**Carleton University**

**Photography Club**

**Founded:**

**November, 2015**

**Club Constitution**

**CUPC Code of Conduct & Important CUSA Bylaws**

**1. Basic Agreements**

The CUPC is an organization joined by a common interest: Photography, and anything related to the art.

1. The aim of a Club is to provide a social and/or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
2. The agreements or policies, photography submissions, calendar reminders, and publications will be done online and on social media.
3. All club activities are open to all fee-paying Members of this CUSA Club.

**2. Club Members**

1. Any current Carleton student can be a member (student number required).
	1. Official membership is for the academic year, September - April.
2. Registration is completed online through Google forms, once these terms are agreed to.
3. There is a $5 fee for every member who registers, and only those who pay this fee shall attend events and submit photos for publication.
	1. Membership fees cover club related spending, which includes and is not limited to: supplies for events, covering fees for guest speakers, covering costs associated with developing, printing, or scanning film and digital photos to be used at club events, etc.

**3. Introduction Meeting**

1. The Photography Club must hold an Introduction Meeting except during extraordinary circumstances (ie. emergencies). This is an information session for the CUPC members. It includes highlighting the plans for the year, as well as an introduction to the executive committee and club members.
2. There must be an Introduction Meeting once (1) in the Fall Term and once (1) in the Winter Term.

**4. Club Activities**

1. All club members have the option of attending Photography related activities such as workshops which are led by the executive instructors of the Photography Club throughout the year. In order for these activities to take place, at least 5 club members must attend on a regular basis. If and when there are less than required members who attend, any similar future activities will be reconsidered from the club’s annual events.

**5. Elections & The Year End Meeting**

1. The Carleton University Photography Club has established Elections as the formal leadership succession plan. Before the end of the Academic Year, elections must be held in order to appoint, or re-elec executives for the following Academic Year.
	1. During the month of March, all club marketing and social media must highlight the election and collect submissions of any runners for an executive position.This meeting may be followed by activities and/or a final social outing.
2. The Year End meeting will be held by the end of March; The runners for the positions will speak to the group about themselves and why they should be a CUPC executive member. If an in-person meeting is not able to be held, the election platforms will be shared on the club’s Discord. At this Year End meeting, a Succession Officer should be elected either unanimously or in a general consensus.
	1. The Succession Officer should be either:
		1. A neutral party to the club’s election
		2. A member of the Clubs Oversight Commission
		3. A member of the CUSA Clubs Office
		4. A club member, or a departing executive.
	2. The Succession Officer will be the member entrusted to counting and tallying final votes. However, they may select another member of the club to verify and assist with the final tally, except current candidates.
3. The current club executives, and Succession Officer will work to set the dates relating to the election. Ideally these will be Start and End of Campaigning, Start and End of Voting Period.
4. Voting will be restricted to current, paying members of the club.
5. An anonymous Google Poll or related ballot will be distributed through various means to all club members, allowing them to vote for their future Executive Committee. This poll will be formatted as a ranked ballot.
	1. Runners with the highest number of votes once the voting period has elapsed will be selected to join the executive committee.
	2. If a runner has the highest number of votes in more than one category, they may only hold one position. By default, they would take the highest authority position, though this may be negotiated with other runners at the winner’s discretion.
6. Once the committee is finalized, the executive position descriptions and classified club documents shall all be passed on to the new team members.
7. If an executive committee position is vacated, existing executives may appoint a temporary executive who can be formally voted in by the club with an in-favor vote during the next club event, meeting, or over the club Discord within one month. This is to ensure equal distribution of responsibilities throughout the year.

**6. The CUPC Executive Committee**

Each member of the executive committee will be given a document outlining the executive position’s annual responsibilities. In order to remain in the committee, each member shall follow through with their responsibilities, unless a certain task has been delegated to another executive and the whole committee has been informed.

1. The Executive Committee of Carleton University Photography Club shall consist of:
2. The Club President(s).
3. The Vice President Finance (Treasurer).
4. The Vice President Social Media Secretary.
5. The Vice President Events.

\*At least four of the above delegates must be present at the CUSA Introduction Meeting

in the Fall term.

 b. The CUPC Executive Committee is empowered to:

1. Coordinate club activities successfully according to their annual responsibilities.
2. Act as an open forum, to which club members may express their views.
3. Communicate with fellow committee members regarding activities.
4. Make and enforce regulations and orders with regard to CUPC as discussed in group chats and forums online.
5. Hear concerns of certification or decertification of the Club.
6. Hear appeals of the President's decisions.

 c. The Committee shall meet:

* 1. At least once a month.
	2. When called by the Club President or the Vice-President Internal.
	3. Upon written request by club members or other executives.

\*Meetings of the Committee shall require an announced notice.

**7. Certification and Recertification - CUSA Clubs Office**

Annual Responsibilities of the CUPC as a CUSA Club:

1. In order to maintain certification on an annual basis, Clubs Office must provide the following to the Clubs Oversight Commission in electronic form by the date set by the Clubs Oversight Commission:
2. An updated version of the Club or Society's constitution;
3. A formal budget, including all projected revenues and expenditures;
4. A list of a minimum of 10 (ten) members;
5. An executive list with contact information.
6. If at the time of certification or recertification the Vice President Internal and/or the Clubs Oversight Commission question the legitimacy of a Club or Society’s application, they have the authority to request further information from the Club or Society and withhold any funding allocated until the information is received and deemed acceptable.
7. Clubs Oversight Commission may, subject to appeal to the Clubs & Societies Committee, deny the certification of a club or society that:
8. Appears to replicate the primary or whole purpose and/or function of any other club or society.
9. Appears to exist for the sole purpose of collaborating on events with current clubs that extends beyond the usual collaboration between distinct clubs and societies.
10. Attempts to replace a currently certified club or society.
11. Attempts to create a second club for the same sport unless one club is solely recreational and the other is solely competitive.

**8. Decertification - CUSA Clubs Office**

Decertification of a Club or Society results in all grants and use of resources through CUSA being suspended.

1. Decertification may occur when:
	1. A Club or Society fails to fulfill the recertification requirements outlined in this Bylaw.
	2. Actions taken by the Club or Society are contrary to the Constitution, Bylaws, or Policies of the Carleton University Students' Association, or to the constitution of that Club or Society.
	3. A Club or Society knowingly misrepresents facts when submitting or requesting information, resources or funding.
	4. A Club or Society is in debt to CUSA and has not made arrangements for repayment. e. A Club or Society fails to attend a workshop outlined in section 7.0.
	5. A Club or Society fails to submit all receipts from each term in electronic form.
	6. A club or Society does not meet requirements during an Annual Review as per section 8.0.
	7. If a club feels a decision to be unfair or incorrect, they may appeal the decision to the Constitutional Board.
2. A Club or Society may also be deemed decertified upon a two-thirds (2/3rds) majority vote in favor of the decertification by CUSA Council.
3. Written notice of a motion to decertify is given to the Club or Society to be decertified no less than ten (10) days prior to the CUSA Council meeting.

**9. Membership Fees**

1. All Club members must be given receipts or appropriate confirmation of payment. The membership fees collected will be reported in the budget and financial statements which the Club submits to the Clubs and Societies Commissioners.
	* Payments should be made via e-transfer to the club’s email, carletonuphotography@gmail.com or paid in-person directly to the club’s President or Vice President Finance. This is to ensure that all payments can be tracked through the club’s bank account.
2. The CUPC must record in an excel worksheet the name, email and student number of each of their paid members. This list is provided to the Clubs and Societies Office in electronic form at year-end to verify budgeted membership enrolment revenue.
3. This club is required to open and maintain an active on-campus Scotia Bank account.

**10. Clubs and Societies Annual Review - CUSA Clubs Office**

1. Every Club and Society must submit a ledger and membership list to the Clubs Commissioners in electronic form by April 30th of each year.
2. Each Club and/or Society may be randomly selected by the Clubs Office Commissioner or by recommendation by the FACCS Board for a review of the Club or Society’s spending.
3. If chosen for a review the Club or Society must provide all necessary documentation to the Clubs Oversight Commission.
4. If the review reveals misappropriated funds, fraud, or a lack of internal accountability measures by the Club or Society then they will be unable to receive funding from FACCS for the following Fall Term.
5. Any executive member of a Club or Society that is found to be culpable for inappropriate financial activity may be excluded from holding executive positions with any Club or Society as well as holding a seat on FACCS in the future.

**11. Charitable Partnerships**

1. Clubs and societies working to raise money for charitable ends must provide the CRA registered charity number for the organization they wish to partner with.
2. Clubs and societies which are folding their organization may donate their remaining funds to a CRA registered charity of their choice on behalf of the Carleton University Students’ Association.

**12. 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) advises that the club proceed with membership removal, the following steps will take place:
	1. 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.
	2. 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.

**13. Dissolution of The Club**

1. Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA’s Visual Arts Carleton (VAC) club, or to a CUSA club/charity otherwise agreed upon during the process of dissolution.

**14. Amendments**

1. 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.