

Article I The Club's Name

This Club shall be called Visual Arts Carleton and will go by the abbreviation "VAC".

Article II Mission Statement

At VAC we aim to make it as easy as possible for university students to have time to explore visual arts and meet other art-lovers. It is a place to de-stress, build community, and to just have fun. We aim to do this by providing materials for free and organizing group sessions both online and in-person.

Article III Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV Membership

4.1 Members

A Member shall be defined as any individual who meets the following criteria:

- a. Is a student who is enrolled at Carleton University
- b. Has attended at least three sessions (either online or in person)

Article V Executive

5.1 Function of the Executive

The Executive ensures that Visual Arts Carleton fulfills its mandate and maintains the financial stability of the club.

5.2 Benefits

The only benefit that members of the Executive will get is to add their position to their co-curricular record. Any benefit beyond this could be grounds for impeachment.

5.3 Executive Portfolios

President:

- Be responsible for the overall leadership of the club and possess the final say on the club's decisions so long as this document does not provide an alternative decision-making process on the issue
- Be Responsible for the organization and coordination of club
- Possess joint signing authority for the finances of the club
- Shall have complete access to all of the club's social media page(s) and email address(es)
- Serves as the final authority responsible and accountable for all club matters

Vice President of Finance:

- Is in charge of the financial aspect of VAC
- Creates a clear annual budget to show to members
- Possess joint signing authority for the finances of the club
- Manages the VAC's bank account and deposit all club revenues into the account
- Oversees all of the club's fundraising initiatives and apply for subsidies grants, and event-specific funding where applicable
- Collects payment of all fees from all Members
- Responds to any financial inquiries from CUSA
- Provides the Executive with timely updates on the financial situation of VAC
- If needed, one or both presidents may serve as the financial advisor in addition to their regular duties

Vice President (General)

- Is in charge of helping the President and Vice President of Finance with their duties
- Will formulate and present to the Executive a plan for member recruitment
- In charge of replying to all external correspondence in a professional matter

General Executive

- Assists President(s) and Vice-President(s) with supervising events, coming up with event ideas, planning events, and executing events. Can assist with whatever other tasks may arise with regards to club activities.

Director of Social Media

- Shall possess Administrative authority on the club's social media pages and groups, and have final posting authority
- Is in charge of keeping the Membership informed of club activities, policies, and goals on a frequent basis throughout the year
- Will aid all Executives in matters pertaining to digital media as needed

Article VI Club 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
 - 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

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII Club Succession

7.1 Executives for New Academic Year

VAC has chosen to execute the succession procedure via consensus.

- 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 in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- The club membership may work towards consensus across multiple meetings
- If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes
- If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will pursue an election.

7.2 Election Procedure

This elections process is to be used if the club cannot reach consensus.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - 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. The Club will run a first past the post-style election to elect the executive positions of [insert executive positions]

- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
- b. A final “no-confidence” option will be offered at the bottom of the ballot.
- c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
- d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

7.3 New Executives mid-Academic Year

In the event that more executives are deemed necessary to successfully run the club, or an executive quits and needs replacement, a by-election will be held.

7.4 Unexpected Global Events

In the event of global pandemic or other such cataclysmic, life-redefining global events rendering an election unfeasible, an open call for executives may instead be placed, providing no dissent from club members. In this case, all who applied will be allowed into the executive and can decide amongst themselves on an executive structure for the year.

Article VIII Impeachment

8.1 Impeachment for Removing an Executive Role:

In the event an executive member does not contribute or do their job or violates this constitution, three (3) warnings shall be issued. On the third warning, CUSA Clubs Membership Removal Committee (MRC) will be contacted.

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) advises 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

9.1 General Amendments

Any member of Visual Arts Carleton can make an amendment as they see fit, as it is a tool for the betterment of the club. An amendment must be typed and presented as an editable document. For an amendment to pass, it must be presented at a club meeting and get support from the majority of all members including executives.

9.2 Minor Amendments

Amendments involving grammar and spelling mistakes can be fixed by any executive member with no input from members of the club.

Article X Dissolution of the Organization

In the event Visual Arts Carleton dissolves, the remaining proceeds go back to the United Support Center.