

Carleton University Glee Club Constitution

This constitution reflects the updated guidelines and regulations of the Carleton University Glee Club as of 2023.

Article I: Name of the Organization

The Organization shall be known as the Carleton University Glee Club, hereinafter referred to as the Glee Club.

Article II: Purpose of the Organization

Founded in 2010, the Glee Club is a vibrant community where individuals come together to celebrate their love for singing. We aim to provide an accepting, friendly, and energetic environment aligned with the CUSA. We aim to create a fun and positive musical experience, performing for the Carleton and Ottawa communities.

Article III: Structure

The General Membership consists of fee-paying members actively participating in practices and performances. The Executive serves as the administrative body, selected through an application process the preceding year.

Article IV: Membership

1. The Glee Clubs' General Membership is open to all undergraduate students at Carleton University and membership is not exclusive towards any group of students at Carleton University.
2. Graduates, alums and postsecondary non-Carleton students can participate in club activities and performances; however, they do not hold official membership status and are not eligible to vote in leadership succession procedures.
3. Each year, membership within the organization begins in May and ends in April of the following academic year.
4. The Glee Club values the participation and contributions of alums and non-Carleton students, but official membership is exclusive to current Carleton University students.

Article V: Executives

President/Co-President(s):

- Represent the club at university events and meetings.
- Organize and schedule rehearsals, meetings, and events.
- Delegate tasks to other members and oversee their completion.

- Ensure the smooth operation of the club and resolve any issues that may arise.
- In the event of a tie in any board decision, the President(s) shall have the deciding vote.

VP Music:

- Arrange songs for performances, considering vocal ranges and group dynamics.
- Provide support to song arrangers, offering guidance and feedback.
- Lead vocal warm-ups during rehearsals to prepare members for singing.
- Manage setlists for performances, ensuring a balanced and engaging repertoire.

VP Marketing:

- Develop marketing strategies to promote the club and its events.
- Manage branding efforts, ensuring a consistent and appealing image for the club.
- Create and manage advertising campaigns, both online and offline.
- Handle social media platforms, posting updates and engaging with followers.

VP Finance:

- Manage the club's finances, including budgeting, tracking expenses, and managing revenue.
- Collect membership fees and manage reimbursement processes for club-related expenses.
- Maintain accurate financial records and provide regular updates to the club's executive team.
- Ensure that the club operates within its budget and financial policies.

VP Choreo:

- Create choreography for performances, ensuring it complements the music and enhances the overall performance.
- Teach choreography to club members, ensuring everyone is comfortable with the movements.
- Ensure choreography is accessible to all members, considering different skill levels and abilities.
- Collaborate with song arrangers to synchronize choreography with music.

VP External Communications:

- Manage external communication channels, including press releases, media inquiries, and partnerships.

- Establish and maintain relationships with external organizations, such as venues, sponsors, and other clubs.
- Coordinate collaborations and joint events with external partners.
- Represent the club in external meetings and events.

VP Internal Communications:

- Facilitate communication within the club, ensuring members are informed about upcoming events, rehearsals, and other activities.
- Coordinate with other executives to ensure information is communicated effectively.
- Manage internal communication channels, such as email lists and group chats.
- Address any concerns or issues raised by members regarding communication within the club.

VP Events:

- Plan and organize events for the club, including performances, social events, and collaborations with other organizations.
- Coordinate event logistics, including venue booking, equipment rental, and budget management.
- Work closely with other executive members to ensure events align with the club's goals and values.
- Collaborate with the VP of Marketing to promote events and increase attendance.
- Collaborate with the VP of Finance to manage event budgets and expenses, ensuring financial sustainability.

Article VI: Meetings

Meetings of the General Membership

1. Meetings for General Membership are called at the request of the President at the request of any five members of Glee with an executive member present.
2. Meetings occur twice weekly and notifies members of any changes or cancellations through Facebook and email. While meetings are typically exclusive to members, interested individuals can learn more about the club.

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall be held every 2 months. Votes by the Glee Club Executive Committee on club business shall be declared by a simple majority.

Article VII: Leadership Succession

The Carleton University Glee Club 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.
 - a. 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.
 - b. 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.
 - c. Students-at-large will have the opportunity to join the club before the start of voting.
 - d. Only paid members, in the case of clubs with membership fees, may vote
 - e. Paid members must be given notice of two (2) weeks for elections.
 - f. Every voter has the right to cast their ballot in private.
 - g. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - h. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - i. 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

Article VIII

Impeachment

The Glee Club will remove Executive Members from their positions if they fail to fulfil their responsibilities or engage in unacceptable behaviour.

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) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- a. 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.
 - b. 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.
 - c. 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.
4. Membership Impeachment:
- a. 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.
 - b. 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.
 - c. 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

Any member, general or executive 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— the decision must be unanimous.

Dissolution of the Organization

If the Glee Club dissolves, it will return assets acquired through Carleton University Students' Association (CUSA) to CUSA and donate all other assets to the Canadian Cancer Society.