

## **Article I**

### **Name of the organization**

The Organization shall be known as the Carleton Italian Cultural Association, and herein be referred to as "CICA"

## **Article II**

### **Purpose of the Organization**

The main objective of this organization is to honor and promote Italian culture, strengthen the presence and unity of the Italian students at Carleton. Alongside provide these students with a place to embrace their heritage in an environment filled with their peers. The organization is fully dedicated to creating an inclusive and respectful environment that goes beyond political, religious, and socio-economic differences; aiming to build a resilient Italian community. For instance, the club will organize events that highlight and educate people about various aspects of Italian culture, including food, movies, theater, music, and more.

The organization strictly adheres to a non-political stance, ensuring that all activities are conducted without referencing the political symbols, disputes, or challenges currently or historically associated with Italy. It is essential to the organization's values that potential political disagreements should not hinder or undermine the club's primary goals.

The organization is deeply committed to maintaining an inclusive, welcoming, and respectful environment for all students, regardless of their religion, name, origin, gender, or sexual orientation. Conversations or discussions regarding potential discriminatory issues, such as religious or political beliefs, that could disrupt the harmony of the club are not encouraged within the organization.

A zero-tolerance policy is upheld by the organization against any form of violence, discrimination, or inappropriate comments regarding members' religious or political beliefs. Such behavior is not tolerated and may result in immediate expulsion from the organization. The club remains devoted to fostering a community characterized by respect, understanding, and appreciation for Italian cultures and diaspora.

## **Article III**

### **Structure**

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

## **Article IV**

### **Membership**

There shall be 2 levels of membership within the organization, Executive and General membership. Executives (President, VP Finance, VP Events, Events Chair and VP Marketing) are responsible for the proper functioning of the club and for representing the club, general members are able to elect and contribute to the planning and functioning as well.

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 in Article III - Structure.

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

Only full-time 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**

The individual leading the Italian culture club, in their role as president, has the key responsibilities of setting the club's goals and ensuring their achievement. They organize events and gatherings that highlight and appreciate Italian customs and traditions. They are also responsible for the distribution of tasks as needed. Their role extends to recruiting and ensuring the continued involvement of club members. Furthermore, they hold the responsibility for sustained communication within the club.

#### **VP Finance**

Responsible for all budgeting, financing, and financial planning for events, charities, and other activities when necessary.

#### **VP Events**

Responsible for creating events for the CICA, sourcing the materials for events, and filling out room rental forms for on Carleton University Campus events.

### **Event Chair**

Responsible for helping VP Event, adding in sourcing materials for event, and filling out room rental forms for on Carleton University Campus events.

### **VP Marketing**

Responsible for advertising, social media, and recruiting new members. Posters, logos, websites, communication, etc.

## **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**

#### **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

## **Article VIII**

### **Impeachment**

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)

- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club

- 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**

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 CUSA.