

Carleton Cognitive Science Association's Constitution

Article I

Name of the Organization

1. The Organization shall be known as the Carleton Cognitive Science Association or the "CCSA".

Article II

Purpose of the Organization

1. "The organization shall work towards establishing a more involved, active, and integrated cognitive science community. Not only for cognitive science students, but for all students interested in Cognitive Science. We hope to bring people together, be it for social or academic reasons. Working with faculty and other members of the community, we hope to provide a better set of resources for students to learn and succeed or otherwise enjoy their Carleton University experience."

Article III

Structure

1. A general member is an individual registered at Carleton University as a student involved in the activities or events of the CCSA. As an academic club, all undergraduate Cognitive Science students are members of the CCSA. Furthermore, if a student from outside of Cognitive Science would wish to become a member, they can notify any Executive Council member so that they can be added to a member list.
2. The Executive Council shall serve as the administrative body of the organization and shall be individuals selected as outlined in Section 4.1.
3. In addition, there may be optional "Concentration Representatives". Concentration Representatives support the executive council and are individuals selected as outlined in Section 4.1

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 each academic year.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

The Executive Council consists of seven (7) major positions, each with their own responsibilities. The positions are as follows: President, and six (6) Vice Presidents (Communications, Events Internal, Events External, Finance, Journal, Co-op).

1. President
 - a. Chairing and taking minutes during the weekly exec meetings
 - b. Overseeing Executive Council
 - c. Attending monthly department meetings
 - d. Managing the administrative tasks of the association (i.e. Co-curricular record, recertification)
 - e. Sending weekly reminder blurbs to be sent out via Cognitive Science Department's Newsletter
2. Vice-President
 - a. Assist president in managing Executive Council
 - b. Complete administrative tasks (ex: book the weekly meeting room, take notes during weekly meetings)
 - c. Help team members complete tasks when needed
 - d. Make sure timeline is followed created by the president is implemented by the team members
3. VP Communications
 - a. Mangle the social media accounts for the CCSA (e.g. Facebook Page, Instagram, Discord)
 - b. Post about CCSA events on social media
 - c. Create posters for events
4. VP Events Internal
 - a. Planning and executing social events within the CCSA
 - b. Plan and coordinate academic events (e.g. Dinner with a Prof)
 - c. Create academic opportunities for students (e.g. Lab tours, Prof panels)
 - d. Completing Paperwork associated with events, such as risk management forms
 - e. Making reservations, room and equipment bookings
5. VP Events External
 - a. Planning and executing social events within the CCSA
 - b. Hiring stream reps
 - c. Working with the stream reps to plan and run events with external societies, mainly the 5 concentrations
 - i. Psychology
 - ii. Neuroscience
 - iii. Philosophy
 - iv. Computer Science
 - v. Linguistics
 - d. Working with Cognitive Science student associations at other universities to plan inter-university events
6. VP Finance
 - a. Creating and managing the CCSA's yearly budget

- b. Planning fundraising events, such as sweater sales
 - c. Keep track of ingoing and outgoing funds
 - d. Collecting sales and reimbursing expenses from events
7. VP Formal Events
- a. Working with the Neuro and Psych societies to plan Brain Ball
 - b. Reaching out to start this planning process in september
 - c. Manage and work with 2-3 Brain Ball reps
 - d. Organize and run Brain Ball meetings
 - e. Create a timeline for tasks to be done
 - f. Advertise to students and faculty from all three discipline
 - g. Locate providers of good and services (ex: Venue, Dj, photographer)

Executive Responsibilities

1. The responsibilities of each executive position can be further refined throughout the academic year, depending on extenuating circumstances (i.e. regulations around in-person vs online events, students messaging the CCSA about wanting specific events/initiatives, etc).
2. In addition to their specific roles, each executive is also responsible for:
 - a. Attending weekly meetings as scheduled by the Executive Team
 - b. Helping create/organize/promote/participate in Cognitive Science Events
 - c. Communicate with professors, CUSA and other relevant affiliations at and/or outside Carleton University
 - d. Interact with Students in the Cognitive Science Community
 - e. Work to uphold the CCSA Mission Statement
3. Presidency
 - a. Any member of the CCSA can apply to become President, with a preference for students with at least one year experience on the CCSAS executive or membership. The selection process for president is the same as for all other Executive Council positions, as outlined in section 7 of the Constitution.
4. Concentration Representatives and Brain Ball Representatives
 - a. Concentration representatives will apply with a short application explaining why they make a good representative for their concentration. These positions can be left vacant. Applicants must indicate their concentration in their application and must be enrolled in the concentration that they are applying for.
 - b. The role of the concentration representatives includes and is not limited to:
 - i. Attending one monthly meeting as scheduled by the VP External Events
 - ii. Planning and executing at least one event based on their concentration.
 - iii. Events should be planned as a collaborative event with any student societies related to that concentration, if possible.
 - iv. Attending as many CCSA events as possible
 - v. Assisting in promoting CCSA events to their year
 - vi. Being an active member and role model in the CCSA community
 - vii. Working to uphold the CCSA Mission Statement
 - c. Brain Ball representatives will apply with a short application explaining why they make a good representative for their concentration. These positions can be left vacant.

- i. The role of the Brain Ball representatives includes and is not limited to:
- ii. Attending meeting as scheduled by the VP Formal Events
- iii. Assisting in promoting Brain Ball
- iv. Assist VP Formal Events in completing tasks related to Brain Ball
- v. Volunteer day of Brain Ball

Article VI

Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Article VII

Leadership Succession

1. If the Student Groups Administrator approves a club request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks
2. Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
3. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives
4. Questions should be topical and situational where possible, taken from a question bank established by the hiring panel
5. Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken
6. The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates

7. All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club, and of a meeting location, with virtual options available for those unable to attend in person
8. When there is only one nominee, they should face a vote of confidence
9. Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
10. Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
11. During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership
12. At the conclusion of this meeting, the voting members of the membership will elect the next executive roles

Article VIII

Impeachment

Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
 - a. Grounds for impeachment of a club member 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.
 - b. 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.
 - c. 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.
5. Membership Impeachment:

- a. Grounds for impeachment of a club 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.
- b. 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.
- c. 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, ideally in a general meeting. Otherwise, a specific meeting will be created.

Article X

Dissolution

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