

Global Minds Carleton Constitution

Article I: Name of the Organization

This organization shall be known as Global Minds Carleton and hereinafter shall be referred to as GMC.

Article II: Purpose of the Organization

GMC is a non-profit organisation that strives to inform the Carleton University student body about current and on-going social justice issues through awareness campaigns while encouraging them to take action through fundraisers and hands-on volunteering.

Article III: Structure

1. The General Membership shall be the legislative body of GMC and shall be composed of all undergraduate students listed on the Membership Registry as managed by the Vice President Membership/First-Year Outreach.
2. The Executive Team shall be the administrative body of the organization and shall be composed of elected members from the General Membership.
3. The GMC year shall commence on the first of May in one year and terminate on the last day of April the subsequent year.

Article IV: Membership

1. There shall be one level of General Membership within GMC.
2. General Membership shall:
 - a. Be valid from September 1st to April 30th of each academic year.
 - b. Remain valid until the following September in the event that the GMC Executive Team chooses to continue operating throughout the summer months between each academic year.

Article V: Executive Team

1. The Executive Team shall consist of members of GMC who have been elected by the General Membership.
2. The Executive Team must consist of at least the following positions: President, Vice-President Internal, Vice-President Finance, Vice-President Events, Vice-President Communications and Membership, and Executive Advisor.
3. The Executive Team may recruit Directors where necessary to assist in performing duties.
4. The President position can only be held for a maximum of two consecutive years. The President's duties shall be to:
 - a. Attend all meetings or inform the Vice-President Internal of their absence prior to the meeting.
 - b. Represent GMC to its members and the public.
 - c. Lead the Executive Team and all GMC meetings.
 - d. Manage and review all club administration.
 - e. Oversee the overall functionality and prosperity of GMC.
 - f. Ensure all members of the Executive Team are performing their duties in a satisfactory manner.
 - g. Handle external communications.
 - h. Perform any other duties as assigned by the Executive Team.

5. The Vice-President Internal position can only be held for a maximum of two consecutive years. The Vice-President Internal's duties shall be to:
 - a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Provide members with information regarding the Executive Team.
 - c. Oversee elections.
 - d. Organize and announce meeting information to members.
 - e. Transcribing all relevant information discussed at meetings and forwarding all details to fellow executives and members within 7 days after its conclusion.
 - f. Fulfill any presidential duties in the event of the President's absence.
 - g. Perform any other duties as assigned by the Executive Team.
6. The Vice-President Finance position can only be held for a maximum of two consecutive years. The Vice-President Finance's duties shall be to:
 - a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Handle all financial matters of GMC including the GMC bank account and petty money.
 - c. Prepare a budget each term and provide financial updates for the Executive Team and members.
 - d. Maintain the financial records of GMC.
 - e. Collect receipts and issue reimbursement when necessary for GMC expenses.
 - f. Submit necessary funding applications with groups and funds such as CUSA and other groups.
 - g. Perform any other duties as assigned by the Executive Team.
7. The Vice-President Events position can only be held for a maximum of two consecutive years. The Vice-President Events' duties shall be to:
 - a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Plan and organize all GMC events with the help of the Executive Team including:
 - i. Social events
 - ii. Fundraising events
 - iii. Other events
 - c. Perform any other duties as assigned by the Executive Team.
8. The Vice-President Communications and Membership position can only be held for a maximum of two consecutive years. The Vice-President Communications and Membership's duties shall be to:
 - a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Update the Membership Registry.
 - c. Approve CCR.
 - d. Create and run all social media pages.
 - e. Prepare and post all posters on Campus.
 - f. Recruit and educate new members.
 - g. Perform any other duties as assigned by the Executive Team.
9. The Executive Advisor position can only be held by a former executive who was on the Executive Team for a minimum of two years. The Executive Advisor's duties shall be to:
 - a. Advise the Executive Team and President.
 - b. Share knowledge from previous years of GMC.
 - c. Help where needed and as requested.
 - d. If the Executive Advisor is no longer a Carleton University student, they must be a non-voting member.

Article VI: Meetings

1. The Executive Team shall hold meetings every other week throughout the academic year. The time and location of the meetings must be announced at least two days prior to the meeting. If the time or location changes due to unforeseen circumstances, reasonable effort must be taken to ensure all executives are notified.
2. Member meetings shall:
 - a. Be open to all members of GMC.
 - b. Be held at least thrice per term.
 - c. Have the time and location of the meeting announced at least a week prior to the meeting.
 - d. Have two executive members present before commencement
 - e. Have the Vice-President Internal or otherwise appointed Secretary who is responsible for transcribing all relevant information discussed and forwarding all details to fellow executives and members.
 - f. Be held at the time that is most convenient for the majority of the executive members and general members.
3. Special meetings can be called by any executive member in emergency situations. These meetings must be announced at least 6 hours prior to the meeting.

Article VII: Elections

1. All Executive Team positions must be filled by elections. In the case of only one person running for a position, the person shall be approved by a confidence vote.
2. Eligible candidates for President must have been on the Executive Team for at least one year prior to the election date.
3. Eligible candidates for all positions must:
 - a. be a student at Carleton University
 - b. be a member of GMC
 - c. nominate themselves
4. Each position's vote shall be moderated by an impartial third party who is not running for said position.
5. All elections shall:
 - a. Be announced to the general members and Executive team at least two weeks prior to any election including the date and time, location, available positions, and nomination form.
 - b. Be held in person or online.
 - c. Fill positions with only one candidate.
 - d. Have their results be recorded and announced within a week of the election ending.
 - e. Have three executive members and two general members present before commencement.
6. General elections shall:
 - a. Be completed annually by the first date of winter term exams.
 - b. Fill positions in the order they are listed in this constitution. Candidates may run for multiple positions, but may only fill one.
7. By-elections shall:
 - a. Be held at any time during the fall term provided it is announced at least two weeks prior to the election date.
8. Campaigning shall not be tolerated prior to the election date. This includes, but is not limited to posts on social media, posters, and endorsements.

9. Remaining vacant positions after by-elections shall be filled by an active general member selected by an Executive Team majority vote.

Article VIII: Impeachment

1. A challenge for impeachment:
 - a. Can be issued by any executive member.
 - b. Must be submitted in writing to the President or Vice-President Internal.
2. The grounds for impeachment are as follows:
 - a. Incompliance with this constitution or the Carleton University Students Association constitution.
 - b. Breach of any academic integrity policies imposed by Carleton University Administration.
 - c. Charge or conviction without pardon of any criminal offence.
 - d. Any means of theft from GMC.
 - e. All other reasonably irresponsible behaviour unbecoming of a GMC executive.
3. The procedure for impeachment is as follows:
 - a. The President or Vice President-Internal must contact the executive in question for impeachment and explain the situation to them.
 - i. Prior to the impeachment hearing, the individual must remain confidential.
 - b. An impeachment hearing will be conducted at the next regularly scheduled Member Meeting:
 - i. All active GMC members are eligible to participate in the impeachment hearing.
 - ii. The President or Vice-President Internal will announce the charge brought against the executive in question and evidence to support the claim.
 - iii. A vote will be conducted by a secret ballot.
 - a. The executive in question may be present in the room/video call when the ballot is being conducted but cannot participate in the ballot.
 - iv. A majority vote is needed to impeach the executive in question.

Article IX: Amendments

1. Amendments to this constitution shall:
 - a. Be approved by at least three executive members and three general members.
 - b. Recorded and shared with all members not present at the time of the amendment.
 - c. Not edit more than one-quarter of the constitution per academic year except in the case of dissolution or emergency reform.

Article X: Dissolution of Organization

In the event of dissolution, all fixed assets and products are to be given to the Carleton University Student's Association. All remaining funds are to be donated to a non-profit organization.