

Constitution of The Food Science Student Society

Last revised: August 2024 by President of FSSS 2024/2025

Article I: Name of the Organization

1. The club will be known as The Food Science Student Society, with the acronym FSSS.

Article II: Purpose of the Organization

1. The FSSS is a Carleton University society that supports all Food Science students. The objectives of the Society shall be to promote and foster a collective community for the purposes of personal, social, and intellectual growth within the Food Science students at Carleton University.
2. The FSSS in its affairs shall strive to ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, race, political views, national or ethnic origin, color, religion, sex, sexual orientation, gender identity, age, residency, language, or mental or physical disability.

Article III: Structure

1. General Membership entails Year Representatives (1st to 4th year) and Executive Team Members.

2. The Executive Members composed of President, Vice President Internal, Vice President Programming, Vice President Communications and Media and finally Vice President Finance.

Article IV: Membership

1. The Organization's General Membership is available to all Carleton University undergraduate students. Membership in the club cannot be restricted to any specific group of Carleton University students.
2. Graduate students at Carleton University and other community members may be granted membership in the organization; however, they must be classified as members of Article III - Structure and be denied the ability to vote in elections.
3. Every academic year, from May to April, members of the organization are eligible to remain members.
4. The Executive may only be occupied by Carleton University undergraduate students. Graduate students are limited to advising roles with no voting rights.

Article V: Executive

1. *The President shall:*
 1. Be the Chief Executive Officer of the Society;
 2. Have the general and active management of the affairs of the Society;

3. See that all order and resolutions of the Council and the Executive are carried into effect;
4. Be chief spokesperson for the society;
5. Act as Chair of all meetings, unless resolved otherwise;
6. Be responsible for running the society operation smoothly;
7. Read and understand the society policy, and reviewing the society's constitution annually;
8. Be responsible for establishing the merchandise team;
9. Be responsible for establishing the vision of the club;

2. *The Vice President Internal shall;*

1. Be the main source of communication between the society and others;
2. Compose most society emails directed towards Food Science students, faculty and others.

3. *The Vice President Programming shall;*

1. Be in charge of sponsorship;
2. Be responsible for developing the programming of the society for the year.

4. *The Vice President Communications and Media shall;*

1. Be responsible for the promotion of events on social media;

2. Be responsible for continuous social media engagement and communications pertaining to the Society;
3. Be responsible for any marketing campaigns (e.g. Facebook ads, poster designs, etc.) the Society elects to host

5. *The Vice President Finance shall:*

1. Handle the financial matters of the Society;
2. Design an annual budget;

6. *The Merchandise Team Shall:*

1. Coordinate the design, production and sale of the merchandise;
2. Conduct all surveys related to the merchandise

7. *The Year Representatives shall:*

1. Be the main source of communication between the Society and their year cohort;
2. Effectively communicate the Society's events to their year;

8. *The Executive Team Members shall:*

- Help other executives to achieve the goals of the society.

Article VI: Meetings

AGMs, also referred to as Meetings of the General Membership, are required to conduct significant club business, such as elections and constitutional modifications. The Executive Committee must meet to carry out daily operations and to achieve the club's goals and objectives.

General Membership Meetings

1. Meetings of the General Membership may be summoned in the following ways:
 - a. Upon the President's request, for a meeting to take place no later than one week following the notice's publication date;
 - b. Either at the request of any five Organization members; or
 - c. At the request of the Executive, for a meeting to be conducted no later than one week after the notice is published.
2. For elections, the General Membership shall assemble at least once a year in the Spring.
3. The General Membership Quorum
 - For exercising its functions, a meeting of general membership must be attended by most members or by at least five members, whichever is lower.

Executive Committee meetings

1. Executive Committee meetings shall
 - a. Be scheduled on a regular basis with the aim of managing the club.

- b. The Executive Committee will declare votes on club business with a simple majority.

Article VII: Leadership Succession

- More than a week's notice would be given to all club members of a meeting to try and reach an agreement on the club's future leadership, as well as the location of the meeting and virtual options available to individuals that were unable to attend in person.
- FSSS may designate or choose a person to oversee the taking of meeting minutes and to create a report outlining this procedure.
- The FSSS's membership may try to reach an agreement during multiple meetings.
- In case that the report and meeting minutes are successful, the members will also assign a member to notify and email the Student Groups Administrator.
- In the event of failure, the departing club president is required to notify the Student Groups Administrator. Following this, the group will request permission to hold an application and interview process, or it will seek to hold an election.

Article VIII: Impeachment

The official procedure for removing a club member or executive is called impeachment. The grounds and process for impeachment must be specified in an impeachment procedure.

Impeachment

1. Our Club will first confer with the CUSA Clubs Membership Removal Committee (MRC) before removing a member.

2. The club's next course of action will be recommended by the CUSA Clubs Membership Removal Committee (MRC).
3. The following actions will be taken if the CUSA Clubs Membership Removal Committee (MRC) recommends that the club remove members:

Impeachment for Removing an Executive Role:

1. Any infraction of the CUSA constitution, its governing documents, a club member's failure to perform executive duties, or an act or acts that adversely affect the club's and its members' interests are grounds for impeachment.
2. Any member may submit an impeachment request to any executive. Following receipt of this request, the executive will call a meeting of the general membership within 10 days. This meeting is to review the complaint. There will be a speaking period for both the member who filed the complaint and the accused executive.
3. There will be an impeachment vote with the whole membership. The accused executive will not be able to cast a ballot. The executive may only be removed with a simple majority. An executive who is impeached loses both their position and their club membership.

Membership Impeachment

1. Any breach of the club's constitution, the CUSA bylaws, or any conduct (or acts) that inflict injury on the clubs' and its members' interests are grounds for a club member's impeachment.

2. Any member may submit an impeachment request to any executive. Following receipt of this request, the executive will call a meeting within ten days. This meeting is to review the complaint. Both the person filing the complaint and the accused will be given an opportunity to address the public.
3. There will be an impeachment vote in the executive branch. To impeach the member, a simple majority of executives will be required. A member who is impeached loses their status as a club member.

Article IX: Amendments

The official procedure for updating the constitution is described in this section.

1. A proposed constitutional amendment may come from any member. At the annual general meeting, this amendment will be discussed and presented to a vote by all members to be adopted.
2. The new amendment must be approved by a simple majority.

Article X: Dissolution of the Organization

1. Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Ottawa Food Bank.