

Carleton University Photography Club

**Founded:
November, 2015**

Club Constitution

Contact the Carleton University Photography Club (CUPC)

- President, Leah Morling:
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- Vice President Finance, Sheikh Fahim Anwar:
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- Vice President Social Media Secretary, Dillon MacNeil
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- Instagram: [@carletonuphoto](https://www.instagram.com/carletonuphoto)
- Club Discord: discord.gg/4VaDfd3bcE
 - Facebook: [Carleton University Photography Club \(CUPC\)](https://www.facebook.com/CarletonUniversityPhotographyClub(CUPC))
 - Twitter: [@TheCUPC](https://twitter.com/TheCUPC)

Carleton University Students' Association (CUSA) Contacts ~ 613-520-2600

- CLUBS & SOCIETIES OFFICE CLUBS@CUSAONLINE.CA ext. 1753
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- CUSA OFFICE CUSA@CUSAONLINE.CA ext. 6688
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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.

- a. 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.
- b. This club is about 70% digital; This means most of the agreements or policies, photography submissions, calendar reminders, and publications will be done online and on social media.
- c. All club activities are open to all fee-paying Members of this CUSA Club.

2. Club Members

- a. Any current Carleton student can be a member (student number required).
- b. Registration is completed online through Google forms, once these terms are agreed to.
- c. 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.

3. Introduction Meeting

- a. 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.
- b. There must be an Introduction Meeting once (1) in the Fall Term and once (1) in the Winter Term.

4. Club Activities

- a. 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

- a. The Carleton University Photography Club must hold Executive Elections for the following year. During the month of March, all club marketing and social media must highlight the election and collect submissions of any runners for a committee position. This meeting may be followed by activities and/or a final social outing.
- b. 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.
- c. The Year End meeting and election will be managed by a neutral party, a non-returning executive of the highest authority.

- d. An anonymous Google Poll will be distributed through Facebook and/or email to all club members, allowing them to vote for their future Executive Committee. This poll will be formatted as a ranked ballot.
 - i. Runners with the highest number of votes once the voting period has elapsed will be selected to join the executive committee.
 - ii. 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.
- e. Once the committee is finalized, the executive position descriptions and classified club documents shall all be passed on to the new team members.
- f. 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.

- a. The Executive Committee of Carleton University Photography Club shall consist of:
 - i. The Club President.
 - ii. The Vice President Finance (Treasurer).
 - iii. The Vice President Social Media Secretary.
 - iv. 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:
 - i. Coordinate club activities successfully according to their annual responsibilities.
 - ii. Act as an open forum, to which club members may express their views.
 - iii. Communicate with fellow committee members regarding activities.
 - iv. Make and enforce regulations and orders with regard to CUPC as discussed in group chats and forums online.
 - v. Hear concerns of certification or decertification of the Club.
 - vi. Hear appeals of the President's decisions.

- c. The Committee shall meet:
 - i. At least once a month.
 - ii. When called by the Club President or the Vice-President Internal.
 - iii. 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:

- a. In order to maintain certification on an annual basis, Clubs Office must provide the following to the Clubs Office Commissioners in electronic form by the date set by the Clubs Office Commissioners:
 - a. An updated version of the Club or Society's constitution;
 - b. A formal budget, including all projected revenues and expenditures;
 - c. A list of a minimum of 10 (ten) members;
 - d. An executive list with contact information.
- b. If at the time of certification or recertification the Vice President Internal and/or the Clubs Office Commissioners 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.
- c. Clubs Office Commissioners may, subject to appeal to the Clubs & Societies Committee, deny the certification of a club or society that:
 - i. Appears to replicate the primary or whole purpose and/or function of any other club or society.
 - ii. 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.
 - iii. Attempts to replace a currently certified club or society.
 - iv. 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.

- a. Decertification may occur when:
 - i. A Club or Society fails to fulfill the recertification requirements outlined in this Bylaw.
 - ii. 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.
 - iii. A Club or Society knowingly misrepresents facts when submitting or requesting information, resources or funding.
 - iv. 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.
 - v. A Club or Society fails to submit all receipts from each term in electronic form.
 - vi. A club or Society does not meet requirements during an Annual Review as per section 8.0.
 - vii. If a club feels a decision to be unfair or incorrect, they may appeal the decision to the Constitutional Board.
- b. 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.
- c. 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

- a. 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.

- o Payments should be made via e-transfer to the club's email, carletonuphography@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.
- b. 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.
- c. This club is required to open and maintain an active on-campus Scotia Bank account.

10. Clubs and Societies Annual Review - CUSA Clubs Office

- a. Every Club and Society must submit a ledger and membership list to the Clubs Commissioners in electronic form by April 30th of each year.
- b. 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.
- c. If chosen for a review the Club or Society must provide all necessary documentation to the Clubs Office Commissioners.
- d. 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.
- e. 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

- a. 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.
- b. 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

- a. Grounds for impeachment include any violation of the constitution, Carleton's Rights and Responsibilities, and/or failure to fulfill executive duties.
 - i. 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, either in person or on Discord. At this meeting, the complaint will be reviewed.
 - ii. A vote for impeachment with the general membership will be conducted. A simple majority will be needed to impeach the member.

13. Dissolution of The Club

- a. 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

- a. 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.
- b. New amendments may be proposed throughout the year using the club Discord's #club-suggestions channel or by otherwise discussing with the executive team.