party of Canada, the Ontario New Democratic Party, the NDYC, and the ONDY, through political education and organization;
- 2.2 To afford to its members a forum for participation in the development of party policy;
- 2.3 To afford to its members a forum for participation in the development of NDYC and ONDY policy;
- 2.4 To afford to its members a forum for discussion on issues of concern to youth;
- 2.5 To afford to its members a forum for discussion on issues of concern to the Carleton University community.

3. Membership

- 3.1 Membership in the Carleton NDP shall be open to all members of CUSA.

4. Executive

- 4.1 The executive shall consist of the following permanent positions:
 - 4.1.1 Two (2) Co-Chairs;
 - 4.1.2 One (1) Vice-President, Finance (“VP Finance”);
 - 4.1.3 One (1) Vice-President, Communications
 - 4.1.4 One (1) Vice-President, Programming (“VP Programming”);
 - 4.1.5 One (1) Vice-President, Equity (“VP Equity”).
 - 4.1.6 One (1) Vice-President, Community Outreach
 - 4.1.7 One (1) First-Year Representative
 - 4.1.8 One (1) Director of Social Media
- 4.2 Members of the executive shall be elected at the club’s Annual General Meeting.
 - 4.2.1 Members of the executive shall be members in good standing of the Carleton NDP.
 - 4.2.2 If a permanent executive position becomes vacant during the course of the term, a by-election shall be held as soon as possible to replace the outgoing executive.
- 4.3 The club must aim to have at least 50% of the executive candidates in an election identify as non-male. If this threshold is not met by the nomination deadline, the nomination deadline may be extended by a minimum of 1 week to a maximum of 2 weeks. If this threshold is not met after the nomination deadline extension, the adjusted election period will proceed with the nominated candidates.
 - 4.3.1 Executive candidates will self-declare their gender on their nomination form;
 - 4.3.2 At least one (1) of the two (2) co-chairs shall be a person who identifies as a non-male gender.
- 4.4 Those elected to positions on the executive shall serve from the adjournment of the Annual General Meeting or By-election Meeting at which they were elected until the adjournment of the next Annual General Meeting.

- 4.5 The executive shall appoint such committees as may be necessary or desirable to carry out the function of the Carleton NDP.

5. Duties of the Executive

- 5.1 Co-chairs shall:
- 5.1.1 Be the presiding officers of the Carleton NDP;
 - 5.1.2 Maintain general supervision of all affairs of the Carleton NDP;
 - 5.1.3 Call and schedule regular meetings;
 - 5.1.4 Represent the Carleton NDP, or ensure proper representation, on all relevant associations and organizations, except those elsewhere referred in section 5.5.3;
 - 5.1.5 Along with the Treasurer, sign all instruments in the name of the Carleton NDP;
 - 5.1.6 Chair, or in their absence, appoint a member of the club to chair, all meetings and AGMs of the Carleton NDP;
 - 5.1.8 Only one (1) co-chair shall be required to carry out any of the above duties at any time.
- 5.2 The VP Finance shall:
- 5.2.1 Manage and monitor the books, records and accounts so as to manage the financial operation of the Carleton NDP;
 - 5.2.2 Along with one of the co-chairs, sign all instruments in the name of the Carleton NDP;
 - 5.2.3 Present financial documents in accordance with the CUSA Clubs and Societies requirements, if necessary;
 - 5.2.4 Be responsible for ensuring that the Carleton NDP does not violate any electoral finance laws;
 - 5.2.5 Oversee internal funding application procedures and requests as needed and, at minimum, review new applicable funding applications once every week.
- 5.3 The VP Comms shall:
- 5.3.1 Record and distribute the minutes and meetings the Carleton NDP;

- 5.3.2 Maintain ongoing communication between the executive and the membership of the Carleton NDP, including (but not limited to) dissemination of all necessary information;
 - 5.3.3 Be responsible for maintaining all communications tools, physical and electronic, held by the Carleton NDP, including (but not limited to) the club's Facebook pages, Twitter account, and website;
 - 5.3.4 Be responsible for organizing and operating initiatives to recruit new members to the Carleton NDP.
- 5.4 The VP Programming shall:
- 5.4.1 Organize and oversee events so as to advance the purpose of the Carleton NDP;
 - 5.4.2 From time-to-time delegate responsibilities to other members of the Carleton NDP as necessary;
 - 5.4.3 Organize at least two (2) events in each of the Fall and Winter terms.
- 5.5 The VP Equity shall:
- 5.4.1 Be responsible for ensuring the recruitment and participation of women, visible minorities, members of the LGBTQ+ community, economically disadvantaged persons, disabled persons, Aboriginals, and any other disadvantaged groups in the Carleton NDP;
 - 5.4.2 Ensure that barriers preventing full involvement in Carleton NDP activities are addressed;
 - 5.4.3 Represent the Carleton NDP, or ensure proper representation, on all equity-seeking groups, associations, and organisations at Carleton University.
- 5.6 The VP Community Outreach shall:
- 5.6.1 Manage club events that are meant to engage and reach Carleton's student body;
 - 5.6.2 Communicate and coordinate club events including, but not limited to, campaign support, volunteering, canvassing with outside groups, individuals, campaigns, and the Party;
 - 5.6.3 Organize one event per-term with progressive community organizations in accordance with the constitutional goals of the CUND.
- 5.7 The First-Year Representative shall:

- 5.7.1 Represent the first-year student interests in club meetings, ensuring their unique voices are heard and represented;
- 5.7.2 Organize one event per-term for first year students exclusively;
- 5.7.3 Reach out to other first year students to get them to join the club to ensure the future longevity of the club.
- 5.8 The Director of Social Media shall:
 - 5.8.1 Create engaging social media posts for the Carleton NDP social media accounts;
 - 5.8.2 Be responsible for updating the Carleton NDP Linktr.ee;
 - 5.8.3 Represent the Carleton NDP over social media, including responding to messages sent to the Carleton NDP social media accounts and moderating post engagement;
 - 5.8.4 Ensure that the Carleton NDP social media accounts do not produce or tolerate any language that is deemed discriminatory or uses offensive language. In the circumstance that harmful language is used, the Director of Social Media is responsible for ending the dialogue and reporting individuals involved to the VP Equity within 48 hours of being notified of the offence when applicable.

6. The Election Process

- 6.1 The Carleton University New Democrats leadership succession plan will take place within the last half of the given academic year with 14 days' notice prior to the Nomination Meeting date with a virtual meetings option available if demanded by an individual's availability and/or public health restrictions.
- 6.2 Three weeks prior a neutral party shall be selected to act as the Succession Officer. The outgoing executives must convene an executive meeting prior to the beginning of the campaign period to select a neutral club member who is abstaining from running for an executive position, or an external student non-member. Executive members will work with the Succession Officer to set the date of campaign start, campaign end, voting start, and voting end.
- 6.3 Given that we do not have paid membership, any supporters of the club may vote in the election. Votes will be made via secret ballot and candidates can have a scrutineer accompany the Succession Officer when counting votes.
- 6.4 All appeals, complaints or conflicts may be made to the Clubs Oversight Committee by way of emailing the clubs Student Groups Administrator.

6.5 Votes will be counted using a ranked balloting system. Votes will be taken using an online balloting system. Voting results will be shared with the executive and membership immediately following the end of the voting period.

6.5.1 Constitutional amendment votes, as outlined in section 12 and 13.3 will be counted using a simple yes/no/abstain online balloting system.

7. Meetings

7.1 Meetings of the General Membership Can be Called:

7.1.1 At the request of at least one Co-Chair, for a meeting to be held not less than one week from the date of publication of the notice; or

7.1.2 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

7.1.3 At the request of any five members of the Organization.

7.2 A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.

7.3 Quorum of the General Membership:

7.3.1 The presence of at least five 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.

7.4 Meetings of the Executive Committee shall:

7.4.1 Be held at regular intervals and are for the purpose of running the club.

7.4.2 Votes by the Executive Committee on club business shall be declared by a simple majority.

8. Funds

8.1 The funds of the Carleton NDP shall be kept in a chartered financial institution.

9. Rules of Order

9.1 Unless otherwise governed by the Constitution of the New Democratic Party of Canada, the Constitution of the Ontario New Democratic Party, this constitution, or duly adopted by-laws, the business of the Carleton NDP shall be conducted according to Robert's Rules of Order.

10. Interpretation and Appeals

- 10.1 On a day-to-day basis, this constitution and its by-laws shall be interpreted by the Co-Chair of the Carleton NDP, or by the VP Comms in the absence of the president. Decisions of the Co- Chair or VP Comms may be appealed to the Carleton NDP's membership at a meeting, whether the meeting was called for the specific purpose of hearing such an appeal.
- 10.2 At a meeting or an AGM of the Carleton NDP, this constitution and its by-laws shall be interpreted by the Co-Chair of the Carleton NDP or by the VP Comms in the absence of the Co- Chair. Any decision of the Co-Chair may be overturned on appeal by a majority of those present and voting.

11. Amendment

- 11.1 Any member can propose an amendment to the constitution. This amendment will be presented at a meeting of the general membership and a vote will take place with the general membership to adopt the new amendment.
- 11.2 A simple majority will be required to adopt the new amendment.

12. Constitution

- 12.1 This document shall be the supreme governing document of the Carleton NDP, to the extent that it does not conflict with the Constitution of the Ontario New Democratic Party or the Constitution of the New Democratic Party of Canada.
- 12.2 All resolutions and actions by the Carleton NDP which is inconsistent with a clause in this document, the Constitution of the Ontario NDP, or the Constitution of the New Democratic Party of Canada, shall be declared null and void to the extent of the inconsistency.
- 12.3 In event of an emergency, only pertaining to CUSA recertification needs or requests, constitutional amendments may pass with:
 - 12.3.1 ½ of executive support;
 - 12.3.2 A passed amendment will hold 'pending' status until approved by members;
 - 12.3.3 A pending emergency amendment must be presented to members within 4 days of passing and receive ¾ of support from member voting respondents;

12.3.4 The member voting window must be 4 days long and must follow voting procedure 6.5.

13. Impeachment

13.1 To remove a member, the Carleton NDP will first consult with the CUSA Clubs Membership Removal Committee (MRC).

13.2 The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club.

13.3 Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

13.3.1 For Removing an Executive Role:

13.3.1.1 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.

13.3.1.2 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.

13.3.1.3 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.

13.3.2 For Membership Impeachment:

13.3.2.1 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.

13.3.2.2 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.

13.3.2.3 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.

14. Dissolution

- 14.1 Upon dissolution of the Carleton NDP, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank