

Carleton Chemistry and Biochemistry Society Constitution

Article I:

The organization shall be known as the Carleton Chemistry and Biochemistry Society and herein shall be referred to as the CCBS.

Article II:

The CCBS shall work towards creating a sense of community between the undergraduate and graduate chemistry and biochemistry students on campus and throughout Ottawa, as well as facilitate networking between professors and students. The CCBS desires to create an atmosphere of learning and enjoyment so students and professors can be connected to the science community across Ottawa.

Article III

The Public Membership shall be students involved in chemistry and biochemistry who attend CCBS events and participate in the community.

Only the executives shall be the administrative body. The public membership will be the legislative body and shall be composed of members appointed by previous or current executive members who exhibit leadership and interest in the CCBS.

Article IV

There shall be two levels of Public membership within the CCBS: General and Alumni. General members are students who regularly come to and/or volunteer at events. Alumni members are people who finished their undergraduate studies at Carleton and are welcome to come for events, however, they do not have voting membership status and can not be a part of the executive body. General membership in the CCBS shall be valid from their admission date until their studies are complete at Carleton University. In the event that a member of the CCBS violates the CCBS's constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V

President: Responsible for planning and executing events and maintaining an active status in the community for the CCBS. This includes inviting students and professors to events, networking with other clubs in Ottawa and, if possible, inviting guest speakers in the field of chemistry and/or biochemistry. The President is also responsible for overseeing the other CCBS members, ensuring funds are being spent appropriately and dealing with any conflict that arise within the Public and Executive Memberships.

Vice President: Responsible for assisting the President in his/her duties, specifically for booking rooms and locations for events, managing refreshments and ensuring events are running smoothly. If the President is away or unable to perform their duties, the Vice President will be responsible for their duties, with the assistance of other executive members.

Treasurer: Responsible of all CCBS finances, including keeping clear records of funds, making a yearly budget for events, collecting money at events and potential donations. They will be

required to be a give a monthly report of spending of incoming and outgoing funds.

Secretary: Responsible for taking accurate meeting minutes and giving a copy to each executive member within 48 hours of the meeting date. They will also be responsible for advertising upcoming events and managing social media accounts, including the Facebook and email accounts and any future accounts. Posts and email responses must be approved by the President or Vice President. The Secretary can recruit volunteers to help with events from the Public Membership.

Article VI

A meeting may be called by any of the executive members, with 10 days notice. A meeting can be called through email to each of the executives and a day and time will be agreed on. Meetings will be expanded to include both executive meetings and general meetings. Executive meetings will be conducted regularly, while general meetings will occur with input from the broader membership. Meeting agendas will ensure comprehensive coverage of club activities and issues and give members an opportunity to present any complaints or ideas at the meeting. Lastly, meeting notes from every meeting will be available to all members upon request.

Article VII - Leadership succession

Under the Club Leadership Succession Procedure overseen by the CUSA Clubs Oversight Committee, CCBS will hold elections near the end of the winter term to determine the new executive team to aid in future leadership succession. General members are able to nominate themselves for an executive or presidential position, during a predetermined time frame. After which, the general members will be notified by email and asked to cast a vote through Google Forms for each position to determine the executive body for the following year. The following steps will be taken to run the elections.

1. The CCBS executives will appoint a Succession Officer to run elections for the society.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the society.
 - 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. CCBS will run a first past the post-style election to elect the executive positions of: President, Vice President Media, Vice President Finance, Vice President Outreach, Vice President Merchandise, and Vice President Events. This will be conducted via google forums.
- a. Candidates on the ballot shall be organized on the forum given their respective names, email addresses, and student numbers.
 - b. A final “no-confidence” option will be offered at the bottom of the forum.
 - c. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article VIII - Impeachment:

Membership Removal Process

Before initiating membership removal, the CCBS will consult with the CUSA Clubs Membership Removal Committee (MRC). The MRC will then provide guidance on the next steps for CCBS. Should the MRC advise that the club proceed with the removal of a member, the following procedures will be implemented:

Impeachment of an Executive Role:

Grounds for the impeachment of an executive member include any violation of the CCBS Constitution, the governing documents of CUSA, acts that negatively impact or harm the interests of CCBS and its members, and/or failure to fulfill executive duties.

Any member may submit a request for the impeachment of an executive to any current executive

member. Upon receipt of the request, the executive body will convene a meeting with the general membership within 10 days. During this meeting, the complaint will be reviewed, and both the complainant and the accused executive will be granted the opportunity to speak.

A vote for impeachment will then be held with the general membership. The accused executive will not be permitted to vote. A simple majority is required to impeach the executive. Impeachment results in the immediate removal of the individual from both their office and membership in the CCBS.

Membership Impeachment:

Grounds for the impeachment of a general member include any violation of the CCBS Constitution, the governing documents of CUSA, or acts that negatively affect or harm the interests of CCBS and its members.

Any member may submit a request for the impeachment of another member to an executive. Upon receiving this request, the executive body will convene a meeting within 10 days to review the complaint. At this meeting, the complainant and the accused member will each be given an opportunity to present their statements.

A vote for impeachment will be conducted among the executives, with a simple majority required to impeach the member. Impeachment results in the removal of the individual from membership in the CCBS.

Article IX

All amendments to the constitution must be presented to the general membership amidst a general meeting and a vote will take place with the general membership and the executive membership to adopt the new amendment. A simple majority vote will be required to adopt the new amendment. This ensures involvement of General Membership in the CCBS's decisions and operations

Article X

Upon dissolution of the CCBS all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Actua, a not-for-profit charity which is a leading Canadian, technology, science and mathematics (STEM) youth outreach organization.

Article XI

In order to maintain and foster a sense of tradition within the department of chemistry, the 'Welcome BBQ' event will continue to be organized by the executive members of the club in collaboration with the Institute of Biochemistry at Carleton in the early Fall Semester. This event aims to foster a sense of community within the society and general membership, and provide an opportunity to recruit new members at the beginning of each academic year.

