

Carleton Ukrainian Students' Club Constitution

Amended the 10th day of November 2022



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***Carleton
Ukrainian Students' Club
Constitution***

I. PRELIMINARY

There shall be one name to this organization;

1. The name of this organization will be the "Ukrainian Students' Club". Назва цієї організації - "Український Студентський Клуб". Cette organisation tombera sous le nom «Le Club d'Étudiants Ukrainienne»;

Abbreviations for the name of this organization are to be as follows;

2. ("USC") in English;
3. („УСК”) українською;
4. (« CEU ») en Français.

II. STATUS

The Ukrainian Students' Club is;

1. An organization established at Carleton University in Ottawa, Ontario, Canada;
2. A constituent member of the Ukrainian Canadian Students' Union ("SUSK");
3. An organization recognized by the Carleton University Students' Association.

III. FINANCIAL STATUS

The Ukrainian Students' Club is a non-profit organization;

1. Excess net income available at the end of the year shall be carried into the next year;
2. Neither issue of shares nor payment of dividends or premiums shall be made.

IV. MANDATE & OBJECTIVES

The mandates and objectives of the Ukrainian Students' Club are as follow;

1. To uphold and promote the Ukrainian language.
2. To organize, and represent the members of the Ukrainian Students' Club at Carleton University, along with other Associate Member Organizations as an organized body;
3. To promote Ukrainian and Ukrainian Canadian studies;
4. To promote awareness of Ukrainian and Ukrainian-Canadian cultural on and off campus;
5. To provide a structure for intra/inter group relations;
6. To participate in and encourage the development of the Ukrainian-Canadian community which abides by the rule of law and democratic and humanitarian principles;
7. To educate and inform members and non-members about issues relevant to the Ukrainian-Canadian community;
8. To coordinate and initiate activities for persons in order to promote Ukrainian culture;
9. To organize conferences, tours, ethnic events, study groups and exhibits which further the objectives of the Ukrainian Students' Club.

V. MEMBERSHIP

A member is a person who agrees to abide by the constitution of the Carleton Ukrainian Students' Club. The terms of membership are as follows;

1. Membership to the Carleton Ukrainian Students' Club is open to all;
2. All members of the Carleton Ukrainian Students' Club have voting privileges at all general meetings;
3. Membership will be granted upon receiving formal written request for membership, or signing during a membership drive;
4. Members may withdraw their membership at any time from the Carleton Ukrainian Students' Club;
5. Memberships expire on September 30th of the subsequent year;
6. All voting members must be registered Carleton students.

VI. EXECUTIVE APPOINTMENTS

All undergraduate Carleton Ukrainian Students' Club members may run for any Executive position when elections are held under the following terms;

1. Any undergraduate member may run for the election to the Carleton Ukrainian Students' Club Executive, if that member is a full member in good standing of and dedicated to the Carleton Ukrainian Students' Club;
 - a. Has not received a degree or diploma from a post-secondary institution, unless that person is enrolled in a further degree or diploma program.
2. No member may hold more than one executive position at the same time;
3. The candidates for the executive positions of President and Vice-President Finance must;
 - a. Have one full year of previous experience as a member of the Ukrainian Students' Club (if possible);
 - b. Have registered in a degree or diploma program at Carleton University for the subsequent academic year;
 - c. Be fully aware of issues relevant to the Ukrainian-Canadian community in Ontario and beyond.

VII. EXECUTIVE AND COMMITTEE

The Carleton Ukrainian Students' Club **Executive** is composed of;

1. A President, a Vice-President (OR two Co-Presidents), a Vice-President Finance, and any other positions deemed necessary or useful in a given year (Vice-President Internal, Vice-President External);
2. Should there be any vacant positions on the Executive, with the exception of that of the President, an appointment may be made by the President or Vice-President;
 - a. If a vacancy of the executive position of President occurs, then the position shall be filled by the existing Vice-President;
3. If an executive member has not fulfilled their duties, or has not been active in the Carleton Ukrainian Students' Club for a period of time exceeding two (2) months without a valid reason, or prior formal notification to the Executive;
 - a. The executive position may be terminated by putting the matter to a vote.

The Ukrainian Students' Club **Committee** can be composed of;

1. Junior roles
 - a. A Junior Finance, a Junior External, a Junior Internal, and any other junior positions deemed necessary or useful in a given year;
 - b. Mentorship from the respective VP positions
2. Support roles
 - a. Any support positions deemed necessary or useful in a given year;
 - b. Partnership with the respective VP positions
3. The goal of the committee is to give interested members a larger role in the club, and to more easily transfer roles the following year.
4. Anyone can apply to join the committee.

VIII. COMPETENCE OF THE EXECUTIVE

The **President's** responsibilities are designated as follows;

1. Oversees all activities of the Ukrainian Students' Club;
2. Is responsible for the management of the Ukrainian Students' Club, and shall
 - a. Coordinate all executive members;
 - b. Delegate tasks to executive members; may delegate any one of the executive positions' responsibilities or tasks to any other executive member
 - c. Oversee executive members in fulfilling their roles and meet with any executive member who is not;
3. Calls and Chairs all executive and general meetings;
4. Represents the Carleton Ukrainian Students' Club to the public as an official spokesperson;
5. Serves as an official representative to any formal organization;
 - a. This includes serving as an official representative to SUSK;
6. Gives a clear direction as to the activities and direction of the Carleton Ukrainian Students' Club;
7. Is responsible for briefing all executive members with respect to their duties, and;

8. Must and shall have financial signing privileges.

Whereas the Vice-President Public Relations & Communications' responsibilities are designated as follows;

1. Is responsible for assisting the President in fulfilling duties of the President when the President is unable to do so, and;
2. Is responsible for the coordination, organization, and maintenance of communication with all Ukrainian Students' Club members;
3. Is responsible for the Ukrainian Students' Club Executive, and general meeting minutes; and
 - a. Upon request, must provide the minutes and the constitution to club member(s);
 - b. Must appoint a person from the Executive or membership to take minutes in their absence;
4. Is responsible for all Ukrainian Students' Club social media platforms;
 - a. Must be active and post regularly
 - b. Must promote the club, events, and Ukrainian culture
 - c. Must respond to all messages and questions received
5. Is responsible for making promotional materials for events and activities
6. Is responsible for booking the meeting rooms, tables, venues or any other materials necessary for all meetings and events;
7. Is responsible for initiating, encouraging and coordinating social activities on and off the Carleton University campus.

The **Vice-President Finance'**s responsibilities are designated as follows;

1. Is responsible for all Carleton Ukrainian Students' Club funds; and;
 - a. Keep an accurate financial record using generally accepted accounting principles;
 - b. Must keep the executive updated with the club's financial dealings
2. Is responsible for proposing a budget for various events and sponsors;
3. Is responsible for setting a budget with, and for all executive members;
4. Is responsible for all Carleton Ukrainian Students' Club subsidy plans, grant applications, scholarships, bursaries;
5. Is responsible to keep all funds at a legal, financial institution;
 - a. Must be available to go to the financial institution monthly
6. Is the contact for fundraising affairs;
7. Must coordinate cheque distribution;
8. Is responsible for collecting membership fees (if applicable), and;
9. Must and shall have financial signing privileges.

The **Immediate Past-President'**s responsibilities are designated as follows;

1. Is the outgoing President of the Carleton Ukrainian Students' Club of the immediately preceding term of office;
2. Is responsible to provide advice to the Carleton Ukrainian Students' Club Executive on all USS matters, and;
 - a. Acts as a liaison and provides an organizational continuity with the previous year's Executive;
3. Has no voting privileges at Executive meetings;

The responsibilities of those members who have a **Junior** role are designated as follows;

1. Is an active committee member;
2. Is responsible for assisting and learning from the Executive team;
 - a. Is not responsible for any liability.

The responsibilities of those members who have a **Support** role are designated as follows;

1. Is an active committee member;
2. Is responsible for a portion of the VPs' roles
3. Is responsible for assisting when needed

IX. ELECTIONS

The Carleton Ukrainian Students' Club Executive shall fulfill the mandates and objectives outlined in **Article IV** of the Carleton Ukrainian Students' Club Constitution to the best of its ability;

1. Annual elections will be held during the month of April;
 - a. Unless the President of the Carleton Ukrainian Students' Club at the time defers the time of the elections with two (2) week's prior written notice, due to extraordinary circumstances, which must be approved by the Executive in advance of the month of April;
2. All elected positions are active from inception to the following April appointments;
3. The Vice-President Finance and any other executive member having signing privileges, must notify the financial institution with whom they do business in the Carleton University Students' Union Association, formally in writing, of their absolution and loss of privileges, within one week of the election of the new executive, or upon resignation from their position;
 - a. They must transfer signing privileges to the newly elected Executive;
4. The newly elected Carleton Ukrainian Students' Club Executives shall assume their responsibilities immediately at the conclusion of the annual elections;
5. The elected Executive will hold their positions until the conclusion of the election the subsequent year, or until they resign, or are removed from office, and;
6. Immediately following elections, the President or Co-President(s) shall remain as an ex-official member(s) and active advisor(s).

Elections Procedure

1. The Carleton Ukrainian Students' Club executive team will appoint a Succession Officer to run elections for the Carleton Ukrainian Students' Club.
 - a. A Succession Officer may be a club member or an external student non-member, under the condition that they are not running for any executive position in the current elections.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis. 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. Carleton Ukrainian Students' Club will work with the Succession Officer to set the date of final voting membership, 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. Appeals, complaints, or conflict may be made to the Succession Officer.
 - g. Timeline
 - i. Day 1 - Announcement of campaign, opening of application forms, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 14 - end of campaign
 - iv. Day 15 - start of voting
 - v. Day 16 - end of voting
 - vi. Day 17 - Results announced
2. Carleton Ukrainian Students' Club will run a first past the post-style election to elect all executive positions.
- a. The voting is administered through Google Forms or another online platform.
 - b. Candidates on the online ballot shall be organized alphabetically by last name, with a box to be filled for a single option/candidate.
 - c. A final "no-confidence" option will be offered at the bottom of the ballot
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position

X. PROVISIONS FOR QUORUM

Quorum for executive meetings shall be at least 80% of the Executive present to make a decision, and;

Quorum for general meetings shall be at least 51% of all members to make any decision;

1. When less than 51% of members are present, the meeting shall commence one half hour after the previously established starting time, with those present constituting a quorum.

XI. REMUNERATION

Only when authorized by the Vice-President Finance and only after a motion has been passed by the Executive shall any member of the Carleton Ukrainian Students' Club receive remuneration for their services or expenses.

XII. DISSOLUTION

In the event of the dissolution of the Carleton Ukrainian Students' Club;

1. Its assets shall be distributed to another fellow Student Association affiliated with the Ukrainian Canadian Students' Union (SUSK);
2. All assets and funds received from Carleton University Student Association (CUSA) will be returned to Carleton University Student Association (CUSA).

XIII. IMPEACHMENT

Grounds for impeachment shall consist of any action of any member that contravenes this constitution, the Code of Conduct of Carleton University, or any municipal, provincial, or federal laws.

Any member of the Executive may be impeached from office when;

1. Ten members in good standing of the Carleton Ukrainian Students' Club call for a special meeting when there is a written request submitted to the Executive;
2. Two-thirds (2/3) majority vote of all members of the Carleton Ukrainian Students' Club is required for an Executive member to be impeached from office;
3. Prior to a vote of impeachment from the Ukrainian Students' Club, the concerned executive member may speak on their behalf.

Any member may be expelled from the Ukrainian Students' Club for the current session for any action of any member that contravenes this constitution, the Code of Conduct of Carleton University, or any municipal, provincial, or federal laws;

1. Ten members of the Carleton Ukrainian Students' Club may call for a special meeting when there is a written formal request submitted to the Executive;
2. Two-thirds (2/3) majority vote of all members of the Carleton Ukrainian Students' Club is required;
3. Prior to a vote of expulsion from the Ukrainians Students' Club, the concerned member may speak on their behalf.

XIV. MEETINGS

Executive meetings will;

1. Be called with five (5) days' notice to the date of the meeting via e-mail;
2. Have an agenda made available to all executive members at the beginning of each executive meeting;
3. Be chaired by the President, or the Vice-President, or designate when the President is not available, and;
4. Have a minimum of one (1) executive meeting per academic month.

General meetings will;

5. Be called with five (5) days' notice to the date of the meeting via e-mail;
6. Have an agenda made available to all members at the beginning of each general meeting;
7. Be chaired by the President, or the Vice-President, or designate when the President is not available, and;
8. Have a minimum of two (2) general meetings per academic year.

XV. CONSTITUTIONAL AMENDMENTS

Amendment to the Constitution must be made as follows;

1. A written copy of all proposed amendment(s) shall be submitted to all members no later than one week prior to the convening of a Carleton Ukrainian Students' Club general meeting;
2. Constitutional amendments may be proposed at any time but must be;
 - a. Vote on only in the months of September, October, and November so that the academic year is not disrupted;
3. All members of the Carleton Ukrainian Students' Club have the right to review proposed amendments, and;
4. The Executive will review any proposed amendments and will vote to recommend or not recommend the amendment to the membership;
 - a. A two-thirds (2/3) majority vote of the Carleton Ukrainian Students' Club members present at the General meeting is required to pass an amendment to the constitution.

Constitution and amendments prepared by Erin Okrainec and Aidan Osadchuk on the 10th day of November 2022, in Ottawa, Ontario, Canada.

Changes to the sections V. Membership, XII. Dissolution, and IX. Elections (formally Terms) were prepared by Erin Okrainec and Anastasiia Kot. Amendments accepted at the executive team meeting on the 13th day of August 2023, in Ottawa, Ontario, Canada.