

# Carleton University Astronomy Club Constitution

Effective 23 September 2024

## 1. Club

- a. The name of the Club shall be the Carleton University Astronomy Club, hereafter “CUAC” or “the Club”.
  - i. The Club shall be referred to informally as “CU Astro”.
- b. This document shall serve as the Constitution of CUAC, which regulates the activities and affairs of the Club. All actions of, and additional policies created by, the Club shall adhere to this Constitution.
- c. The Club shall uphold affiliations each year with the following organizations:
  - i. The Carleton University Student Association (CUSA);
  - ii. The Carleton Mechanical and Aerospace Society (CMAS); and
  - iii. The Carleton University Physics Society (CUPS).
- d. The Club shall abide by and adhere to the human rights policies of Carleton University, and the Human Rights Code of Ontario.
  - i. The Club in its affairs shall ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, and in particular, without discrimination based on race, political views, national or ethnic origin, religion, gender identity, sexual orientation, age, residency, language, or mental or physical disability.

## 2. Mandate

- a. The mandate of the Club shall be to:
  - i. Promote interest in the field of astronomy;
  - ii. Develop astronomical observation and identification skills; and
  - iii. Provide opportunities to participate in space science events.
- b. The mandate of the Club shall be fulfilled through the pursuit of:
  - i. Preparation of seminars, lectures, conferences, workshops, or other opportunities to inform its members and the public about astronomy and the space sciences;
  - ii. Encouraging participation of members of the Club and of the public in CUAC events; and
  - iii. Organizing any other event or activity consistent with the purpose and goals of the Club.

## 3. Membership

- a. Membership shall be open to all Carleton undergraduate students.
- b. There shall be no registration fee to join the club.

- c. Membership shall be valid from the date of registration until the subsequent 30 April.
- d. Executive Members of the club shall automatically become a General Member from the first day they assume the position.
- e. Membership shall carry the following privileges:
  - i. Vote during elections;
  - ii. Vote in General Quorums; and
  - iii. Represent the Club at conferences.
- f. CUAC membership may be resigned by a member via written notice (in digital or paper form) directly to the Club Vice President.
- g. An Executive Member of the Club may resign from their position by submitting a written resignation to the President, or, in the case of the President, an open letter stating their resignation is published to the Club.

#### 4. Structure

- a. The Carleton University Astronomical Club shall be governed by an Executive Team, consisting of the:
  - i. President, who shall:
    - 1. Represent the Club to its members, the faculty of Carleton, and the general public;
    - 2. Lead the Club and the Executive Team;
    - 3. Ensure the efficient inner functioning of the Executive Team, liaising with every Executive Member on a regular basis to ensure their needs in their position are being met; and
    - 4. Ensure the Club meets all requirements and deliverables stipulated by the CMAS Constitution and/or mandated by the members at any Meeting.
  - ii. Vice President, who shall:
    - 1. Disseminate information in a timely manner about relevant decisions and motions passed by the Executive Team;
    - 2. Act with the authority of the President at meetings where the President cannot attend and is needed to represent the Club;
    - 3. Act as a liaison between the Club and all organizations external to the Club;
    - 4. Pass rulings on concerns regarding the election process, or Constitutional rules; and
    - 5. Maintain the Club Constitution, updating the document when an inconsistency or incorrect information is discovered, or new rules or policies are created.
  - iii. Treasurer, who shall:

1. Properly maintain financial records in accordance with generally accepted accounting principles;
  2. Collect receipts from and issue reimbursements to Executive Members for approved expenses incurred on behalf of the Club;
  3. Manage bank accounts and petty cash of the Club in conjunction with CUSA;
  4. Ensure the Club maintains stocks of merchandise and supplies necessary for functioning;
  5. Coordinate sponsorship requests from external organizations; and
  6. Ensure the Club retains the ability to financially function year-to-year.
- iv. Event Coordinator, who shall:
1. Plan and conduct monthly events
  2. Organize and conduct monthly events determined to be of interest or use to its membership;
  3. Arrange for accommodations and guests for events in conjunction with the Vice President; and
  4. Promote and advertise events in conjunction with the Media Coordinator.
- v. Media Coordinator, who shall:
1. Produce publications on behalf of the Club to promote its events and endeavours;
  2. Maintain the various Social Media accounts of the Club; and
  3. Assist the Treasurer in the design and acquisition of new CUAC merchandise when necessary.
- b. Individuals appointed by the Executive Team to hold the position of Director shall:
- i. Be a General Member of the Club prior to appointment;
  - ii. Assist the executive team in whatever capacity necessary; and
  - iii. Not be permitted to vote during Executive Quorum.
- c. The CMAS and CUPS Representatives, who shall be appointed by their respective societies per Article 7.b.iii, shall:
- i. Be non-voting members classified under the Directors of the Club, acting instead in an advisory capacity;
  - ii. Act as the official liaison between their respective Societies and the Club;
  - iii. Facilitate agreements on division of funding in conjunction with the Treasurer when joint events are hosted;
  - iv. Advise the Club on events being held by their respective societies to facilitate the scheduling of CUAC events; and
  - v. Represent the interests of their respective societies to the Club.

## 5. Quorums

### a. Executive Quorum:

- i. May be formed at any time when at least 50% of the current Executive Members of the Club agree to participate in the Executive Quorum;
- ii. Is used to pass resolutions from General Quorums; and
- iii. May pass resolutions when at least 50% of Executive Members participating in the Executive Quorum vote in favour.

### b. General Quorum:

- i. May be formed at any time when at least 10% of the current members of the Club agree to participate in the General Quorum;
- ii. Is used to pass resolutions to be reviewed by the Executive Team; and
- iii. May pass resolutions when at least 50% of members participating in the General Quorum vote in favour.

## 6. Constitutional Amendments

- a. Amendments to the Constitution of the Club may be proposed by any club member to an Executive. The proposed amendment(s) shall be presented at the next meeting where General Quorum is met in order to be voted on.
- b. Proposed amendments must be ratified by a simple majority vote of the General Quorum
- c. The effective date of amendments to the Constitution shall be accurately reflected on each published version of the document.
- d. All previous versions of the Constitution will be stored digitally, and shall be accessible to members upon request.

## 7. Succession

- a. The Club shall follow the succession regulations outlined in the “Clubs Running Elections” section of the most recent version of the CUSA document, “CLUBS LEADERSHIP SUCCESSION PROCEDURE”.
- b. Eligibility:
  - i. Any Carleton student who will be an undergraduate student in the year they are running to be elected to who has previously served as an Executive member of the club may stand for election to the position of President.
  - ii. Any Carleton student who will be an undergraduate student in the year they are running to be elected to may stand for election to the position of Vice President, Treasurer, Events Coordinator, or Media Coordinator.
  - iii. The positions of CMAS Representative and CUPS Representative shall be nominated by the executive teams of their respective societies between 1

May and 31 August inclusive, then confirmed by an Executive Quorum of the Club Executive Team.

- c. Vacancy:
  - i. In the event of a position on the Executive Team being vacant, the remaining members of the Executive Team may temporarily appoint an individual to the vacant position where:
    - 1. The appointment is confirmed by Executive Quorum; and
    - 2. The appointment lasts for a period of no longer than 30 days from the start of the vacancy, by which point an Election for the vacant position must be held (see Article 7.e).
  - d. The Carleton University Astronomy Club shall hold an election every year in the month of March to elect the Executive Team (less the society representative positions) for the following academic year.
  - e. Elections shall be run as follows:
    - i. An impartial individual to the Club shall be selected by Executive Quorum to serve as the Electoral Officer;
    - ii. Any member of the club who wishes to run for an office they are eligible for may submit their candidacy to the Electoral Officer during the period defined by the Executive Team and agreed to by the Electoral Officer;
    - iii. After the period to submit candidacy is over and eligibility is confirmed by the Electoral Officer, individuals may campaign until 1 hour prior to the opening of ballots;
    - iv. Ballots shall be opened at a date and time defined by the Executive Team and agreed to by the Electoral Officer, and shall remain open for a period of 48 hours, during which all current members of the Club may vote for one candidate for each position;
    - v. The Electoral Officer shall tally the votes privately contact each successful candidate to confirm their acceptance of the position;
      - 1. If a successful candidate declines the position, the candidate who garnered the next-most votes shall be offered the position;
    - vi. In the event of a vacancy for a position or no eligible candidates, a by-election will be held with the General Membership
  - f. Individuals elected to the Executive Council shall begin their term on 1 May.

## 8. Impeachment

- a. Executive Impeachment
  - i. 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.

- ii. 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.
  - iii. 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.
- b. Membership Impeachment:
- i. 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.
  - ii. 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.
  - iii. 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.

## 9. Dissolution

- a. Upon dissolution, the Club shall return all CUSA assets to CUSA, and any remaining assets shall be donated to the Royal Astronomical Society of Canada.