



## **Landscape Lab Constitution**

### **Article I**

#### **Name of the Organization**

The Organization shall be known as *Landscape Lab*, and herein be referred to as *L2*. No other name shall be used in the advertisement or representation of the club.

### **Article II**

#### **Purpose of The Organization**

Landscape Lab is a student-run green initiative consisting of architecture students from Carleton's Azrieli School of Architecture and Urbanism that also welcomes students from across the university. Landscape Lab aims to work with and learn from related disciplines to promote green and sustainable design. Landscape Lab's goals are:

1. To promote an interdisciplinary approach to environmental design.
2. To create projects that allow students to explore ecological design in a sustainable and collaborative way.
3. To bring awareness to the discipline of landscape architecture as a separate but vital field in architecture and design, as well as other related environmental fields.

### **Article III**

#### **Structure**

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

2. The Executives 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.
4. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

## **Article V**

### **Executive**

1. The President(s) shall:
  - a. Oversee the other executives in the performance of their duties.
  - b. Provide updates to executive members and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient.
  - c. Represent the Organization in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.
2. The VP Finance/Treasurer shall:
  - a. Manage the finances and assets of the club.
  - b. Prepare a budget for the Organization each year, or more frequently as events require, and keep records of the financial transactions of the Organization.
  - c. Arrange the funding of social events of the Organization.
  - d. Have signing authority for the Organization.
3. VP Social Media and Advertising shall:
  - a. Creating and disseminating social media posts, event and project posters.
  - b. Contact and coordinate with sponsors, external organizations and community stakeholders.
4. VP Project Manager shall:
  - a. Coordinate design projects through role and responsibility assignment to members.
  - b. Work with VP Finance to create a project budget and funding.
  - c. Work with VP Social to promote the project and secure sponsors.

## **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. Meeting information will be published through an email newsletter and by story or post on the organization's Instagram account.
3. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
4. 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**

### **Leadership Succession**

#### **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 buy 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 [insert executive positions]
    - 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.
  3. If an Executive position becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.

## **Article VIII**

### **Impeachment**

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:

## **Executive Impeachment**

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, negligence in the role, and/or failure to fulfill executive duties.
  - a. Clubs who believe that an executive member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove a member from participating in a club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove an executive for the violation of the Student Rights and Responsibilities.
  - b. Clubs who believe that an executive member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
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.

## **Member Impeachment**

1. Grounds for impeachment of club members include any violation of the constitution, the governing documents of CUSA.
  - a. Clubs who believe that a member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove the member from participating in a club if necessary. The Organization cannot remove the member on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove a member for the violation of the Student Rights and Responsibilities.
  - b. Clubs who believe that a member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The

Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.

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 assets gained through the Azrieli School of Architecture and Urbanism shall be returned to the Azrieli School of Architecture and Urbanism, and all other assets shall be given to a relevant charity as voted on by most recent president(s) of the Organization.