

The Constitution of the Carleton Book Arts Society
Last Updated: July 2024

Article I: Name of the Organization

The Organization shall be known as the **Carleton Book Arts Society** (CBAS) and herein be referred to as “The Organization”.

Article II: Purpose of the Organization

The organization, open to students at any level of study and any level of experience, shall foster and support members’ collective and individual interests in all related fields of the book arts, including but not limited to, letterpress printing, linocutting, wood engraving, calligraphy, paper decorating, and book binding. Additionally, where possible, the organization aims to foster any and all academic or scholarly discussions relating to the fields of book history and print culture to inform members' approach to the book arts. The organization also seeks to cultivate student’s engagement with the book arts/print culture communities in and around Ottawa/Ontario.

Organized with the support of the Book Arts Lab in the MacOdrum Library, the organization aims to provide members with hands-on experience of the book arts and to explore the historical and modern processes behind books and the material production of literature (and other related materials).

The organization aims to foster an inclusive and interdisciplinary community of students whose varying positionalities and academic interests can impact and challenge the way we understand the book and material ephemera (broadsides / posters, pamphlets, cards, stickers, letters etc). The organization seeks to empower students to use book arts equipment and techniques to elevate their own voices, explore new things, get messy, and have fun.

Article III: Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization. It shall be composed of two (2) members: the President and Vice-President Finance.

Note: Both the general membership and the executive membership may be made up of both undergraduate or graduate students from any discipline or level of study.

Article IV: Membership

There shall be 2 levels of membership within the organization: general membership and executive membership.

Membership in the organization shall be valid from September to August each academic year

In the event that a member of the organization violates the organization's Constitution, any of CUSA's governing documents, or any of the University policies outlined in Article VIII, 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

President

The President of the organization shall, in collaboration with the Vice President Finance, be responsible for organizing events or meetings. The President will also communicate with members regarding news, events, and other opportunities available to general members. The President will also be responsible for maintaining social media / online discussion forums related to the group and ensuring that all activity on those platforms is relevant to the organization's mission and is respectful of all members. The President will be responsible for communicating with Book Arts Lab staff.

Vice-President Finance

The Vice President Finance shall, in collaboration with the President, organize events or meetings with the general membership. They will be responsible for maintaining social media / online discussion forums related to the group and ensure that all activity on those platforms is relevant to the organization's mission and is respectful of all members. They will also be responsible for any and all finances related to the organization's operation.

CBSA Constitution (2023) 3

Article VI: Meetings

Calling Meetings and Meeting Schedule

Meetings of the General Membership, sometimes known as Annual General Meetings (AGMs), are necessary to accomplish important club business including elections and constitutional amendments. Meetings of the Executive Committee are necessary for day-to-day operations and to accomplish the objectives/goals of the club.

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
 - o 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.

Votes by the Executive Committee on club business shall be declared by a simple majority.

Meetings in the Book Arts Lab

Important: Due to the Book Arts Lab's nature, safety must be the first consideration when scheduling a meeting. It is a privilege to work in the Book Arts Lab and failure of the organization to follow the Book Arts Lab / MacOdrum Library's policies may result in the removal of that privilege.

Meetings cannot be held in the Book Arts Lab if one or more of the following is true:

- a) There is a scheduled class or other academically-oriented meeting taking place in the Book Arts Lab during the proposed meeting time;
- b) The Book Arts Lab supervisor has not confirmed the use of the Book Arts Lab for the organization's use;
- c) The Book Arts Lab supervisor has not confirmed the appropriateness of the activity to be taking place during the meeting; or
- d) The Book Arts Lab supervisor or other authorized persons are not present at the meeting.

In cases where the Book Arts Lab supervisor and/or all other authorized persons are unable to attend a previously scheduled meeting, the meeting must be canceled or postponed to a later date.

Note: "Authorized persons" are not determined by the organization; they are persons that the MacOdrum Library deems appropriate and responsible for the supervision of staff and students while in the Book Arts Lab.

The number of meetings to be held depends on and must respect the Book Arts Lab and Book

Arts Lab staff schedules. As such, the minimum 1 meeting per month is not guaranteed, nor will all meetings take place in the Book Arts Lab.

Meetings held in the Book Arts Lab must comply with the Book Arts Lab capacity guidelines. Please consult the Book Arts Lab supervisor for the most relevant, up-to-date information on Lab
CBSA Constitution (2023) 4

policies. As such, event / activity meetings will be open on a “first-come-first-serve” basis and will require general members to register in advance with a cap on the number of members able to join. As all event meetings may not be the same, the number of members allowed to participate will depend on the nature of the event in question. Executive members must consult with the Book Arts Lab supervisor or staff to confirm the appropriate number of members for all activities (i.e.: binding a small pamphlet can accommodate more members than printing a large poster).

The Executive membership will use their discretion as to whether the general membership must register in advance / the number of members allowed to participate in activities not occurring in the Book Arts Lab.

Article VII: Leadership Succession

Limitations on the Term of Executive Members

The Executive members, President and Vice-President Finance, shall not be eligible to occupy an executive position if any of the following are true

1. They have exceeded maximum of 4 years combined, not necessarily consecutive, as an executive member;
2. They have graduate and are no longer a student at Carleton University; or
3. Until they no longer wish to be in the executive position; or
4. They have not met the standards of conduct expected of the organization’s members or have violated any other University policies (outlined in Article IV).

NOTE: Leadership succession must occur annually. Unless an executive member makes known a particular reason for which leadership succession must occur at another time during the year (i.e. graduation, withdrawal from a course of study, etc), decisions on leadership succession must be finalized before the end of March, annually.

First Past the Post Election

The Club will run a first past the post-style election to elect the executive positions of President and Vice President Finance.

1. The Club executive membership will appoint a Succession Officer to run elections for the Club.
 - a) A Succession Officer may be any one (1) of the following individuals:

- A neutral party to all elections being held within the club
 - A member of the Clubs Oversight Committee
 - A member of the CUSA Clubs Office
 - A neutral member of Carleton University Faculty or Staff
2. The Executive Membership must certify that the Succession Officer is a neutral party.
- CBSA Constitution (2023) 5

3. The Organization will work with the Succession Officer to set the date of final voting, campaign start, campaign end, voting start, and voting end, if they do not match the timeline set below.
4. Students-at-large will have the opportunity to join the club before the start of voting
5. Every voter has the right to cast their ballot in private
6. All efforts will be made by the organization and the Succession Officer to make casting a ballot accessible; accessibility requirements should be communicated members to the Executive membership and/or the Succession Officer. The organization will make this clear in the campaign announcement.
7. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator

Election Steps and Requirements

1. Votes will be cast digitally, unless otherwise agreed upon with the Executive Membership or Succession Officer for accessibility purposes.
2. 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.
3. A final “no-confidence” option will be offered at the bottom of the ballot.
4. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
5. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Timeline

- February 25

Announcement of leadership succession. All members should be given the opportunity to enter their name for an executive role. Members should submit their name and a brief statement about what they believe they will bring to the organization.

The organization should also locate a Succession Officer outside of the membership.

- March 01

The campaign is announced. The candidate’s statements will be circulated through the organization’s email to all members and on the organization’s website (Instagram account). The organization will communicate the date when voting will open and close, and when the results should be expected.

- March 08

Voting opens.

- March 22

Voting closes. Voting should be open for a minimum of 2 weeks, but can be extended up to the end of March.

- March 30

CBSA Constitution (2023) 6

Deadline to announce to the candidates and general membership the results of the vote.

NOTE: The successful candidates will take up their new role at the beginning of September of the same year as the election unless otherwise required by the unique circumstances of the incoming or outgoing executive membership. Any alternative arrangements on the matter will be discussed amongst the Executive membership in an informal meeting.

Article VIII: Impeachment

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) advise 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.

Executive members who do not follow the following University policies can be removed from office:

1. When in the MacOdrum Library, the Library's Code of Conduct.
2. Any of the Policies and Procedures outlined by the Department of Equity and Inclusive Communities, including but not limited to the Human Rights Policy and the Student Rights and Responsibilities Policy.
3. The mismanagement of funds.

Additionally, members who do not abide by the safety measure and rules of the Book Arts Lab while participating in events held there may no longer be permitted to attend Book Arts Lab workshops, depending on the severity of the infraction.

Instances of unsafe or unacceptable behaviour in the Book Arts Lab include, but are not limited to:

1. Mishandling sharps, solvents, cutting machines, or presses;
2. Repeatedly eating and drinking in the print side of the Book Arts Lab;
3. Deliberately damaging equipment and materials outside of incidents which may occur from regular use;
4. Running, jumping, or climbing on equipment;
5. Refusing to listen to Book Arts Lab staff while in the Book Arts Lab

Article IX: Amendments

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 Canadian Bookbinders and Book Artists Guild (CBBAG) – Ottawa Valley Chapter.