

Constitution of the Carleton Improv Association

Adopted: 2018/03/15

Amended: 2024/09/18

Preamble

The document forms the guide for the operation of the Carleton Improv Association and does not supersede the rules or laws of the Province of Ontario, Canada or of the Carleton University Students' Association, Inc. This document takes precedence over all other documents of the Carleton Improv Association. This document is binding for all executives and members of the Carleton Improv Association. This document supersedes all other constitutions of the Carleton Improv Association as of the above adoption date.

1.0 Article I – Name

1.1 The organization shall be known as the Carleton Improv Association, and hereinafter shall be referred to as the organization, the club, or the CIA.

1.2 The CIA shall adopt any logos or other identifying symbols as they see fit to represent the club, at the will of the Executive.

2.0 Article II – Purpose of the Organization

2.1 The organization shall work towards: practicing and performing improvisational comedy.

2.2 Participating in local, national, international, and inter-university improvisational events.

2.3 Provide education on performing improvisational comedy.

3.0 Article III – Structure

3.1 The General Membership shall be the legislative body of the organization and shall be composed of all members who are Carleton undergraduate students.

3.2 The Executive shall be the administrative body of the club and shall be composed of members elected by the General Membership.

3.3 The Non-Student Membership shall be a recreational body of the organization which participates in a non-legislative non-administrative capacity. It is comprised of non-Carleton-students and undergraduate students at Carleton University

4.0 Article IV – Membership

4.1 There shall be two levels of membership within the organization.

4.1.1 “The General Membership” is defined as all members of the CIA who are current undergraduate students attending Carleton University.

4.1.1.1 General members, as the legislative body, have the right to vote for executive positions and run for executive positions.

4.1.1.2 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.

4.1.2 “The Non-Student Membership” is defined as those who participate in the CIA but are not Carleton University undergraduate students. 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 or amendment votes and must have a membership classification in Article III - Structure.

4.1.2.1 Non-student members are not allowed to vote during elections or run for executive positions. Non-student members are also not permitted to vote for amendments, though they are permitted to voice their opinions during meetings.

4.2 All members are permitted to participate in CIA events.

4.3 The Treasurer must maintain a register of all general members including their name and student number. In the case of non-student members, the Treasurer must maintain a register of names alone.

4.4 Membership shall be valid from September to August each academic year.

4.5 Actions that may be cause for removal of membership or executive status shall be outlined in Article X – Impeachment. The process for dealing with such actions shall also be outlined therein.

5.0 Article V – Executive

5.1 The Executive, as the administrative body of the organization, shall be the author of this document and shall follow the duties in accordance with their position as outlined below.

5.2 The Executive shares responsibility to run and plan practices with focus on teaching members necessary skills for being successful improvisers.

President

- 5.3 The President directs their fellow executives and has the following responsibilities:
- Ensuring practices are being properly planned by the Executive.
- Booking workshops for CIA members.
- Assisting other executive members with their responsibilities when needed.
- Secondary Bank signatory.
- Primary say in choosing members for shows and competitions, as they have a well-educated understanding in each performer's ability as well as chemistry with other members.

Vice President External

5.4 The VP External handles all booking, organization, logistics, and contact for all things off-campus. The following is a list of more specific responsibilities of the VP External.

- Booking and organizing off campus shows or events (I.E bar shows, off campus venues).
- Maintaining contact with organizations outside of Carleton by email and other means. These organizations include but are not limited to: potential venues, past venues, Cracking up the Capital, schools hosting summits, Crush, GRIMprov, and CIG among others.
- Coordination of all logistics for summits, such as hotels and transportation, or delegation of such things.

Vice President Internal

5.5 The Vice President Internal handles affairs with CUSA, in consultation with other positions as required, as well as all booking, organization, and contact for all things on-campus. The following are the responsibilities of the VP Internal.

- Booking rooms for practices and meetings
- Booking and organizing all on campus shows
- Primary contact for other clubs or groups on campus, and organization of shows with them.

Treasurer

5.6 The Treasurer requests and handles all funding, keeps records of anything involving money, and evaluates how the club funds are being spent. The following are responsibilities of the treasurer.

- Be primary bank signatory.
- Maintaining club registration at the beginning of the school year.
- Applying for funding from CUSA at times discussed by the Executive.
- In charge of all financial matters of the club.

- Documenting likely and planned events that would require funding.
- Maintaining records of all money spent or received by the club, including copies of receipts.
- Provide CUSA with an up-to-date ledger and receipt documents at the end of the year or upon request.
- Evaluation of funds allocation for any logistics, events, or shows.
- In the event the club wishes to partake in fundraising, the Treasurer oversees fundraising events and planning.
- Membership, instruction and show/ticket fees may be set by the Executive and should be handled by the Treasurer.
- It is the duty of the Treasurer to ensure the club is operating within budget. In the event other executives do not act accordingly, it is the duty of the Treasurer to report this to the Clubs Oversight Committee.
- The Treasurer should ensure that all money, resources and equipment purchased with CIA funds remains property of the CIA and is not used for personal gain by any executive or for any act that does not further the goals of the CIA.
- All permanent assets worth more than one hundred (100) dollars must be registered with CUSA.

Media Chair

5.7 The Media Chair handles all social media, poster design, graphics printing, and contact with groups or individuals seeking more information about the club. The following are the responsibilities of the Media Chair.

- Managing all CIA social media fronts such as Instagram. This includes making posts about practices, shows, and events.
- Designing of posters advertising any events or shows.
- Printing of any graphics required, as well as getting approval of posters through CUSA.
- Handling inquiries from groups or individuals seeking more information about the club (for something such as an article or just personal interest).
- Getting or designating a photographer for any major on or off campus show.

5.8 In the event a duty needs to be delegated, it is the responsibility of the executive who is responsible for that duty to ensure the delegated task is completed.

5.9 In the event that an executive is unable to perform a duty due to an emergency, it is the role of the President to delegate that duty. In the event the President is the one experiencing an emergency, the VP Internal shall be charged with delegating the duty.

6.0 Article VI – Meetings

6.1 Executive meetings can be called by any executive member and must have at least three executive members in attendance and have any major decisions ratified by absent executive members.

6.1.1 Executive meetings will be held each month to address any tasks, concerns, ideas, or issues within the organization.

6.1.2 When deemed relevant to members, a record of the executive meetings shall be maintained and made available to the general membership and non-student membership.

6.2 General meetings should be held annually to address the concerns of the general members and non-student members and to review changes to the constitution.

6.2.1 The presence of at least five general members or the majority of members, whichever is less, shall be necessary to constitute a general meeting.

6.3 An Election Meeting must occur at the end of the school year in accordance with Article IX – Leadership Succession & Elections.

7.0 Article VII – Practices

7.1 Practices will be carried out at least once a week during the academic year, subject to change between terms at the discretion of the Executive.

7.2 Practices will be facilitated by any available member of the Executive.

7.2.1 If necessary, an announcement of cancellation should be made a minimum of 4 hours prior to the scheduled practice. In the case of extenuating circumstances, this rule may be waived.

7.3 Practices are open to all Carleton students.

7.3.1 The Executive may grant permission to non-Carleton students (non-student members) to attend practices.

7.3.2 In the event of membership removal, as described in Article X – Impeachment, students and non-student members may be barred from attending practices.

8.0 Article VIII – Summits

8.1 When possible, the Executive will organize trips for the general membership to out-of-town improv competitions and workshops known as summits.

8.1.1 Non-student members may be permitted to participate as non performers at summits at the discretion of the Executive but may not take the place of a general member who would otherwise have been able to attend.

8.2 If the CIA is providing financial coverage for costs of a summit, the financial coverage will be applied to the summit fees of general members to reduce their expenses.

8.3 If an individual who has previously expressed commitment to attend a summit cancels their attendance, they will be subject to a cancellation fee of at least half of what their fee for attending the summit would have been.

8.3.1 This fee will be waived if another individual is found to replace their spot.

8.3.1.1 In the event that the replacement individual must cancel, the cancellation fee will not be applied to the replacement individual but will be reapplied to the individual who canceled initially.

8.3.2 This fee will be waived if the individual must cancel their attendance due to what is deemed an emergency by the Executive.

9.0 Article IX – Leadership Succession and Elections

9.1 Executive positions are held from May 1st to April 30th of the next year.

Starting the Election Process

9.2 A meeting of the Executive should be held at least two weeks before the end of classes.

9.2.1 During this meeting the Executive shall decide what day to announce the election (also at least two weeks before the end of classes).

9.2.2 During this meeting the Executive must also choose a Succession Officer.

9.2.2.1 A Succession Officer may be one (1) of the following individuals: a neutral party to all elections being held within the club, a member of the Clubs Oversight Committee, a member of the CUSA Clubs Office, or a club non-student member or an external student non-member.

9.2.2.2 The Executive should make a unanimous decision on who the Succession Officer should be. In the event this is not possible, a majority vote must occur and be recorded and shared to general membership.

9.3 A meeting should be held with the Succession Officer to schedule all important dates and times including: election speeches day, the opening of voting, the closing of voting, and the announcement of the new executive team.

9.3.1 The Succession Officer will be tasked with announcing the dates, compiling the membership list, and running the polling. The Succession Officer may not run in the election.

9.4 The election itself must occur no less than two weeks after the announcement.

9.5 Candidates will be accepted until the time the election starts.

9.6 One week (seven days) before the election, the club will be closed to new members until voting is completed.

9.7 All general members may nominate themselves for any position on the Executive and vote in the election. There is no limit to the number of positions one can run for.

9.8 Candidates can campaign for themselves only by a speech at a CIA election meeting, as organized by the Succession Officer.

9.8.1 If a candidate does campaign for themselves in an unsanctioned way, the activity should be reported to the Succession Officer and the candidate may be removed from that year's elections.

9.8.1.1 Unsanctioned campaigning includes any attempt to garner votes prior to the speeches at the election meeting. Candidates may inform others what position(s) they intend to run for but should not produce any formal announcements or inform members or future members of their platform for election.

The Voting Process

9.9 Voting will be carried out using a Simply Voting ballot created by the Succession Officer that is not accessible by any of the candidates (including former executives).

9.10 Each voter has the right to cast their vote in private.

9.11 A list of the student emails of general members will be provided by the Treasurer to the Succession Officer.

9.12 The ballot must be organized in the following way:

9.12.1 The ballot will be sent to students' emails to ensure each vote is made by a general member.

9.12.2 The ballot must include each executive position in the following order: President, VP External, VP Internal, Treasurer, Media Chair.

9.12.3 Candidate names should be listed alphabetically by last name. More than one candidate may not be selected.

9.12.4 A no confidence option must be present as the last option for each position.

9.13 The candidate with the most votes wins.

9.13.1 If the no confidence option wins any executive position, the position will become vacant, and a by-election will be held as specified in 9.16.

9.14 Candidates may each elect a "scrutinizer" whose role is to be present for the counting of the results.

9.15 In the event that the election is called into question by a general member, candidate, or scrutinizer, the complaint must be sent to the Clubs Oversight Committee by way of emailing the Student Group Administrator.

9.16 If ever an executive position is vacant, a by-election must be called by any member of the executive team within one week of the position being vacant. A by-election must follow regular election rules (9.1 – 9.15) with the only exceptions being timeframe of election, how long it may take (must be done within 60 days), and number of positions on the election ballot (equal to the number of vacancies).

10.0 Article X – Impeachment

10.1 To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)

10.2 The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club

10.3 Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

10.4 Impeachment for Removing an Executive Role:

10.4.1 Grounds for impeachment of an executive 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.

10.4.2 Any general 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.

10.4.2.1 In the event that the complainant is not comfortable being present in a room with the accused, the rest of the Executive should do everything in their power to maintain no contact between the complainant and the accused during the proceedings of the meeting

10.4.3 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.

10.5 General Membership and Non-Student Membership Impeachment:

10.5.1 Grounds for impeachment of a 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.

10.5.2 Any member can bring forward a request for impeachment to any member. 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.

10.5.2.1 In the event that the complainant is not comfortable being present in a room with the accused, the Executive should do everything in their power to maintain no contact between the complainant and the accused during the proceedings of the meeting.

10.5.3 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.

11.0 Article XI – Amendments

11.1 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.

11.2 Amendments proposed by an executive must pass by a majority of the executive, at an executive meeting before being introduced to the general membership for a vote.

11.3 All proposed amendments must be posted, available to all members for 7 days before a vote will be held.

11.4 A majority of members must be present in order to pass a new amendment.

11.4.1 If not enough members can be physically present, a form will be created for members to vote using their student numbers or emails to verify membership.

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

12.0 Article XII – Dissolution

12.1 Upon the dissolution of the CIA all liabilities will be repaid and all assets gained from CUSA will be returned to them forthwith.

12.2 All other assets will be donated to a charity and/or community organization of the current Executives unanimous choice.

12.3 The club shall be dissolved with a majority (50%>) of the CIA executive vote AND by a majority (50%>) vote of the general membership.

12.4 The club will be automatically dissolved, without a vote, if the membership goes below ten (10) members when recertification is due or if for any other reason the CUSA Clubs and Societies office rejects yearly recertification.