

# CONSTITUTION OF CARLETON LEBANESE STUDENTS SOCIETY

## Article I

### Name of the Organization

The Organization shall be known as the Carleton Lebanese Students Society, and herein be referred to as “CLSS”. **No other name shall be used** in the advertisement or representation of the club.

## Article II

### Purpose & Ethos of the Organization

The principal purpose of this organization is to celebrate and promote **Lebanese culture**, fortify the presence and unity of the Lebanese diaspora at Carleton, and foster connections amongst students of Lebanese descent, Lebanese international students, and immigrants. The organization is dedicated to creating a respectful and inclusive environment that **transcends political, religious, and socio-economic divisions**, and towards building a Lebanese community that is strong and resilient. For example, the club would host events that promote and educate people about Lebanese culture, food, movies, theater, and music.

The organization is **strictly non-political**, and all activities shall be conducted **without reference to the political symbols, disputes, or challenges currently or historically present in Lebanon or elsewhere. It is integral to the organization's ethos that potential political disagreements should not interfere with, obstruct, or damage the club's primary goals in any way.** The organization is committed to upholding an **inclusive, welcoming, and respectful** environment for **all** students, irrespective of nationality, religion, name, origin, gender, or sexual orientation. Conversations or discussions regarding divisive issues that could potentially impede the harmony of the club, such as religious or political beliefs, **are not tolerated within the organization.**

The organization maintains a **zero-tolerance policy** towards any form of violence, discrimination, or inappropriate comments about members’ religious or political beliefs. Any such behavior is unequivocally condemned and may result in immediate expulsion from the organization or any events it hosts. The club is committed to fostering a community of respect, understanding, and appreciation for the rich diversity of the Lebanese culture and diaspora.

## Article III

### Structure

The General Membership shall be composed of all members. The Executive Membership shall be the Administrative body of the organization and shall be composed of members elected by the Membership (VPs and President) and executive members chosen by elected VPs and President.

#### **Article IV**

##### **Membership**

There shall be 2 levels of membership within the organization, Executive and General membership. Executives (President, VP Communications, VP Finance, VP Marketing, Outreach/Social Media Executives, Membership Executives, Merchandising Administrators, Logistics Coordinators) are responsible for the proper functioning of the club and for representing the club, general members are able to contribute and volunteer as well. Only Executive members are allowed to accept cash, all cash payments being received should have 2 executives present accepting the cash. In other words, cash that belongs to the club should always be monitored by at least 2 executives and VP Finance should know about the payments taking place in order to properly keep record of all transactions. Purchases done by other executives should be done only with the consent and knowledge of the VP Finance, and all receipts must be kept and sent before an executive is reimbursed by the VP Finance for club-related purchases.

Membership in the organization shall be valid from September to August. In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, 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 Positions**

###### President

The individual leading CLSS, in their role as president, has the key responsibilities of setting the club's goals and ensuring their achievement. They are also responsible for the distribution of tasks as needed. Their role extends to recruiting and ensuring the continued involvement of club executives. Furthermore, they hold the responsibility for sustained communication within the club and proper functioning of the club.

###### VP Finance

Responsible for all budgeting, financing, and financial planning for events, charities, and other activities when necessary. Acting president/Vice President in case of the president's absence.

### VP Communications

The Communications VP handles all external communications and outreach of the club.

### VP Marketing

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

### Logistics Coordinator

Organizes, coordinates, and oversees all club event logistics such as food and equipment transportation.

### Merchandising Administrator

Coordinates the design, production, and sales of club merchandise. Helps VP Finance research venues, purchases, prices, etc..

### Social Media Executive

Manages and curates content for the club's social media platforms in a team led by VP Marketing

### Membership Administrator

Manages member registration, engagement, and feedback collection in person. The membership administrator also acts as a speaker for the club who will announce important information to general members during meetings and club events.

## **Article VI**

### **Meetings**

There will be meetings conducted strictly for Executives to discuss things related to events being planned and hosted, and other matters that General Members would not discuss. Executive meetings would be planned according to every executive's availability, and club-related matters will only be discussed during these meetings or on platforms agreed upon by the executives such as Discord. Informal communications on phone calls and WhatsApp that may be taken as overall club executive consensus between executives that may lead to disagreements and confusion will not be tolerated.

General Members would be kept aware of all decisions and will have a say in some actions taken by the club in terms of event planning and other matters. In addition, regular club meetings for general members will occur in the form of bi-weekly or occasional meetings in order to foster connection and community within the society.

## **Article VII**

## **Leadership Succession**

### Consensus Based

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 in a consensus fashion and of a meeting location through their Carleton e-mail, with virtual options available for those unable to attend in person such as Zoom.

Transcriptions of consensus meetings will be recorded manually or through online meeting transcriptions and recorded captions. The meetings will be to select VPs and a President. Other non-VP, non-presidential executive members will be selected by the elected executive members through an interview process, in which all of the VPs must be in agreement.

The club membership may work towards consensus across multiple meetings

If successful, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes.

If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process.

## **Article VIII**

### **Impeachment**

To remove a member, the 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) advises that the club proceed with membership removal, the following steps will take place:

#### Impeachment for Removing an Executive Role:

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.

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.

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:

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.

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.

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**

Any member can propose an amendment to the constitution.

This amendment will be presented during a general members meeting and 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.

#### **Article X Dissolution**

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be donated to the Lebanese Red Cross.