



The Poetics Society — Club Constitution

Article I

Name of the Organization

The Organization shall be known as the **Poetics Society** and herein be referred to as the “organization,” “society,” and “club.”

Article II

Purpose of the Organization

The organization shall work towards:

- fostering community for Carleton writers of all backgrounds, styles, and experience levels
- creating accessible spaces and events where student writers can gather, share their work, and develop relationships over a mutual appreciation of poetry
- facilitating literary and social events for Carleton’s writing community, including workshops, literary-themed game or movie nights, and more
- developing resources and opportunities to help student writers at Carleton develop their craft
- collaborating with other organizations to strengthen the Poetics Society’s impact and relationships with the broader community (e.g., as with the monthly Echo open mic night at Haven)

Article III

Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of undergraduate and graduate students.

2. The Executive Committee shall be the administrative body of the organization and shall be composed of members selected via consensus by the General Membership.
3. The Honourary Fellow Membership shall consist of others in the community who wish to attend events, however, they may not have voting rights in elections.

Article IV

Membership

The eligibility and rules for members in the organization are as followed:

1. The Organization's General Membership shall be open to all students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant others in the community membership in the Organization, however they must not have voting rights in elections and are classified under the Honourary Fellow Membership.
3. Membership in the organization shall be valid from May to April each academic year. Additionally, membership is available at any point during the year for new participants.
4. During the next school year (2025-2026), graduate students will not be able to vote or serve on the executive council for The Poetic Society. Graduate students who are current members of the club are not eligible to run in next year's elections.

Article V

Executive Committee

Duties of the President

- Provides direction to the organization of the society and oversees the Executive Committee
- Coordinates society initiatives and sets monthly agenda
- Maintains a holistic view of the society and provides guidance where needed
- Provides updates to executive and general members about the state of the club and recommends to their consideration such measures they shall judge necessary and expedient
- Compiles, develops, and shares resources, including through management of the club newsletter
- Represents the society in dealings with other groups, including student clubs, CUSA, and more
- Brainstorms and organizes society events with other Executive Committee members

Duties of the Vice President Finance/Administrator

- Oversees appropriate use of society funds and manages club assets

- Prepares a budget for the organization as required and keeps records of all financial transactions
- Submits society's financial report to president every month
- Arranges funding for the club's initiatives (e.g., through CUSA and the CUx Experience Fund)
- Keeps documentation/minutes of society meetings and events
- Oversees administrative tasks, including the completion of risk management forms, organization of society documents, streamlining of resources such as the club Discord server, and more
- Brainstorms and organizes society events with other Executive Committee members

Duties of the Community Outreach Coordinator

- Acts as master of ceremonies for the society's monthly open mic night (i.e., the Echo) and liaison with the club's frequent community partner, Haven
- Coordinates with members willing to perform at open mic events
- Develops community outreach initiatives and resources alongside other Executive Committee members—particularly writing workshops and fundraisers for advocacy efforts
- Brainstorms and organizes society events with other Executive Committee members

Duties of the Event Coordinator/Facilitator Team

- Manages required permissions (e.g., room booking) alongside the VP Finance/Administrator
- Arranges pickup and delivery for any required materials and refreshments for club events
- Researches event venues, resources, and more
- Reaches out to potential guest speakers and event collaborators, including other CUSA clubs
- Facilitates regular casual events, including study and writing drop-ins
- Brainstorms and organizes society events with other Executive Committee members

Duties of the Content Creator

- Creates original content for the club's social media accounts and designs promotional posters
- Documents society events through photographs and videos
- Expands club's presence and engages members through interactive materials (e.g., Instagram polls)
- Brainstorms and organizes society events with other Executive Committee members

Article VI

Meetings

Society events will be held regularly on a basis determined by the Executive Committee with the interest of the club's members in mind. For the duration of the pandemic and for situations where meeting in person is unsuitable, they will be conducted via Zoom. In situations where it is practical and safe, events will occur on campus. When possible, open mic nights will be held on the first Wednesday of each month at the CUSA-operated Haven, in an ongoing partnership with Haven supervisors and staff.

Information regarding the organization's events will be provided on the society's social media platforms and in an opt-in email newsletter.

Regular events will consist of poetry performances, workshops, and other related activities which are open to members of the Carleton community. Open mic nights will be open to the public. Certain special events may be open to the public at the discretion of the Executive Committee.

Meetings of the General Membership can be called at the request of:

- any Executive Committee member, for a meeting to be held one week from the date of the notice, or
- any five members of the General Membership

Quorum of the General Membership is at least five members. Quorum of the Executive Committee is at least three members.

Article VII

Leadership Succession

The organization has chosen to pursue consensus-based leadership succession. The organization's leadership succession protocol is as follows:

- The Executive Committee shall put out a call for those interested in leadership positions via the organization's social media platforms
- Upon the creation of a tentative proposal for succession, the Executive Committee shall give all club members at least one week's notice of a General Meeting to discuss succession
- The President shall present the Executive Committee's proposal for succession at a live meeting. Members unable to attend the live meeting may attend it virtually.
- If successful, the members shall designate a member to send the meeting minutes and report to the Student Groups Administrator.

- If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will ask for permission to have an application and interview process.
- Executive positions shall be held from May 1st to April 30th of the following year.
- In the event that an executive position becomes vacant prior to April 30th, a meeting will be held to select a replacement via consensus; the replacement will hold that position until April 30th.

Article VIII

Impeachment

Removing a Member:

- 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:

- 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.
- 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.
- 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:

- 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.
- 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.

- 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

This section details the formal process to update our constitution.

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 of the Organization

Upon dissolution of the organization, all assets gained through CUSA shall be return to CUSA for use by other student clubs. All other assets shall be donated to local non-profit organizations such as Kind Space.