

## **Article I**

### **Name of the Organization**

The Organization shall be known as Inter-Varsity at Carleton University, and herein after shall be referred to as the Organization.

## **Article II**

### **Purpose of the Organization**

The Organization shall work towards joining with students who are interested in learning about the person of Jesus Christ and being committed followers of His model and teaching. This includes studying the Bible, embodying its teachings, extending hospitality, serving the marginalised, and providing a safe atmosphere where students on campus are welcomed and find community.

## **Article III**

### **General Membership**

1. The General Membership shall be the legislative body of the Organization and shall be composed of all members who one of the Organization's events at least 50% of the weeks between September and March, barring any exceptional individual circumstances such as, course schedule conflict, ill health, study abroad, or times of pandemic, as shall be assessed by the Executive with the consent of the General Membership. Membership is open to all Carleton University students, whether full or part-time.
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 1st to April 30.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

## **Article IV**

### **Executive Membership**

General Members may be considered for Executive Membership when they attend 60% of the Organization's events between September and March, barring any exceptional circumstances such as those discussed in Article III. The Executive shall be the administrative body of the Organization and shall be composed of members chosen and agreed upon by the General Membership.

Executive Membership is composed of members who have administrative responsibilities and lead the Organization. They have been voted in, as a whole team, by the General Membership in March or April of every year. Executive Members commit to at least 10 hours per week of involvement with the Organization, barring any exceptional circumstances such as study abroad, mental or physical illness, disability, or

any other reasonable circumstances (as decided at the discretion of the Nomination Committee) which may curtail their commitment.

## **Article V**

### **Executive**

The Organization will be decentralized and encourage a flat leadership model of engagement and interaction rather than hierarchical command. The President shall be the official representative of the Organization's General and Executive Members and shall handle the administrative responsibilities of the Organization and spearhead engagement with CUSA and with other Clubs. Their duties will also include notifying the leadership team of CUSA-related news, overseeing and/or mediating the planning of regular club events, and facilitating Executive meetings. The President should preferably have previous Executive experience with the Organization.

The Vice President shall perform the duties of the President in the latter's absence and shall generally assist the President when required. The Vice President shall also function as the Treasurer and shall keep the account books of the Organization, shall arrange for the custody and distribution of funds pursuant of the Executive and the General Membership's direction. The Vice President shall have the books available upon request of any member of the Organization. The Vice President shall perform such other duties as are from time to time assigned by the President, Executive, or General Membership.

Bible Study Leaders shall lead weekly Bible studies and meet once weekly for Bible study Prep. They are also responsible for bringing snacks, supplies, and printing out manuscripts for the study.

Event Coordinators shall be in charge of planning events and notifying the Communications Team Head of upcoming event details, dates, and times. When planning events, Event Coordinators are responsible for determining location, booking spaces, arranging transportation, providing required supplies such as food, cutlery, games...(etc.)

Communications Team Head is responsible for staying updated on event dates and details, delegating tasks to Comms Team Members, and creating Comms Team rotation schedules. Comms duties include composing and sending monthly email updates, creating Instagram posts for upcoming events, replying to Instagram DMs and emails on the club's email account, notifying members of upcoming events on our Facebook Messenger and Discord server, and adding members to group chats and the email list. The Communications Team is also responsible for creating flyers, posters, and other such club promotion materials.

Positions may be added to or subtracted from the Executive from year to year, if deemed necessary by both the Nominating Committee and the Executive. Other such positions can include but are not limited to Events Coordinator, Prayer Coordinator, and Bible Study Coordinator. These Executive Members shall organize and lead social events, prayer meetings, and Bible studies, respectively, for the student body, as the

General Membership and Executive desire. They shall perform such other duties as are from time to time assigned by the President, Vice President, or General Membership.

Non-Carleton students may not hold an Executive position with the Organization.

## **Article VI**

### **Nominating Committee**

The role of the Nominating Committee is to facilitate the leadership succession process of the Organization. The Nominating Committee shall consist of at least four members of the Organization. No more than three students from the current Executive and no less than three General Members will form the Nominating Committee. The Nominating Committee should, as much as is possible, have gender diversity and represent the entire spectrum of the General Membership. The current IVCF staff worker is requested to be present at all Nominating Committee meetings and will have a voice but no say in the final decision of the Nominating Committee. Members of the Nominating Committee and the staff may form pairs of two to interview potential future leaders. These teams of two will report back to the broader Nominating Committee to share the results of their interview before presenting the candidates to the General Membership.

Once the Nominating Committee has been formed, it must be presented to the General Membership at a General Meeting, no later than the end of March. Approval of the Nominating Committee will be consensus-based. It is up to the members of the Organization to come forward at this time with any concerns they might have with the selection of the Nominating Committee. If consensus cannot be reached through dialogue, a secret ballot will be organized and members of the Committee will be approved or rejected by simple majority.

## **Article VII**

### **Meetings**

#### **A. GENERAL MEETINGS**

Meetings of the General Membership shall be conducted as follows:

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. A quorum of 50% of the total membership is required for a General Meeting.

## **B. EXECUTIVE MEETINGS**

1. Executive Meetings will take place on a weekly or biweekly basis at the discretion of the Executive.
2. Upon the written request of half of the Executive, an Emergency Executive Meeting may be called by the President.
3. Voting procedure for regular business at an Executive Meeting shall be by simple majority when consensus cannot be reached.
4. A quorum of 60% of the Executive is required for an Executive Meeting. If this quorum is not reached, the Executive may overturn any decisions made in this meeting at a later date, by simple majority

## **Article VIII**

### **Leadership Succession**

All Executive Members shall be selected from the General Membership and both part-time and full-time Carleton University students are eligible.

Leadership selection will take place during the month of March or April and will be consensus-based as per CUSA's Leadership Succession Procedure. A General Meeting will be called at least one week in advance by the Nominating Committee and President, and the details (time, location, candidates, and online options) provided to the General Membership. At the General Meeting, the Nominating Committee will present their candidates to the General Members, who will have an opportunity to accept or reject the proposed future Executive. If any dissenting voices are raised, the Nominating Committee will listen to their objections and will propose possible compromises or solutions. If no consensus can be reached, the outgoing or incumbent Club President will inform the Student Groups Administrator and the Organization will proceed by consulting with all Club Members. The consultation will allow all General and Executive Members to come to a consensus on each candidate by either expressing confidence or lack of confidence. All candidates who receive at least 70% confidence will be assigned the role of Executive.

The term of office shall be one year commencing May 1 of that year.

In the case of a vacancy, the president may announce a by-election. A by-election may take place during a general meeting, requiring 70% confidence of the members.

## **Article IX**

### **Impeachment**

All members of the Nominating Committee, General Leadership Team, and the Executive must be willing to express their written non-opposition to Inter-Varsity of

Canada's documents, *Our Community Covenant* and *Our Statement of Faith* in order to ensure that the Organisation's stated purpose (see Article II Purpose of the Organization) is not compromised. To accommodate all Christian denominations, theologies and perspectives, non-opposition is to agree to these documents within the reservations that may be presented by the diversity and scope of Christian thought, consciousness and practice. Any elected member of the Nominating Committee or the Executive who refuses to express non-opposition such that their views or actions compromise the Organisation's Stated purpose may be impeached by the following procedure

The steps for impeachment shall be as follows:

1. To remove a member, IntersVarsity at Carleton 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, direct opposition to Inter-Varsity of Canada's documents *Our Community Covenant* and *Our Statement of Faith* harming the club's stated purpose, 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.

Replacements for leadership positions will be drawn from within the General Leadership Team or the Executive, as described in Article VIII.

## **Article X Amendments**

[Any General Member can propose an amendment to the constitution. This amendment will be presented at the general meeting at the beginning of each semester. A vote will take place with the General Membership to adopt the new amendment. A simple majority will be required to adopt the new amendment.]

In the event a General Member should request a Constitutional Amendment, their proposal shall be presented at the general meeting at the beginning of each semester. Adoption of the new amendment will require a simple majority vote among the General Membership. Each amendment shall be approved by CUSA and its clubs and societies office.

## **Article XI Dissolution of the Organization**

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Inter-Varsity Christian Fellowship of Canada.

## **Article XII Disclaimer**

The views and actions of the Organization in no way necessarily reflect the views of CUSA.

## **Article XIII Relationship to InterVarsity Canada**

The Organization recognizes the right of InterVarsity Canada to withdraw its support from the club if InterVarsity Canada deems that the club's behavior no longer reflects the vision and beliefs of InterVarsity Canada. The Organization also recognizes the right

of InterVarsity Canada to remove any and all copyrighted names, organizational material, and staff support from the club.