

## **Article I**

### **Name of the Organization**

The Organization shall be known as the Carleton University Reactors, and herein be referred to as “The Organization”.

## **Article II**

### **Purpose of the Organization**

The organization shall provide extracurricular environmental engineering activities and opportunities. Specifically, with regards to the design and implementation of reactors such as bioreactors, biocovers, composting, and other systems with the goal of developing sustainable solutions.

## **Article III**

### **Structure**

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

The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

## **Article IV**

### **Membership**

1. 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.
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 to April each academic year.
4. Only 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 President will oversee overseeing all projects undertaken by the society. The President will run all general meetings, the society expo table, and spring elections. The president will oversee the club money box, facilitate communication within the club, communicate with the engineering faculty and attend as many meetings and events as possible. The president will also oversee the delegation of tasks to the VPs and other members.

**VP of finance:** The VP of finance will oversee the club bank account and finances. This will include tracking funds going in and out of the club and allocating budgets for upcoming projects. The VP of finance will also be responsible for helping to secure funding in form of grants or other sponsorships.

VP of external: The of VP external will be responsible for overseeing club outreach. This includes outreach to the Carleton community, such as trying to engage with first years in events and communicating with faculty. This could also include outreach necessary for things like competitions. The VP external will also oversee communicating with Carleton organizations such as CUSA concerning policy.

VP of Fundraising: The VP of Fundraising will oversee all events and projects that raise money for the club. This will include merchandise, bake sales, and other fundraising events. They will also be responsible for raising money for environmental causes and charities that the club may become involved with.

VP of Communications: The VP of Communications will oversee the communication and promotion of important events and activities overseen by the club. This includes the use of social media platforms such as Instagram, Facebook and Discord. This can also include posters, website design and other non-social media related promotional platforms to reach Carleton students.

VP of Administration: The VP of Administration will oversee the administrative duties of the club. They are responsible for the aiding in the recording meetings and planning new ones and helping that meetings are run smoothly. This includes but is not limited to the taking of minutes, working with the president to make meeting itineraries and keeping a record of minutes taken.

## **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**

## **Elections**

Elections for executive member positions will be held after the completion of the winter semester in the spring. Elections will consist of an application period during which students may apply for any executive position followed by an election period during which members may vote for applicants. An application will be submitted through a form posted by the organization which will be open to any student enrolled with Carleton University. Applications will not be dismissed unless they are deemed as incomplete by a Succession Officer. Each executive position is held until the next election. The elections will be run by a neutral succession officer, overseeing things such as application and voting deadlines, campaign start and end times, and application and voting start times. The succession officer will be a general member of The Organization and will be appointed by the consensus of all executive members. If a consensus cannot be reached, a recorded vote in a first past the post majority will be appointed as Succession Officer. All members may cast their vote in private. The applications for executive positions will be open for no more than 3 weeks and no less than 1 week and voting will be open for at least 2 days. Application and voting will be conducted online through a valid voting platform. Votes will be counted through simple majority. If there is a single applicant for a position, then they obtain the position automatically. If a position is vacant, a by-election that follows the same election process will be held to fill the vacant position. A member can hold no more than one position at a time.

## **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) advises 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.