



CONSTITUTION OF THE

Carleton Cork & Taste Society

Presented this day June 22nd, 2023

Amendment History

AUG 2023; APPROVED

Removed “Honorary Membership” (pursuant to request from the CUSA Clubs Commission).

OCT 2023; APPROVED

Removed “Social Media Officer,” replaced with “Communications Officer.” Replaced Elections procedure with Application & Interview procedure.

MARCH 2024; APPROVED

Section 5. Succession: Modified Succession Period timeline. Modified Hiring Panel composition and eligibility. **Section 4. Annual General Meeting:** Section Removed. **Section 3. The Executive:** Added additional Risk Management responsibility to Logistics Officer.

MAY 2024; APPROVED

Section 3. The Executive: Modified “Communications Officer” to become “Media Officer.” Added new role, “Operations Coordinator.” **Section 2. Membership:** Simplified the language.

AUGUST 2024; PENDING

Section 2, 1. General Membership: Specified. **Section 4. Succession:** Changed to “Campaign and Election” method by General Membership. **Section 6: Amendments:** Edited to include proposals by General Members. **Section 7: Dissolution:** Appointed Ocean Wise as Charity. **Section 5: Impeachments:** Modified impeachment process.



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1 *Mandate*

The Carleton Cork & Taste Society (“Cork & Taste” or “Society”) is Carleton University’s dedicated wine society. The Society aims to enlighten students about the vast and complex world of wines through social and educational events. The ultimate goal of the Society is for students to enjoy themselves, network with colleagues and field experts, and expand their knowledge of wines.

2 *Membership*

2.1 General Membership

Only current Carleton University students may be **General Members**. A member of the Society who is a current Carleton University student is considered a General Member. These members may vote in executive elections and participate in any Society event (subject to space restrictions and fees). Membership in the society is valid from May to April of each academic year.

Only undergraduate students enrolled may serve on the Executive.

2.2 Member Expectations

As a member of the Cork & Taste Society, you shall conduct yourself appropriately. While the Society encourages a relaxed and friendly atmosphere, we do not encourage reckless inebriation, excessive consumption of alcohol, or other misuse of alcohol at Society events. Moderation is mandatory.

The Society is not a haven for party going behavior. Members shall instead focus on exploring and learning about wine, testing your taste palate, and networking with fellow students and field experts.

3 *The Executive*

3.1 Roles

3.1.1 Co-Presidents

The Co-Presidents shall manage the Society Executive and are ultimately responsible for the operations of the Society.

Responsibilities include:

- a. Organize the Society’s events.
- b. Determine the events itinerary for the year.
- c. Task the rest of the Executive to fulfill the Society mandate.
- d. Establish the strategy of the Society Executive.
- e. Collectively possess the final say of all Society business.



- f. Possess co-signing authority for the Society bank account.
- g. Be the point of contact for CUSA- and university-related affairs.
- h. Alongside the Treasurer, determine the membership fee (if any).
- i. Alongside the Treasurer, determine the entry fee for Society events.

3.1.2 Treasurer

The Society Treasurer shall manage and track the Society finances. The ultimate responsibility of the treasurer shall be to maintain the financial wellbeing of the Society.

Responsibilities include:

- a. Create the annual budget for the Executive to approve.
- b. Apply for funding from CUSA, CASG, Carleton University, and others.
- c. Possess co-signing authority for the Society bank account.
- d. Track expenditures by maintaining a record of receipts and bills.
- e. Possess ultimate responsibility of Society finances.
- f. Alongside the Co-Presidents, determine the membership fee (if any).
- g. Alongside the Co-Presidents, determine the entry fee for Society events.

3.1.3 Media Officer

The Media Officer shall manage the media platforms of the Society for the purposes of promotion and engagement. They shall manage all communications on social media and other platforms.

Responsibilities include:

- a. Manage the Society social media accounts.
- b. Be a primary point of contact for members, responding to member inquiries on social media platforms.
- c. Manage the promotion of Society initiatives with members on social media.
- d. Determine the primary form(s) of media communication to the membership (other than email).
- e. Assist in other administrative duties relating to Society communications.

3.1.4 Logistics Officer

The Logistics Officer shall direct the logistics that bring Society events to life. They do not determine events, but execute the vision of the Co-Presidents by coordinating with external contractors.

Responsibilities include:

- a. Book venue space for events.
- b. Be the primary point of contact for event contractors.
- c. Fulfill Risk Management obligations for events, such as submitting approval forms.
- d. Pursue financially favourable options for Society events.
- e. Help organize Society events.
- f. Organize transportation and/or accommodation where applicable.
- g. Aid the Treasurer and Co-Presidents in determining the entry fee for Society events.



3.1.5 Operations Coordinator

The Operations Coordinator shall assist with various operational goals of the Society. They shall be assigned fixed responsibilities, but will also work in an ad-hoc fashion to support the evolving needs of the Society Executive.

Responsibilities include:

- a. Maintain and administer the Society website (including the e-commerce platform).
- b. Assist with on-the-ground operations, such as member intake during events.
- c. Manage the Society's email marketing and its respective platform (e.g. MailChimp).
- d. Assist with member inquiries received through email.
- e. Aid the Society Executive where necessary and as directed by the Co-Presidents.

4 Succession

4.1 Campaign & Election

The Society will follow a Campaign and Election process ("the process"). The process shall be held to fill vacancies or when an executive's term is elapsing.

4.2 Succession Officer Appointment

4.2.1 Composition

The succession officer, neutral to elections, will be one of the following:

- 1) An Outgoing Executive (graduating) who shall not be returning to the society upon completion of the academic year.
- 2) A General Member who has been active in the society for a minimum of **one** (1) academic year and has participated in a minimum of **three** (3) events in the given year as appointed by the Executive Panel

If there is no Outgoing Executive, the Executive will select a Society Member of their choosing. This ensures the Succession Officer is acquainted with the Society and its operations, facilitating a smoother election process.

Under no circumstances shall a sitting executive be involved in the process of hiring or involving themselves in direct operations for a position they themselves are applying for.

4.2.2 Date of Formation

The Succession Officer shall be appointed no later than three weeks (21 days) before the planned election date. The Officer may delay the election date at any point on their discretion.



4.3 Application Period

The Executive, at the direction of the Succession Officer, shall release a public call for expression of interest to applicants who wish to campaign. The application window shall be 7 days. All interested applicants' profiles, reviewed by the succession officer and advised by the executive, will be shared via club media to inform and alert members of current candidates.

If no applicants are in the applicant pool, or an insufficient number of applicants have presented themselves, then the Succession Officer may extend the window to their discretion.

4.3.1 General Announcements

During this 7 day period, campaign start and end dates, as well as voting dates will be shared to all current and hopeful general members.

On the 8th day, general voting membership applications and applications will close for the club.

4.4 Campaign Period

4.4.1 Applicants

Applicants who express interest in their chosen position will have **seven** (7) days following suit, to present their candidacy to the general voting members of the Society via method of their choice.

Campaigning must not include derogatory or exclusionary remarks about other candidates, members, etc. Any violations of this rule will result in removal from the election at the discretion of the Succession Officer and Executive.

4.4.2 Election Period

The Campaign Period ends upon the 15th day. General members will have the opportunity to vote for the following 2 days. Changes of voting period are subject to the Succession Officer's discretion.

A chosen candidate shall be appointed for a term lasting no longer than the end of the next Succession Period (see 5.5.1).

4.4.3 Re-Initiation

If the election process results in a tie or is unable to fulfill a position, the Executive, in tandem with the Succession Officer, may re-initiate the Election Period or the Application Period on their discretion. Alternatively they may reach out to the Clubs Oversight Commission for further action to interview and appoint a new executive

4.5 Frequency

4.5.1 Succession Period

There shall be an annual Succession Period. The Succession Period shall commence no later than three weeks and no earlier than six weeks before the end of the winter term. The Succession Period shall end on June 1st of each year.

The Succession Officers' appointments shall be made no later than six weeks after the end of the winter term. The appointments, together as the Incoming Executive, do not come into effect until the end of the Succession Period.



Upon the appointments, the Outgoing Executive shall assist with onboarding and transition for the Incoming Executive until the end of the Succession Period.

All executive terms, regardless of appointment date, shall elapse at the end of the Succession Period.

4.5.2 Vacancies

The Application & Interview process shall also be used for vacancies that occur outside of the Succession Period.

5 Impeachment

5.1 Reasons to Impeach

A Society executive may be impeached at any time for the following reasons:

- A. failure to fulfill executive duties
- B. Misconduct, be it physical or verbal.
- C. Use of position to unethically benefit a friend, family member, partner, or others (conflict-of-interest).
- D. Gross negligence in fulfilling their duties.
- E. Any violation of the constitution
- F. The governing documents of CUSA
- G. Committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members

5.2 Procedure

5.2.1 Prior to Action

- 1) To remove a member, The Society Executive 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:

5.2.2 Petition for Removing Executive or General Member

To impeach an executive, a petition must be brought forward in one of two methods:

- (a) Any General Member or Executive may bring forward a request for impeachment to any Executive.

Once a valid petition has been presented to the Society Executive, the Executive shall hold an Impeachment Meeting no later than ten (10) days after the presenting of the petition.

5.2.3 Impeachment Meeting



The Meeting with the Society Membership shall be held and structured as such:

- 1) A neutral debriefing of the impeachment (and the reasons brought by the petition).
- 2) 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) More speakers may be accepted if attending members desire further debate.
- 4) A final vote on the impeachment within the executive will be held, a simple two-thirds majority of the Executive is required to impeach.

Impeachment of a General Member results in their removal as a member of the club.

Impeachment of an executive results in their removal from office and as a member of the club

6 Amendments

6.1 Executive Prerogative

Direct Amendments to the Constitution of the Carleton Cork & Taste Society shall be made exclusively by the Society Executive.

6.2 Procedure

6.2.1 Proposing an Amendment

Any Executive or General Member may present an amendment to the Society Executive, who shall then review the proposal for a maximum of 30 days.

6.2.2 Voting on Amendments

Once a proposal has been submitted to the Society Executive, they shall then present an opportunity to General Society Members to vote on the proposed amendment during a meeting. A majority is required for an amendment to be adopted.

6.2.3 Co-Presidents

Co-Presidents retain the right to consider and discuss the wording and implementation of the proposed amendment prior to voting with the General Membership.

7 Dissolution

Though dissolution is an unfortunate and unwanted reality, the Society must prepare for the possibility.

The Executive must have exhausted all methods to rescue the Society before considering dissolution, including but not limited to:

- a. The sale of Society assets to stabilize finances.
- b. Rectifying any preconditions that may have resulted in club decertification by CUSA.
- c. Contacting the CUSA Student Groups Administrator for emergency assistance.



If no reasonable means may be taken to prevent dissolution, then all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to a charity of the Co-Presidents' choice: **Ocean Wise: Ocean Conservation Charity**, after which the Co-Presidents shall contact the CUSA Clubs Office to provide notification of dissolution.

