

Hillel Ottawa at Carleton University Constitution

Article 1- Name

The Club's official name will be "Hillel Ottawa". No other name shall be used in the advertisement or representation of the club.

Article 2- Club Mandate

To enhance the Jewish cultural, religious and social experiences of all students through education, programming and representation, in a welcoming environment. To facilitate students in making an ensuring commitment to Jewish life, commemorating Jewish History, learning and Israel.

Article 3- 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 4- Executive

- 1) The President shall:
 - a) Be the chief spokesperson for Hillel Ottawa
 - b) Have previously served at least one full-term on the Executive Board
 - c) Oversee the other Executive members in their duties
 - d) Attend all meetings of the Executive Board
- 2) The Vice President-Finance shall:
 - a) Supervise and responsible for all of the finances of Hillel Ottawa
 - b) Act in accordance with campus club established guidelines for all club finances
 - c) Have signing authority for the club
 - d) Attend all meetings of the Executive Board
- 3) Vice President- Social shall:
 - a) Oversee the implementation of an effective communications and promotions program

- b) Be responsible for communicating all events, programs and issues to the Membership via email
 - c) Be responsible for writing and submission of press releases and articles to campus and community newspapers regarding big events
 - d) Attend all meetings of the Executive board
- 4) Vice President- Engagement shall:
- a) Facilitate outreach efforts
 - b) Meet with and welcome new members
 - c) Support and assist with planning and advertising events
 - d) Attend all meetings of the Executive board

Article 5- 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
2. A minimum of one meeting of the General Membership must occur per year between March 1st and April 15th 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 on a monthly basis unless otherwise specified by the president 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 6- Elections

All Officers may attain office only through one of the following methods:

1. 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 obtain 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
2. The Club will run a first past the post-style election to elect the executive positions of President, Vice President-Finance, Vice President-Social, and Vice President-Engagement.
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article 7- Amendments

Any member can propose an amendment to the constitution. This amendment shall be presented at any general meeting. A vote shall take place with the general membership to adopt the new amendment. A simple majority shall be required to adopt the new amendment.

An amendment to the constitution must follow procedures outlined by the CUSA Clubs Committee.

Article 8- Impeachment

Any member of the club who commits an act negatively affecting the interests of the club and its members may be given notice of impeachment;

Grounds for impeachment include any violation of the constitution, Carleton's Rights and Responsibilities, 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 shall host a meeting with the general membership. At this meeting, the complaint shall be reviewed. A vote for impeachment with the general membership shall be conducted. A simple majority is required to impeach the member.

1. To remove a member, our Club 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) 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.
1. 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.
2. 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 9- Finances

The club will have no membership fee.

Article 10- Agency Clause

- 1) The Hillel Ottawa club is not an agent of the Carleton University Student Association and its views and actions do not represent those of the CUSA.

Article 11- Dissolution Clause

- 1) Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.