

CONSTITUTION OF THE CARLETON NAVIGATORS

Article I

Name of the Organization

The Organization shall be known as “The Carleton Navigators”, and herein be referred to as “Carleton Navigators” and “Carleton Navs”. No other name shall be used in the advertisement or representation of the club.

Article II

Purpose of the Organization

The Carleton Navigators club aims to provide a place for students to make sense of Jesus and what it means to follow him. The Navs seek to thoughtfully wrestle with, and take seriously, Jesus’ teaching to love God, to love people and to help the marginalized and oppressed, here in Ottawa and around the world. We meet as a larger group and in small groups to explore these themes in the Bible and in other works and to volunteer with the disadvantaged. We are interested in how authentic faith fits into the reality of life. Our purpose is to know Christ, make Him known and help others do the same.

Affiliation

The Carleton Navigators will be affiliated with The Navigators of Canada, a non-profit, charitable Christian organization. This affiliation exists on 9 university campuses in Canada.

Article III

Structure

The officers of this club will consist of a President, a Vice-President and a Secretary-Treasurer. Their responsibilities are as follows:

1. President:
 - The president’s duties are to lead the executive team, act as a liaison to CUSA, help organize large group and small group activities, and act as one of two signing authorities.
2. Vice-President (this position may consist of more than one individual, but no more than four):
 - The Vice-President’s duties are to lead sub-committees organizing small and large group events, and to take over for the president in his/her absence.
3. Secretary-Treasurer:
 - The Secretary-Treasurer duties are to maintain proper financial standing and documentation, to record the minutes of each executive meeting, and to act as one of two signing authorities.
4. General Executive team:
 - The General Executive team members attend executive team meetings and help to plan events. This team generally consists of 6-10 members.

Article IV

Membership

1. Membership is open to any undergraduate student at Carleton University who has been frequently present at Carleton Navs events. Membership is awarded yearly from May until April the following year.
2. Graduate students may have membership in the Organization, however they do not have voting rights in elections and do not have the membership classification in Article III - Structure.
3. Membership in the organization is valid from May to April.
4. The Executive team is made up of full-time undergraduate students enrolled at Carleton University. Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

The officers of this club will consist of a President, a Vice-President and a Secretary-Treasurer. Their responsibilities are as follows:

1. President:
 - The president's duties are to lead the executive team, act as a liaison to CUSA, help organize large group and small group activities, and act as one of two signing authorities.
2. Vice-President (this position may consist of more than one individual, but no more than four):
 - The Vice-President's duties are to lead sub-committees organizing small and large group events, and to take over for the president in his/her absence.
3. Secretary-Treasurer:
 - The Secretary-Treasurer duties are to maintain proper financial standing and documentation, to record the minutes of each executive meeting, and to act as one of two signing authorities.

Article VI

Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. 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
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership

- 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

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII Leadership Succession

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Students-at-large will have the opportunity to join the club before the start of voting.
 - e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign

- iii. Day 10 - last day to buy voting memberships for the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting
 - vi. Day 16 - end of voting
 - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of President, Vice President, Treasurer
- a. 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.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”

Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article VIII

Impeachment

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

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.

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 IX

Amendments

1. 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.
2. A simple majority will be required to adopt the new amendment.

Article X

Dissolution

- Upon the unlikely event of the dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to The Navigators of Canada.