

Constitution of the Carleton University Strategy Club Tabletop Gaming

Amended August 2nd, 2024

Terms

- a. General Meeting – a pre-planned meeting open to all members with the purpose of holding a vote. This meeting is open to all members, including regular playing of games and purposes of holding votes when applicable.
- b. Executive Meeting – a pre-planned meeting open only to executive members with the purpose of discussing the club and holding votes.
- c. Games – board and tabletop games which are property of the Strategy Club.

Article I - Name

- a. The organization shall be known as the Carleton University Strategy Club Tabletop Gaming, and herein after shall be referred to as the Club or CUSC.

Article II - Purpose

- a. The purpose of the Club is to provide entertainment and community for Carleton University students through the use of tabletop games.

Article III - Structure

- a. In-person club participants shall be the legislative body of the club and shall be composed of all that hold a general meeting.
- b. The Executive Team shall be the administrative body of the club and shall be composed of members elected by the club participants.
- c. The Equity Officer shall be the judicial body of the club and shall consist of one person elected by the members.

Article IV - Membership

- a. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
- b. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
- c. Membership in the organization shall be valid from May to April each academic year.
- d. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V – Executive

- a. The Executive Team will be made up of the President, Vice-President, Treasurer, Social Media Coordinator and Secretary. Privileges of the executive are as follows:
 - 1. The right to hold a key to wherever the games are being stored.

2. The right to attend and vote at executive meetings.
 3. The right to call general and executive meetings.
 4. The right to propose amendments to the constitution or actions at a general meeting.
 5. The right to propose amendments to Club policies.
 6. The President and Treasurer have the right to sign club cheques.
- b. An executive-at-large, also can be referred to as a club ambassador, may be appointed by majority vote from the Executive Team to assist in executive duties and hosting club nights.
1. An executive-at-large does not receive a vote at executive meetings.
 2. An executive-at-large cannot hold a key for the game cabinets.
 3. An executive-at-large can propose events and suggest constitutional changes to the Executive Team.
- c. Duties of Executive Team positions are as follows:
1. President
 - i. Ensure that an executive is available on club days.
 - ii. Manage major administrative duties involving CUSA.
 - iii. Organize and manage the duties of the Executive Team.
 - iv. Contact other CUSA certified clubs and local businesses.
 - v. Schedule room bookings for club nights.
 2. Treasurer
 - i. Maintain a record of all club finances and transactions.
 - ii. Obtain funding through CUSA.
 - iii. Assist the Executive Team in managing the club budget.
 - iv. Assist in finance transfer upon transition of Executive Team leadership.
 - v. Submit year-end finances to CUSA.
 - vi. Schedule room bookings for club nights.
 3. Secretary
 - i. Responsible for answering administrative questions regarding events and club policies both on Discord and in-person.
 - ii. Take detailed notes of all Executive meetings.
 - iii. Catalog and record games borrowed, returned, and donated by club members
 4. Social Media Coordinator
 - i. Manage the club's social media pages, including making graphics, captions and managing comments and followers.
 5. Vice-President
 - i. Handle any duty of the President when they are unable or not present.
 - ii. Assist with the duties of the president, especially in administrative areas and recruitment.
 - iii. Contact other CUSA certified clubs and local businesses.
 - iv. Schedule room bookings for club nights.

6. All executives must:

- i. Follow the constitution.
- ii. Attend at least one (1) executive meeting per semester and two (2) club nights per month between the months of September and April, unless specifically organized with other execs beforehand due to special circumstances.
- iii. Be open and welcoming to new members.
- iv. Devise and execute a budget.
- v. Bring in new members through events and advertising.
- vi. Responsible for answering administrative questions regarding events and club policies both on Discord and in-person.
- vii. Handle any announcements both through social media and at the club.
- viii. Pay the CUSC membership fee to be officiated as an executive

e. If an Executive is lost before the standard election time, the following protocol must be followed. 1. If three (3) executives remain, another executive must take on their role and duties in addition to their own. To determine which, refer to the following chains of succession: i.

President -> Vice-President -> Secretary

ii. Treasurer -> Secretary -> Vice-President

iii. Vice-president -> Secretary -> President

iv. Secretary -> Vice President -> Treasurer

2. Under no circumstance may one person hold both the President and Treasurer roles. 3. Each executive receives one vote despite the number of roles they hold.

4. If two (2) executives remain, a general meeting for an election must be called at the next club night and held exactly one (1) week following it. Until this election, the above succession must be used.

5. If one (1) executive remains, refer to the above. In addition, all executive powers apart from the right to call general meetings are suspended and no executive meetings may be held.

f. Executives may be removed in the following ways:

1. Resignation
2. Impeachment
3. Executive Dissolution

Article VI – Equity Officer

a. Privileges of the Equity Officer are as follows:

1. The right to be notified of and attend all Executive Team meetings.
2. The right to present concerns to the Executive Team.
3. The right to call general meetings for the purpose of Executive Team dissolution. 4. The right to call for an Executive Team dissolution vote at a general meeting. 5. The right to be considered an Executive for the purpose of impeachment.

- b. Duties of the Equity Officer are as follows:
 - 1. Listen to all concerns presented by members(s) of the club.
 - 2. Arbitrate disputes between members of the club.
 - 3. Maintaining confidentiality where requested provided doing so would not put or keep someone in danger.
 - 4. Attend Executive Team meetings.
 - 5. Bring concerns and issues to the Executive Team.
 - 6. Identify if a violation to the constitution has occurred.
 - 7. Identify if harassment is taking place and determine a course of action.
 - 8. Dissolve an Executive that has become ineffective or abusive.
 - 9. Report a serious issue to CUSA.
- c. Courses of action should usually be speaking with the parties involved, taking the issue to the Executive Team, or reporting the incident to CUSA.

Article VII – Meetings

- a. General Meetings
 - 1. General meetings are open to Carleton University students.
 - 2. At least one (1) week's notice must be given, both during the previous club night and online, before a general meeting may take place.
 - i. An agenda for the general meeting must also be announced at this time.
 - 3. General meetings may only take place between the months of September and April.
 - 4. At least 50% of the current members of the club must attend a general meeting for any proposal to be made.
 - i. This does not include any members which became members after the announcement of the general meeting.
 - 5. At least 50% of the Executive must attend a general meeting for any proposal to be made.
 - 6. The number of general members of the club present must exceed the number of executives.
 - 7. Amendments to the constitution require a two-thirds majority vote.
 - 8. Unless otherwise specified, all other motions require a majority vote.
- b. Executive Meetings
 - 1. Executive meetings are open only to the Executive Team, executives-at-large, and the Equity Officer.
 - 2. At least one (1) week's notice must be given before an executive meeting is held. This may be waived only if all Executives and the Equity Officer agree to meet sooner.
 - 3. All executives as well as the Equity Officer must be notified of the time and location in which the Executive Team meeting shall take place.
 - 4. The constitution may not be changed via an Executive meeting.

5. At least one (1) Executive meeting must be held each semester.

Article VIII – Elections

a. Executive elections must be held between the first club night of March, and the first club night of April.

b. Equity Officer elections must be held before the end of October.

c. Two (2) weeks notice must be given before an election, both at a club night and

online. d. A member is eligible to run for an executive position if:

1. They have been a member for at least three (3) months AND

2. Their election cannot and will not result in the holding of more than one (1) of the above positions AND

3. They were not impeached as an Executive or Equity Officer within the last year. e.

Those wishing to run for a position must announce their candidacy to an Executive or Equity Officer position at least three (3) days before the election takes place.

f. Any person may run for only one (1) position in any given election.

g. The Club executives will appoint a Succession Officer to run elections for the Club.

1. A Succession Officer may be any one (1) of the following individuals:

i) A neutral party to all elections being held within the club.

ii) A member of the Clubs Oversight Committee.

iii) A member of the CUSA Clubs Office.

iv) A club member or an external student non-member.

2. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.

3. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.

i) Students-at-large will have the opportunity to join the club before the start of voting.

ii) Every voter has the right to cast their ballot in private.

iii) During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.

iv) Appeals, complaints, or conflict may be made to the Clubs Oversight

Committee by way of emailing the Student Groups Administrator.

h. The Club will run elections online through a hybrid in-person/online election.

b) Candidates will make their campaign speeches in an in-person club meeting (announced two weeks beforehand)

c) The voting will take place online through Simply Voting (simplyvoting.com) - two weeks after campaign speeches.

a. The election window will last one week.

d) Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.

e) A final “no-confidence” option will be offered at the bottom of the ballot.

- f) Upon counting of the vote, the candidate with the most votes will be considered elected to the position.
- g) Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”

Article IX - Impeachment and Executive Dissolution

- a. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
 - 1. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
 - 2. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:
- b. 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.
- c. 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.

Article X – Borrowing

- a. Members of the club are able to borrow games if approved by an Executive.
- b. The Executive approving must log the borrower’s name, student number, the game being borrowed, and the date.
- c. Borrowed games can only be returned during club nights.

- d. Borrowed games are due back by the next club night, unless a modified return time is organized with the executive council.
- e. A late game accrues \$14 per week in fees.
- f. Members with late fees due cannot borrow games.
- g. Paid members can rent up to three (3) games once per week.
- H. Games lost or damaged beyond repair by members are required to reimburse the full value of the game.

Article XI – Amendments

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

Article XII – Dissolution of the club

- a. Club dissolution may only be proposed by an Executive at an Executive Meeting between September 6th and March 1st.
- b. The Executive Team and Equity Officer must vote unanimously to dissolve the club. c. A second vote must be held at a general meeting with a minimum of 25 or 70% of active club members to decide if the executives should proceed with dissolving the club.
- d. Following this, a general meeting to dissolve the club must be announced two (2) months in advance.
- e. If the vote proceeds to dissolve the club, the meeting of allocation of assets and general resolution will be held in a club space or online.
- f. At least 25 or 70% of active members must attend.
- g. All members must vote unanimously to dissolve the club.
- h. All games currently held by the club will be distributed by way of competition. Those who wish to compete for a game shall choose the manner in which it is competed for (rock, paper, scissors, UNO, etc.)
- i. Disputes over new owners of games/assets must be decided through a fair judgment call (coin toss, rock paper scissors) between interested parties. If an agreement cannot be found about who takes an asset, the asset must be donated to the university or a charitable organization. j. All that is CUSA's shall be rendered unto CUSA.
- k. Official club dissolution procedure must take effect, as outlined by CUSA policies. I.e. CUSA must be notified and proper procedure must be followed.