

Carleton Ukrainian Students' Club Constitution

Amended the 30th day of July 2024

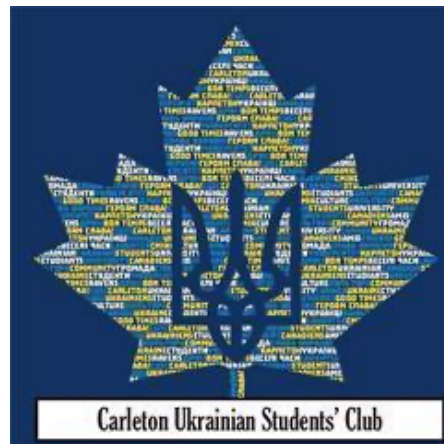


Table of Contents

1	Preliminary	3
2	Status	3
2.1	Financial Status	3
3	Mandate and Objectives	3
4	Membership	4
4.1	Safe Space and Harassment Policy	Error! Bookmark not defined.
5	Executive & Committee	4
5.1	Competence of the Executive	5
5.2	Executive Compliance Review	Error! Bookmark not defined.
5.3	Leadership Succession	6
6	Elections	7
7	Meetings	8
7.1	Provisions for Quorum	Error! Bookmark not defined.
8	Remuneration	9
9	Dissolution	9
10	Impeachment	9
11	Constitutional Amendments	10

1 Preliminary

There shall be one name to this organization;

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

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

2. (“CUSC”) in English;
3. („УСКК”) українською;
4. (« CEUC ») en Français.
5. Short form of the name “Carleton Ukrainians”. Скорочена назва організації - “Українці Карлетону”.

2 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.

2.1 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.

3 Mandate and Objectives

The mandates and objectives of the Ukrainian Students’ Club are as follow:

1. Explicitly support Ukraine and its people, respect Ukrainian heritage and culture;
2. Represent Ukraine and its interests on an international scale, Canadian-Ukrainian diaspora and Canadian society;
3. To uphold and promote the Ukrainian language;
4. To organize, and represent the members of the Ukrainian Students’ Club at Carleton University, along with other Associate Member Organizations as an organized body;
5. To promote Ukrainian and Ukrainian Canadian studies;
6. To promote awareness of Ukrainian and Ukrainian-Canadian cultural on and off campus;
7. To provide a structure for intra/inter group relations;

8. To participate in and encourage the development of the Ukrainian-Canadian community which abides by the rule of law and democratic and humanitarian principles;
9. To educate and inform members and non-members about issues relevant to the Ukrainian-Canadian community;
10. To coordinate and initiate activities for persons in order to promote Ukrainian culture;
11. To organize conferences, tours, ethnic events, study groups and exhibits which further the objectives of the Carleton Ukrainian Students' Club.

4 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.

5 Executive & 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.

5.1 Competence of the Executive

The **President's/Co-Presidents** 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

5.2 Leadership Succession

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.

6 Elections

The Carleton Ukrainian Students' 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.
 - 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/Co-Presidents, VP Finance, Culture Language and Politics Director(s), Media Director(s), Volunteer(s).
 - a. The voting will be administered through SimplyVoting.
 - b. Candidates on the online ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - c. A final “no-confidence” option will be offered at the bottom of the ballot.
 - d. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - e. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

7 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
 - a. 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
 1. Be held at regular intervals and are for the purpose of running the club.
 2. Votes by the Executive Committee on club business shall be declared by a simple majority.

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;
8. Have a minimum of two (2) general meetings per academic year.

8 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.

9 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).

10 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.

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) advises that the club proceed with membership removal, the following steps will take place:
4. 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.

5. 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.

11 Constitutional Amendments

Amendment to the Constitution must be made as follows:

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

Constitution and amendments prepared 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. Amendments accepted at the executive team meeting on the 13th day of August 2023, in Ottawa, Ontario, Canada.

Changes to sections 1. Preliminary, 3. Mandate and Objectives, 4.1 Safe Space and Harassment Policy, and 5.2 Executive Compliance Review were prepared. Amendments accepted at the executive team meeting on the 4th day of December 2023, in Ottawa, Ontario, Canada.

Changes to section 4.1 safe space and harassment policy, 5.2 Executive compliance, 5.3 leadership succession, 6 elections, 7 meetings, 7.1 provisions for quorum, and 10 impeachment were prepared. Amendments were accepted at the executive team meeting on