

# **Carleton Troitsky Design Team Constitution**

## **Source of Funds**

The Carleton Troitsky Design Team has various sources of funding. Some of these sources include CUSA's Student Initiative Fund, the Kostiuik Engineering Funding Collective (run by CSES), and additional assistance from the department of engineering. We also get some funding from the community, where the Carleton Troitsky Bridge Team often collaborates with other societies in the engineering community to fundraise money to support us.

## **Article I**

### **Name of the Organization**

The Organization shall be known as the "Carleton Troitsky Bridge Team", and herein be referred to as "The Organization".

## **Article II**

### **Purpose of the Organization**

The organization shall work towards providing students with hands-on experience in building bridges using the concepts and skills they have learned in class. The Organization aims to make this event a fun and rewarding experience for all participants. The organization shall strive to represent Carleton well by showing their spirit and design skills throughout the competition.

## **Article III**

### **Structure**

The General Membership of the organization shall be composed of all members. Any student may participate in the organizations events leading up to the competition but a limited number of students will be able to attend the competition in Montreal due to both travel limitations and restrictions put on by the competitions organizing body.

The Executive shall be the Administrative body of the organization and shall be composed of members selected by the process described in Article VIII. In the organization's case, the "executives" are the admirals.

The Executive shall have a sub-committee of team captains who were chosen through the process described in Article VIII.

## **Article IV**

### **Membership**

There shall be 3 levels of membership within the organization: Participants, Captains, and Admirals. Admirals are considered to be the coaching and administrative body of The Organization, where Captains are seen as leaders of their individual teams (that are made up of Participants). Admirals consist of 2 Presidents, and 1 Vice President of Finance for the club. The Admirals hire both Captains and Participants, where Captains are hired first, followed by Participants at a later date. Participants are hired after the Small Bridge competition, which will act as tryouts. Details of duties for each level of membership can be found in Article V.

Membership in the organization shall be valid from the date they were selected until the end of the Concordia Troitsky Competition.

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 Clubs Oversight Committee per the Clubs Sanctioning Procedure.

## **Article V**

### **Executive**

Level 1 (Highest): Admirals

Duties include:

- Initiating the leadership succession process
- Advertising design team
- Submitting funding applications and looking after all funding / monetary matters
- Registering participants for the competition
- Ensuring order among all participant levels

Level 2: Captains

Duties include:

- Leading a sub-team of 4-6 participants to design a bridge of their selection
- Ensuring order among their team

Level 3: Participants

Duties include:

- Assisting with building and design of bridges
- Participating in team spirit
- Representing Carleton on a high level
- Listening to the directions provided by the captains and admirals

## **Article VI**

### **Meetings**

As the organization is a design team, meetings are informal. There will be meetings as follows:

- Meetings among the admirals to discuss duties at the time and participant selection (for the competition). These meetings require no notice (as long as the majority can attend) and are only amongst the team members.
- Meetings among the admirals and captains to discuss duties at the time. These meetings require little to no notice (as long as the majority can attend) and are amongst the team admirals and captains.

- Meetings with the entire membership. These meetings are infrequent and will be to disclose important updates and instructions regarding the event. Little notice is required as long as the majority can attend.
- Meetings amongst sub-teams. These meetings are up to the discretion of the captains and the participants on their teams.

## **Article VII**

### **Monetary Prizes**

In the event that one of Carleton Troitsky's bridge building teams wins a monetary prize at the competition, all funds will be deposited into the official bank account for Carleton University Troitsky. These funds will be put towards the prosperity of the team for current and future years. These funds will help cover students registration, transportation, accommodation, supply costs and/or Troitsky bridge promotional events. No single individual student shall benefit from these monetary prizes in any way.

Any prizes which are not of a monetary value will be distributed according to how the admirals see fit.

## **Article VIII**

### **Leadership Succession**

The Organization has chosen to run a Consensus Based process for its Leadership Succession of all executive roles each year. The following are the steps necessary to facilitate a Consensus Based process.

1. All current club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person
2. The club membership may work towards consensus across multiple meetings, if required
3. If successful, the members shall also designate a member to inform the Student Groups Administrator
4. If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process.

## **Article IX**

### **Impeachment**

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

1. 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.
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.

#### Membership Impeachment:

1. 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.
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 X**

#### **Amendments**

Any amendments made to this constitution will be done by the general members the year prior to the competition year that is coming up. A meeting will be scheduled and the Admirals will act as the moderators when members propose new amendments. A vote will be made with the members to see if the amendment is adopted or dissolved.

A majority of the vote will make the amendment be adopted.

### **Article XI**

#### **Dissolution**

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

