



Article I Name of the Organization

The Organization shall be known as the GirlGainsCU and herein be referred to as “Girl Gains Carleton University.”

Article II Purpose of the Organization

Our mission is to promote weight lifting while empowering individuals who identify as women or non-binary to feel strong and beautiful in a judgment-free community. Whether you're a dedicated gym-goer or a curious beginner, Girl Gains is here to support you in every stage of your fitness journey. We host workout events, workshops, and informational meetings led by CPT's and nutritionists.

Article III Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV Membership

Section 1 There shall be 2 levels of membership within the organization. This includes the executive team and participating members.

Section 2 Membership in the organization shall be open to those regularly-enrolled at Carleton University. Community members are allowed to participate but only current undergraduate students at Carleton are allowed to be Executive Leaders and vote. Note: Students, including regularly-enrolled undergraduate/graduate, Extended Studies, and Open University students, are eligible to participate in any Recognized Student Organizations and corresponding activities during their time of enrollment at Carleton University. There are to be no bylaws restricting the general organization participation of any individual.

Section 3 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4 Membership in the organization shall be valid from May to April.

Section 5 Members will not pay dues.

Section 6 In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Club's Oversight Committee per the Clubs Sanctioning Procedure.

Article V Officers

Section 1 The officers of the organization shall be the President, Vice-President, Treasurer, Secretary, Director of Membership, Director of Marketing, Events Coordinator and Public Relations Chair.

Section 2 Powers and Responsibilities of Officers:

a. President

Mission: To delegate tasks to executive board members and ensure each executive board member is fulfilling their designated roles. Lead executive board, while supporting each individual and being responsive to each position's wants and needs. Establish and carry out the Girl Gains' mission, core values, and vision across the university chapter.

➤ Responsibilities:

1. Demonstrate strong leadership skills and act in the best interest of members and your executive board.
2. Establish and carry out organizational policies and goals.
 - a. Ensure Girl Gains' mission statement, core values, and vision are established throughout the executive board and members.
3. Apply for CUSA club recertification during the summer prior to each academic year.
4. Attend the Clubs and Societies Conference in the fall and winter terms
5. Attend all Clubs and Societies workshops and complete all the required training provided by CUSA.
6. Review applications and lead the voting process for executive board applicants.
7. Assign and oversee tasks of executive board members.
8. Conduct executive board meetings.
 - a. Notify the Vice President if you cannot make a meeting so they can take lead.

9. Analyze the performance of executive board members.
 - a. This can be done in numerous ways (i.e: Exec board Google sheet, Exec check-ins multiple times a semester, Anonymous Google forms, etc).
10. Finalize General Body Meeting Powerpoints.
11. Attend all events organized by the Events Team.
12. Meet with guest speakers to discuss talking points and possible trigger warnings (along with VP and Event Coordinators).
13. Lead General Body Meetings.
 - a. Notify the Vice President if you cannot make a meeting so they can take lead.
14. Consult with executive board members on club-related decisions.
 - a. While you are President, this club is as much theirs as it is yours! It is important to maintain proper communication and work together with your board.

12. Assist executive board members in their assigned duties when called for.
 - a. While each executive board member is in charge of a designated area of the club, you may need to step in and help whenever needed.
13. Approve CCR credits at the end of the academic year.
14. Attend all meetings with National Girl Gains.
15. Must be responsive to National Girl Gains' messages and messages.
16. Act as the liaison between National Girl Gains and your chapter.
17. Fill out the Presidency Transfer form when the current President resigns, graduates, etc and a new President is appointed.

b. Vice-President

Mission: To provide assistance to the President where necessary and aid executive board members in designated duties. Carry out Girl Gains' mission, core values, and vision.

➤ Responsibilities:

1. Establish and carry out organizational policies and goals.
 - a. Ensure Girl Gains' mission statement, core values, and vision is established throughout the executive board and members.
2. Assist President (as needed) in completing any necessary applications required by

Carleton.

3. Assist in electing executive board members.
 - a. Create Google forms for potential nominees.
 - b. Review required duties and tasks with each board member.
4. Collaborate with the President and conduct executive board meetings.
5. Assess the performance of executive board members.
 - a. This can be done in numerous ways (i.e: Exec board google sheet, Exec check-ins multiple times a semester, anonymous google forms, etc).
6. Complete Exec check-ins throughout the semester.
7. Attend every event organized by the Events team.
8. Attend every executive meeting.
9. Assist President in overseeing tasks of executive board members.
10. Oversee waivers for workout related events.
11. Approve General Body Meeting Powerpoints.
 - a. Fill in general club updates on designated slides and help approve slides for the meeting.
12. Assist with leading General Body Meetings.
 - a. If the President is not able to make a GBM, you are expected to lead the GBM.
13. Consult with executive board members on club-related decisions.
 - a. While you are Vice President, this club is as much theirs as it is yours! It is important to maintain communication and work together with your board to ensure the club is growing effectively.
14. Assist executive board members in their assigned duties when called for.
 - a. While each executive board member is in charge of a designated area of the club, you may need to step in and help whenever needed.

c. Secretary

Mission: To provide meeting minutes following each general body meeting and update

members on important information. Carry out Girl Gains' mission, core values, and vision

➤ Responsibilities:

1. Meeting Minutes

a. Take detailed notes at meetings including club updates, announcements, and guest speaker lectures.

2. Record relevant organization information on the Girl Gains Google Drive

3. Emails

a. GBM Related Emails/Messages:

i. Send a reminder email to members prior to GBM

ii. Email the Meeting Minutes to members post GBM or post in the Geneva group chat

- Include all necessary links such as Geneva, Google form signup for events, buddy forms etc.

iii. Email guest speakers providing directions to meeting space, campus etc. (if applicable).

3. Meeting Slides

a. Create powerpoints for the GBMs.

4. Respond to emails.

5. Email waivers for workout events and organize completed waivers on Google Drive.

6. Attend every executive meeting.

d. Treasurer

Mission: Handle funding associated with Girl Gains club. Carry out Girl Gains' mission, core values, and vision

➤ Responsibilities:

1. Organize fundraisers for Girl Gains.

2. Attend necessary school training.

3. Apply for campus funding.
4. Budget for any events, giveaways, etc.
5. Document money going in and out of the bank account.
6. Handle club expenses and invoices using the club card.
7. At the end of every semester, put together an expense report.
8. Attend every executive meeting.

e. Director of Membership

Mission: To communicate the mission and core values of Girl Gains, amplify member voices and act in their best interest, and assess and promote member engagement. Carry out Girl Gains' mission, core values, and vision.

➤ Responsibilities:

1. Create icebreakers for general body meetings.
2. Create attendance forms for general body meetings and events.
 - a. Tracking member attendance can be helpful for assessing member involvement
3. Create RSVP forms/Eventbrite pages for events.
4. Create a google form for monthly/bi-monthly buddy forms. See Example Buddy Pairings.
 - a. Organize buddy form pairings each month.
5. Select member spotlights for general body meetings.
6. Notify members of any important announcements via Geneva(or other group messages).
7. Collaborate with the Events Coordinator to create events that promote member engagement.
8. Attend every executive meeting.

f. Director of Marketing

Mission: To spread and promote Girl Gains through social media and other outlets. Carry out Girl Gains' mission, core values, and vision.

➤ Responsibilities:

1. Be the point of contact with organizations and members through social media (Instagram, TikTok, etc).
 - a. Actively respond to comments and direct messages.
 - b. Actively like and comment on posts related to Girl Gains.
 - c. Repost stories that your chapter is tagged in.
 - d. Interact with National Girl Gains (@girlgains.co).
2. Create Instagram content that aligns with Girl Gains' brand and answers the Who, What, When, Where, Why, and How of Girl Gains.
 - a. Most members will find out about your club through Instagram, so your account should clearly state what Girl Gains is, how to join, your meeting times, and how to get in contact.
3. Find ways to increase member engagement via social media.
 - a. Examples: interactive stories, story takeovers, story polls, etc.
4. Organize photos and videos at events and meetings.
5. Post on social media consistently.
 - a. A minimum of 1 post per week
 - b. Interactive stories and reposts
6. Attend every executive meeting.

g. Events Coordinator

Mission: To coordinate general body meetings and off-week events throughout the academic year. Carry out Girl Gains' mission, core values, and vision.

➤ Responsibilities:

1. Work with the President and Vice President to plan events, general body meetings and guest speakers while considering other exec members input.

- a. Make sure events comply with university requirements.
2. Create 'calendar' or 'outline' for GBMs and events within the academic year.
 - a. Solidify meetings & events as early as possible
 - b. Itinerary for each meeting should be solidified at least one week in advance to the meeting and acknowledged by the VP and President
3. General Body Meetings.
 - a. Minimum of 2 general body meetings per month
 - b. Work with the Secretary to create a layout for slides of Chapter Meetings (i.e uploading guest speaker slides to GBM PowerPoint)
 - c. Track meeting times and allocate sufficient time for Ice Breakers, meeting content, etc
 - d. Meeting Content – Meetings should be engaging and align with Girl Gains' mission to promote well-being, female weight lifting, mental health, etc. Meetings can vary from guest speaker meetings, workshops, or social meetings.
4. Guest Speaker Meetings.
 - a. Help decide on a meeting topic and choose a guest speaker who is qualified to speak on the given topic (i.e: are certified, hold a degree)
 - b. Meet with guest speakers along with the President and Vice President to align on talking points, and discuss possible trigger warnings
 - c. Guest speakers' slides should be received at least 3 days prior to GBM to be reviewed and added to GBM slides
 - c. Help facilitate meetings.
5. Off-week Events/Regular Events
 - a. Minimum of 2 events per month
 - b. Events can include hikes, socials, Zoom events, etc
 - c. Help facilitate events
6. Attend every executive meeting.

h. Public Relations Chair

Mission: To network, collaborate, and manage relationships with other organizations students. Carry out Girl Gains' mission, core values, and vision.

➤ Responsibilities:

1. Communicate and establish relations with other organizations through social media, email, etc.
2. Spread the word about Girl Gains.
 - a. Post flyers in class group chats, residential halls, around campus, at the gym etc.
 - b. Send messages in group chats.
 - c. Reach out to campus/community newsletters.
3. Responsible for on-campus tabling
4. Responsible for reaching out to guest speakers and possible event venues. 5. Responsible for completing room bookings at Carleton and Carleton Athletics. 6. Attend every executive meeting.
7. Organize Girl Gains merchandise.

Section 3 All officers must act/perform duties in line with the *National Girl Gains Handbook*.

Section 4 When necessary, Executive Board business can be conducted via email/text message or via online meetings.

Article VI Meetings

Section 1 General body meetings shall be scheduled bi-weekly during the academic year.

- a. Meetings should be engaging and align with Girl Gains' mission to promote well-being, female weight lifting, mental health, etc. Meetings can vary from guest speaker meetings, workshops or social meetings.
- b. Guest Speakers chosen to speak at general body meetings must be credible to speak on the given topic (certifies, obtained a degree, etc.)

Section 2 Must have a minimum of 2 off-week events per month scheduled during the academic year.

a. These can be socials, workouts etc.

Section 3 General Body Meetings and events are open to any student enrolled at Carleton University who supports GirlGains mission/core values.

Section 4 Meetings will be advertised through the GirlGains CU GroupMe via the Director of Membership and Instagram via the Director of Marketing.

Section 5 The Executive Board shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Board. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Board members.

Section 6 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Article VII

Leadership Succession

Section 1 Qualifications necessary to hold office in this organization are as follows:

- a. The officer must be able to hold the position for at least one full academic school year
- b. The officer must have attended at least 2 events or general body meetings during the current academic school year
- c. The officer must be a current Carleton Undergraduate student
- d. Individuals must have served on the Executive Board for at least 1 term to apply for President

Section 2 All members and current officers that wish to be apart of the following academic school year's Executive board, must apply following an election procedure:

- a. Elections for positions are held at the end of each spring semester and shall take place virtually using a google form ballot that is accessible to all club members. At least two week's notice shall be provided announcing an election.
- b. Nominations for officers can be made via a google forum application preceding the election. Members may nominate themselves to be an officer.
- c. The application period will last for at least one week.
- d. Following the end date to apply, all nominees will be sent to members prior to the

voting day, to review their campaign.

e. Each nominee will be added to the google forum ballot for the active members to vote upon.

- Candidates on the ballot shall be organized alphabetically by last name with a box to be filled, marked, or checked for a single option/candidate. - A final "no-confidence" option will be offered at the bottom of the ballot

f. Upon counting of the vote by the Succession Officer, the candidate with the most votes will be considered elected to the position.

g. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the past Executive Board.

Section 3 The Club [general membership or executive] 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. 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.

Section 4 If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the Vice-President shall assume the office. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election.

Section 5 No member may hold more than one office. No member may serve more than 4 years in the same office. The member must go through the application and interview process to be elected into office each year.

Article VIII Impeachment

Section 1 When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Board. The Executive Board shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 2 The membership shall review the hearing report in an executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine the appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article IX Amendments

Section 1 The Executive Board shall review and make recommendations on all bylaw revisions once a semester throughout the year.

Section 2 Bylaw amendments require approval by two-thirds of the Executive Board. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the

CUSA within two weeks after adoption.

Article X Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.