

Sisterhood Society Constitution

Article I

Name of the Organization

The Organization shall be known as the Carleton University's Sisterhood Society, and herein be referred to as "Sisterhood Society"

Article II

Purpose of the Organization

The organization shall work towards

- (1) being respectful to one another
- (2) creating and provide a safe environment for those who partake in the club
- (3) fulfill responsibilities and tasks given in a timely manner

Our mission is to accomplish a safe and exciting space for members of the Carleton community to assemble, celebrate our differences, and empower one another. We hope our society will reach many BIPOC females, gender identifying women, and non-binary individuals at Carleton to let them know that there is an environment for them to have fun and learn. Lastly, we hope that through our events, we will be able to give back to our community and organizations to help those in need.

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of any and all undergraduate students who apply regardless of gender, sexual orientation, or race. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership and/or other executives.

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

President must:

- a) Set and observe goals for the club
- b) Appointing executive members
- c) Delegate tasks
- d) Maintain communication with CUSA
- e) Oversee all tasks, especially the finance division
- f) Responsible for all important meetings (i.e. amendments and impeachments)
- g) Responsible for any and all investigations
- h) Hand over and file any and all reports to CUSA

Vice-President / Secretary must:

- a) Take meeting minutes
- b) Log the attendance of each individual
- c) Email every exec's report in an organized file to the co-presidents
- d) Handle all communications (i.e. emails)
- e) Remind each exec of upcoming events & meetings
- f) Create & update our monthly events calendar
- g) Take care of any tasks/clerical work with CUSA (alongside President)

Chairwoman of Finance must:

- a) Budget & log all expenses
- b) Work with Event Planners to organize fundraisers, events & more
- c) Responsible for any finances with CUSA
- d) Apply for & manage the Club's bank account

Chairwoman of Marketing must:

- a) Handle all social media accounts
- b) Post weekly
- c) Story posts twice a week (minimum)
- d) Promote & advertise our club
- e) Make posters
- f) Work with Chairwoman of Finance to design merch

Event Planner must:

- a) Work with Chairwoman of Finance to host monthly events (in-person & online)
- b) Work with Chairwoman of Finance to plan giveaways (i.e. whoever finishes 1st, 2nd & 3rd in the obstacle course wins a prize)

- c) Invite at least 1 guest to participate in an event per semester (i.e. Michelle Obama speaks about racism on Black History Month)
- d) Work with Chairwoman of Marketing to promote events

Year Representative must:

Lower year Reps: 1st & 2nd year

Upper year Reps: 3rd & 4th year

- a) Represents Carleton BIPOC students of their grade
- b) Bring forward ideas, interests, and concerns of general members and other Carleton BIPOC students.

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
 - a. 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

Leadership Succession

Sisterhood Society has chosen to run a Consensus Based process for its Leadership Succession.

The following are the steps necessary to facilitate a Consensus Based process:

- (1) Those wanting to hold an executive position first must apply via Google Form
- (2) The deadline will be two weeks post form release
- (3) After the deadline, executive members will work towards consensus across multiple meetings at a set date and will be informed more than a week in advance

- (4) Those chosen for the position will be informed via email and will have a set amount of time (mentioned in the email) to either accept or decline the position
- (5) If successful, the members shall also designate a member to inform the Student Groups Administrator
- (6) 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.

Executive Members may hold an executive position until departing Carleton University (whether by graduation, transfer, or dropout, e.t.c.), notice of leave (at the ending of the year), or impeachment. Only General Members are eligible to run for/apply to be an Executive position. A Consensus Based process shall be called to fill the vacancy within one month of the seat becoming vacant

Article VIII

Impeachment

This section outlines how Executive Members are removed from office. The procedure is as follows:

- a) To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- b) The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- c) 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 IX

Amendments

This section outlines the process for making amendments in the Sisterhood Society's constitution. The process is as follows:

- (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

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the charity The Support Network for Indigenous Women and Women of Colour.