

Carleton CUSEC Society



Article I

Name of the Organization

1. The Organization shall be known as the Carleton CUSEC Society, and herein be referred to as “CCS”.
2. The Organization shall operate as a non-profit organization.
3. As the official association of Carleton University, the Organization shall represent the University as an independent member of the Canadian University Software Engineering Conference (CUSEC).

Article II

Purpose of the Organization

1. The organization shall work towards providing Carleton University students with opportunities to learn from world-renowned experts, connect with like-minded peers, and discover exciting opportunities in the field of technology. Through the annual Canadian University Software Engineering Conference (CUSEC), we aim to educate, inspire, and empower students in their software engineering journey.
2. Members will have access to engaging workshops, seminars, and events aimed at fostering continuous learning and personal growth in the field of technology.
3. The organization is committed to creating a supportive and inclusive community that encourages collaboration, skill-building, and networking among its members.

Article III

Membership

There shall be one level of membership within the organization: the general membership. Membership in the organization shall be valid from May 2024 to April 2025.

Members shall have the opportunity to

- Participate in club activities
- Receive regular club communications
- Access club resources/benefits

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.

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.

Membership in the organization shall be valid from May to April each academic year.

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

The CCS shall have an Executive Team consisting of the following director positions, with their respective responsibilities:

1. **President:** The President of the CCS shall be an individual who has previously been involved with CUSEC. The President shall provide overall leadership and guidance and shall have the authority to make executive decisions to ensure the club operates smoothly.
2. **Director of Finance:** The Director of Finance shall be responsible for managing financial affairs by budgeting, financial planning, and properly allocating resources.

The Director of Finance shall work closely with the President in financial decision-making and reporting.

3. Director of Events: The Director of Events shall be in charge of organizing and coordinating various events and activities for the club. They shall work closely with the President to plan and execute club events, ensuring their successful implementation. The Director of Events shall have the responsibility of managing event logistics, coordinating with external stakeholders, and ensuring a positive experience for club members.
4. Director of Technology: The Director of Technology shall oversee the technological infrastructure and systems of the club. They shall be responsible for managing the club's website, online platforms, and other digital resources. The Director of Technology shall work towards enhancing the club's technological capabilities and ensuring efficient communication and information sharing among club members.
5. Director of Promotions: The Director of Promotions shall be responsible for promoting the club and its activities. They shall develop and implement marketing strategies to increase club visibility and attract new members. The Director of Promotions shall work closely with the President and other directors to create promotional materials, manage social media accounts, and coordinate outreach efforts.

These executive positions shall form the core leadership of the CCS and work collaboratively to advance the club's mission and objectives.

Article V

Meetings

1. Weekly Team Meetings: The CCS shall hold weekly team meetings to facilitate communication and ensure the efficient operation of the club. These meetings shall serve as a platform for quick updates on the progress and activities within the club. The purpose of these meetings is to discuss ongoing projects, address concerns or challenges, and provide an opportunity for members to share their ideas and contributions.
2. Additional Meetings for Significant Events: In the event of a major upcoming event or nearing the CUSEC conference date, additional meetings may be scheduled for the smooth functioning and preparation of such events. The President or the executive team shall determine the need for these meetings based on the requirements and complexity of the event.

3. Calling Meetings: Meetings shall be called by the President or any authorized executive director. It shall require the consent of at least two executive members to call a meeting.
4. Meeting Notice: A minimum of 24 hours' notice shall be provided to all club members prior to any scheduled meeting. This notice shall be communicated through the club's official communication channels, such as email, discord server, or any other established platform.
5. Meeting Minutes: Detailed minutes of each meeting shall be recorded by the Secretary or any appointed individual. These minutes shall include key discussion points, decisions made, and any action items assigned. The minutes shall be made available to all members within a reasonable timeframe after the meeting.

The purpose of these meeting guidelines is to promote effective communication, collaboration, and decision-making within the CCS. Regular team meetings and additional meetings for significant events ensure members are well-informed and actively engaged in the club's activities and progress.

Article VI

Leadership Succession

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

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

By implementing the Application & Interview process, the Carleton CUSEC Society guarantees a transparent and unbiased approach to leadership succession. This process enables the selection of qualified individuals who possess the necessary skills and experience to effectively fulfill their respective roles within the club.

Article VII

Finance

1. Funds Management: All acquired funds shall be deposited into a designated CCS account solely for CCS purposes.
2. Bank Accounts: The CCS shall maintain its own bank accounts, requiring the signatures of two out of the following executive directors: President, Vice President, and Director of Finance.
3. Financial Responsibility: The Director of Finance manages income and expenses, ensuring funds are utilized effectively and within the budget. Financial records are maintained and annually examined by a committee consisting of the Director of Finance, and President. An annual financial report is presented at the Winter General Meeting. The accounting year runs from May 1st to April 30th.

These provisions promote responsible financial management, transparency, and effective resource utilization within the CCS.

Article VIII

Impeachment

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
 1. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
 2. 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.

The impeachment process outlined in Article VIII ensures that executive members are held accountable for their actions and behavior. It provides a mechanism to address instances of misconduct and protect the integrity and functioning of the CCS.

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.

The process outlined in Article IX ensures a systematic approach to making amendments to the constitution of the CCS. It encourages member involvement, thoughtful discussion, and a fair voting process to uphold the principles and values of the club while allowing for necessary adaptations and improvements over time.

Article X

Dissolution

1. Dissolution of the Organization: In the event of the dissolution of the CCS, the following actions shall be taken:
 2. Assets Obtained from CUSA: All assets acquired through CUSA shall be returned to CUSA in accordance with their policies and procedures.
 3. Distribution of Other Assets: Any remaining assets, including funds, equipment, or other resources, shall be distributed to CUSEC and shall only be used for providing support for the Carleton delegate at CUSEC. This designated recipient should be specified in the

constitution or determined by the executive team at the time of dissolution.

The dissolution provisions outlined in Article X ensure that the assets of the CCS are handled appropriately and in accordance with the established guidelines. By returning CUSA assets and directing other assets to a designated recipient, the process of dissolution is conducted in a fair and responsible manner.