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**CONSTITUTION OF THE JOURNALISM SOCIETY OF CARLETON**

**Article I**

**Name of the Organization**

The Organization shall be known as “JOURNALISM SOCIETY OF CARLETON”, and herein be referred to as “JSOC.” No other name shall be used in the advertisement or representation of the club.

**Article II**

**Purpose of the Organization**

*The purpose of the organization, otherwise known as the club mandate, JSOC shall strive to enrich the lives of journalism students professionally, socially, and academically by providing a link between students, faculty and the greater journalism community.*

The organization shall work towards:

1. Create an inclusive and accepting community.
2. Enrich students both academically and socially.
3. Create opportunities for journalism students to thrive in the Journalism School community.

**Article III**

**Structure**

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.
3. Year Reps shall be selected through an election process of general membership vote.
4. Executives shall be elected by the General Membership of Carleton University.

**Article IV**

**Membership**

1. The Organization’s General Membership shall be open to all undergraduate students at Carleton University. The club’s membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April.
4. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

## **Article V**

### **Executive**

*JSOC is composed of various roles. Below we will describe all but here we will list them. Year Reps: First, Second, Third and Fourth Year. Executives: President, Vice-President Internal, Vice-President Events, Vice-President Communications, Website Coordinator, Vice-President Merch, Vice-President Academic, Vice-President Finance, Vice-President Social, Vice-President Student Services, Vice-President Equity and Inclusion.*

1. The management of JSOC shall be vested in the Executive.
2. Executive Members are subject to follow all policies and provisions in this Constitution.
3. Members of the Executive shall serve a one-year term beginning April 1st of the academic year upon the completion of a semester long Executive ‘shadowing’ period as set out in section 3.6 below. All returning Executive Members shall be eligible for re-election.
4. DEFINE YEAR REPS  
All current or former members of the year representative committee who will be returning the following school year shall be eligible for election to the JSOC Executive.
5. Prior to acceptance of office all newly elected Executive Members shall wherever possible undergo a one week long ‘shadowing’ period of the Executive role to be assumed. This period shall commence immediately following the election of new Executive Members at the Winter Term general meeting of the Executive held in accordance with subsection 5.1 below, and terminate as of April 1st of the academic year. It is the duty of the retiring Executive Members to ensure all new Executive Members are prepared, in every aspect, to maintain their new Executive position for the course of the next year.
6. It shall be a fundamental duty of the JSOC Executive to ensure a healthy transition of the JSOC each year. This includes, but is not limited to, the release of electronic or paper copies of JSOC documents.
7. The President shall have the overall responsibility for the operations of the JSOC.
8. In the absence of the President, the Vice-President shall carry out the duties of the President, and should the office of President become vacant, shall assume the office of the President for up to 30 days, after which a by-election will take place.

9. The Vice-President (Communications) shall keep a record of the proceedings of meetings of the Executive, and shall conduct all internal correspondence of JSOC as required.
10. The Vice-President (Finance) shall have control over and responsibility for all financial matters of the JSOC at the direction of the Executive.
11. The President of JSOC shall assign roles and duties to other Members of the Executive to best serve the interest of the JSOC.

12. DEFINE EXECUTIVE ROLES:

**President:** Role is to oversee the operations of the club. Ensures that everyone has the support they need and is able to step in to help any executive or year rep necessary.

Represents the club if there is any scandal or issue the club must deal with.

**Vice-President Internal:** VP Internal is in charge of Project J, Year Reps and works closely alongside the President. All Year Reps go to VP Internal for any issues, events or problems they encounter.

**VP Events:** VP Events is in charge of galas. They will work closely alongside the President and VP Internal when working on the gala (fall) and prom (winter)

**Communications:** The Digital Media Coordinator role entails expanding JSOC's online presence, managing social media, creating content, and coordinating with the executive team and year representatives. They create posts for all events and keep up with emails and Instagram DMs.

**Website coordinator:** This is a new position. Our website needs a big update as it is a lot for Communications to handle as well. You will be in charge of posting events on the website, updating Project J and Gala sections, and updating Exec positions.

**VP Merch (2 people):** The Merchandise Coordinator manages clothing suppliers, compares prices/quality, oversees logo/design creation, coordinates distribution, handles transactions, promotes merchandise, and explores expansion opportunities like online stores.

**VP Academic (2 people):** The Academic Liaison bridges journalism students and administration, addressing concerns, promoting resources like Learning Support Services and THERAPY DOGS, and relaying academic information through Carleton Academic Student Government council.

**VP Finance (1 person):** The Treasurer manages club finances, updating transactions, reimbursing, and managing budgets. They present funding pitches to various bodies and seek sponsorship opportunities.

**VP Social (2 people):** You organize CUExpo, welcome night, pub crawl, networking night, panels, and help year reps on any odd events. These are all our program-wide, bigger events, besides our formals. From calling up pubs in the market to calling up journalists to be speakers, you are great at event coordinating. Coordinate closely with the VP Comms.

**VP Student Services (2 people):** The VP Student Services oversees the mentorship program, coordinating with the Student Experience Office for training modules, recruitment, and matching mentors with mentees. They organize events and ensure smooth operation.

**VP AEIJM:** The Vice-President of AEIJM will be in charge of liaison between JSOC and its brand off Association for Equity Inclusion in Journalism and Media. They will be in charge of letting the club know any events that are going on, anything that needs to be changed in the Constitution and how to better address concerns and needs to the society's awareness.

### **13. Faculty Adviser**

**Full-Time Professor:** JSOC shall appoint a Member of the Journalism Faculty to act as Faculty Adviser to JSOC.

## **Article VI**

### **Meetings**

#### **Year Representative Terms of Reference**

*There shall be two general meetings of the Executive of JSOC during each Membership year. One in the Fall semester and one in the Winter Semester. At the Fall General Meeting, the Executive shall outline the agenda for the academic year.*

*All Members of the JSOC shall be advised, by way of electronic notice or otherwise, of any upcoming general meeting at least one week in advance of such a meeting. All general meetings of the JSOC shall be chaired by the President. All matters to be decided at any general meeting shall be decided by a simple show of hands. Proxy votes shall not be allowed.*

#### **Executive Meetings**

*Meetings of the Executive shall be open only to Members of the Executive and the Faculty Advisor, unless otherwise agreed upon by the Executive. Meetings of the Executive shall be called monthly during the academic fiscal year by the President. Members of the Executive shall be advised, by way of electronic notice or otherwise, of any meeting of the Executive at least one week in advance of such meeting, unless otherwise unanimously agreed upon by the Executive. All meetings of the Executive shall be overseen by the President. Should the President be unable to fulfil this duty, this responsibility falls to the Vice-President (Internal). At any meeting of the Executive, a quorum shall consist of three Members of the Executive present in person. A simple majority of the votes cast on any matter shall determine all questions brought before such a meeting.*

## **Article VII**

### **Leadership Succession**

All general Members and Executive Members are eligible for election.

Elections to the Executive shall be held at the Winter general meeting.

The election will be run by the faculty advisor.

The election procedures shall be as followed:

- i. A candidate may only seek two positions on the JSOC Executive and must clearly establish their first and second choice for the position.

ii. If a candidate is elected to both their first and second choice for position, they shall hold office for their first choice. The individual with the next most votes for the vacant position shall be awarded the vacant position accordingly.

iii. The candidate must declare their intent through a speech at the JSOC Winter Term general meeting.

To be eligible for the position of JSOC President the candidate must serve a minimum of one year on the Executive committee.

Election will be held through a secret ballot at the Winter Term general meeting.

i. For each position, eligible voters shall write their preferred candidate on the ballot. For positions requiring two Executives, two names will be written.

ii. The ballots shall be counted by a Succession Officer.

iii. The ballots will be counted and the candidates informed once the ballots have been tabulated.

iv. In the case of a tie, candidates will be informed and will have the opportunity to give a new speech to the voters before a tie-breaking vote occurs.

## **Elections**

The Organization 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
  - a. 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.
  - b. A final “no-confidence” option will be offered at the bottom of the ballot.
  - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
  - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

## **Article VIII**

### **Impeachment**

#### Executive Impeachment

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, negligence in the role, and/or failure to fulfill executive duties.
  - a. Clubs who believe that an executive member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove a member from participating in a club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove an executive for the violation of the Student Rights and Responsibilities.
  - b. Clubs who believe that an executive member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
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.

#### Member Impeachment

1. Grounds for impeachment of club members include any violation of the constitution, the governing documents of CUSA.
  - a. Clubs who believe that a member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove the member from participating in a club if necessary. The Organization cannot remove the member on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove a member for the violation of the Student Rights and Responsibilities.
  - b. Clubs who believe that a member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
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 Amendments**

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

#### **Article X Dissolution**

### **JSOC shall be dissolved either:**

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

### **Article XI**

#### **AEIJM**

AEIJM governs itself semi-independently since the association fills a gap within JSOC and creates safe(r) spaces for minority students (BIPOC, LGBTQ2S+, persons with disabilities) in the journalism program.

AEIJM's governance will operate as follows:

- The VP Equity will be a liaison between JSOC and AEIJM
- AEIJM will have their own board of execs: **Vice-President Internal (aka VP AEIJM), Communications, VP Academic, VP Social, VP Student Services**
- AEIJM will share CUSA funding with JSOC
- AEIJM will have their own professor to oversee the association, Prof. Nana aba Duncan
- The President of JSOC will be the President of AEIJM
- Anything that happens with AEIJM, the President of JSOC will be the face of
- JSOC President will be required to attend all AEIJM meetings

As a student-led group for students, AEIJM will be hosting various events and networking opportunities throughout the upcoming academic year primarily for journalism students who are members of minority communities.

### **Article XII**

#### **Bank Statement**

The president and Vice-President of Finance will have access to the bank account and bank card.