

## **Chapter 7: Clubs Constitution**

### **ARTICLE I - NAME**

The official name of this organization shall be the Carleton Volleyball Club of Carleton University, hereafter referred to as the Organization.

### **ARTICLE II - PURPOSE**

#### **2.1 Mission:**

The Organization shall act with the following mission: To practice and compete in volleyball at the highest level.

#### **2.2 Goals:**

The Organization shall work towards reaching these specific goals:

- Offering an affordable and competitive program
- Promoting ethical, respectful and exemplary sports behaviours
- Developing competitive opportunities
- Increasing and encouraging a large number of student-athletes in the sport in the organization

### **ARTICLE III - MEMBERSHIP**

Any undergraduate or graduate registered student at Carleton University, full time or part time can be a member of a Organization. The Organization Program shall not discriminate against anyone on the basis of race, religion, sexual orientation, women, Aboriginal peoples; persons with disabilities, and members of visible minorities.

Membership is valid from May - April each academic year.

### **ARTICLE IV - MEETINGS**

#### **4.1 Annual General Meeting:**

The AGM is to be held in September every year, an approximate date is communicated no later than 30 days before to all pre-registered members. The date, time and location shall be confirmed within a week of the meeting.

#### **4.2 Ordinary meetings:**

The president/coach shall set the date, time and location for ordinary meetings. Ordinary meetings are set once every month during academic school year. Meetings will take place at Carleton University in a room provided by the institution school. Meetings should not last more than 2 hours.

#### **4.3 Extraordinary meetings:**

During the year, meetings are organized as needed and upon request of at least 2 members, with the same conditions as for the in-school year monthly meetings in article 4.2. Each demand for a special meeting must be accompanied by a written request outlining the purpose of the meeting. The president/coach of the

Organization and/or the Competitive Club Coordinator of Recreation and Athletics may call special meetings.

#### **ARTICLE V – EXECUTIVE COMMITTEE**

A. The executive committee of the Organization shall consist of no less than 3 club members:

1. President/coach
2. Treasurer
3. Appointed Executive Committee member

B. The executive committee could also consist of any other executive positions.

C. The Clubs Commissioner of Recreation and Athletics will serve as the advisor and as ex-officio member in a non-voting capacity.

Each executive member position is to be voted upon annually by the membership.

#### **5.1 Duties of executive committee**

The duties of the executive committee shall be:

- To create the objectives, goals and vision for the competitive club
- To ensure that the organization operates in a manner that benefits the club and works towards the accomplishment of the organizations goals
- To ensure respect of the constitution and code of conduct,
- To bring forward and take the necessary action if there is an Intentional disregard of any direction, instruction of the institution, or of the sport specific regulations, a breach of the code of conduct and/or a club member acts in a manner, which adversely affects the reputation of the University.
- Support and promote the activities of the organization in order to grow membership  
Prepare the annual club plans and budget for approval by the JCCSC

##### **5.1.1. The President shall:**

- Review financial statements with the Finance Executive/Treasurer
- Review goals and oversee performance/work of other executives
- Execute the club plan to follow the set organizationdirection
- Plan for expansion and/or reduction of the team and development of policies and procedures
- Promote the team and be the primary representative of the organization
- Lead the planning and organization all regular meetings, and Annual General Meetings and chair those meetings. May issue a call for any special meetings that he or she deems necessary or required under the Constitution
- Replace the executive member who has missed one or more meeting without a valid reason
- Responsible for the production of regular committee reports
- Initiate and promote fundraising activities,
- Ensure the respect and adherence to code of conduct by all club members
- Ensure proper election procedures for the Executive positions according to the club's constitution

- Work within the approved budget and ensure all expenses receive approval of the Executive committee
- Act as liaison between the club and Carleton University administration

5.1.2. The Treasurer shall:

- Be the signature on behalf of the competitive club
- Track revenue and expenses and reconcile the budget on a quarterly and yearly basis
- Collect revenues from members, deposit them in the club's bank account and issue financial statements
- Provide yearly financial results and bank statements to Department of Recreation and Athletics.
- Communicate financial information and statements upon request of a clubs' commissioner.
- Uphold and promote the goodwill of the Organization in the community.
- Ensure all cheques and expenses are signed by the Assistant Director of Department or designate of Recreation and Athletics.
- Ensure that all expenses are approved by the club

## **ARTICLE VI - FUNDS**

### **6.1 Management**

The Recreation and Athletics Department will manage all activities that are related to Organization Program. The Director, Operations and Business Development of Recreation and Athletics will be one of the signatories on all transactions. Bank accounts must be operated in the on-campus Scotiabank Branch. No off-campus checking accounts will be permitted.

### **6.2 Grants**

The Joint Committee of Competitive Sports Clubs (JCCSC) funds grants towards competitive clubs. Additional money to support the goals of the club may be raised through fundraising that must be approved by the Clubs Commissioner of Recreation and Athletics.

### **6.3 Fundraising**

All fundraising and sponsorship needs to be approved by the Clubs Commissioner of Organization. All monies brought in through fundraising, sponsorship, dues, etc. must be deposited into the club's on-campus account within 48 hours after collected.

## **ARTICLE VII - AMENDMENTS**

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.

## **ARTICLE VIII - IMPEACHMENT**

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 - DISSOLUTION**

- Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Carleton Badminton Club

