

Carleton University
Ottawa

Carleton Communications Society

Constitution



Article I

Name of the Organization

The Organization shall be known as the Carleton Communications Society or “CCS” and, herein, shall be referred to as the Organization.

Article II

Purpose of the Organization

Carleton Communications Society (CCS) is a social and academic group of Communications students at the undergraduate level. The council is run by students, for students. Members in the council participate in fundraising initiatives, social activities, professional development workshops, and networking nights throughout the year. The council works towards creating networking and social opportunities for Communications students, as well as providing insight into where a degree in Communications can take you.

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

General Membership

The General Membership shall be the Organization's legislative body and be composed of all fee-paying members. Those members in the general construct shall attend meetings and participate actively throughout the year. Membership is valid from September of a given academic year to April of the same academic year. Annual membership fees must be paid to retain standing.

Article V

Executive

President

The President oversees, plans, organizes and executes all student society activities throughout the academic school year. They are the primary liaison between the Carleton Communication

Studies department and the Carleton Undergraduate Student Association. The President is also responsible for planning Pop In with Profs, Bake Sales, Field Trips and various presentations throughout the academic year. The President will host bi-weekly executive team meetings where the President will delegate tasks. The average weekly time commitment can vary from 10 to 20 hours per week.

Vice-President

The Vice President coordinates events with the CCS President and is a critical contact with the Communications Faculty and the Carleton Undergraduate Student Society. The Vice President works with the President on various events throughout the year. The Vice President acts as a leader in executive meetings and as a point of contact for executive members. The average time commitment can vary from 10 to 15 hours per week.

Vice President Finance

The Vice President of Finance is responsible for keeping monthly account balances, preparing a budget presentation for club certification, recording sales from events, and withdrawing and cashing funds. The VP of Finance also oversees managing all funding opportunities. The average weekly time commitment can vary from 5-7 hours per week.

Vice President Special Events

The Vice President of Special Events is responsible for creating, planning, and following through with all events throughout the year, such as pub nights, fundraisers, bake sales, and society meetings. This includes setting up, taking down all events, and purchasing/preparing necessary materials. The Vice President of Special Events coordinates with Carleton bookings to ensure all rooms are adequately scheduled for society and executive meetings. The Vice President of Special Events is also responsible for planning our biggest event of the year, the Gala. This includes the management of the COMS gala event, hiring the gala committee, high-level financial management and vendor coordination. Tasks include creating a committee, visiting the venue, communicating with the venue, arranging a price, handling finances, organizing ticket selling, ticket promotion, getting in touch with a photographer and a graphic designer to make tickets and any other miscellaneous tasks. The average weekly time commitment can vary from 5-10 hours per week.

VP Communications

The Vice President of Communications is responsible for maintaining the CCS Facebook, Twitter, LinkedIn, and Instagram Social Media Pages throughout the year. They are responsible for posting relevant communications material, student society announcements and reminders, and sorting and responding to promotion requests via the social media email account. This also includes creating digital content, which will be used to promote student society events,

milestones, and announcements. The average weekly time commitment can vary from 2-5 hours per week.

VP Community Outreach:

The Vice President of Community Outreach is responsible for reaching out to external organizations and companies. This includes planning and implementation of outreach strategies. They are responsible for creating sponsorship agreements and making CCS known within the surrounding community by updating pictures and event info for CUSA newsletter & website monthly and more. This individual also facilitates relationships between CCS and external organizations. They develop ways to involve external organizations in CCS events and in collaboration with the VP communications and creative collaborator role, they create our monthly newsletter.

VP Creative Collaborator:

The Creative Collaborator works as a main point of creative assistance for VP Communications and VP Outreach, as well as any side projects the President and Vice-President delegate to them. In this role, the Creative Collaborator will be responsible for taking pictures during events and updating CCS's monthly events on the CUSA website and the CCS social media. This role will also lead in creating content used for TikTok as well as aiding the VP of Communications in the implementation of CCS accounts on various additional communications platforms. The expected hours per week range from 5-10 hours.

Representatives: 1st Year, 2nd Year, 3rd Year, 4th Year

The Class Representative is responsible for directly communicating student society events and updates to the students in their year of study. They communicate with students by making announcements in classes and making themselves available as a point of contact between society and the general members. They are additionally responsible for fundraising, ticket sales, and online social promotion. Skills in public speaking are essential for this role. The average weekly time commitment can vary from 1 to 3 hours weekly.

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

Article VII

Leadership Succession

Election

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

- 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.

All other executive positions will be chosen by the elected President and Vice-President using an application/interview with a vote of confidence, leadership succession process.

- If the Student Groups Administrator approves a club request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives

- Questions should be topical and situational where possible, taken from a question bank established by the hiring panel
- Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken
- The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates
- 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, and of a meeting location, with virtual options available for those unable to attend in person
- When there is only one nominee, they should face a vote of confidence
- Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership
- At the conclusion of this meeting, the voting members of the membership will elect the next executive roles

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) 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

- 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 Ottawa Food Bank.