



The Carleton High Tea Society.

Constitution for the Carleton High Tea Society.



The Carleton-Algonquin High Tea Societies.

A member of the Carleton-Algonquin High Tea Societies Alliance.

Article I.

Name of the Organisation.

The organisation shall be known as the Carleton High Tea Society, and herein be referred to as “The Carleton High Tea Society”.

Article II.

Purpose of the Organisation.

The organisation shall work towards fostering a community where we can exchange cultural traditions and regimens with tea and hors d’œuvres. This society will create a space for people to meet others and create new long-lasting friendships with like-minded people.

Article III.

Structure.

The General Membership (guests) shall be the legislative body of the Organisation and shall be composed of all members.

The Executive shall be the administrative body of the Organisation and shall be composed of members elected by the guests, including the Carleton Maître’d.

Article IV.

Membership.

There shall be 4 levels of membership within the Organisation.

1. Carleton Maître’D, Executive (Executive Members)
 - a. Elected through leadership succession program.
2. Community Mentor (Advisor)
 - a. Appointed from outside of Carleton University to guide the management of “The Carleton High Tea Society”.
3. Volunteer Staff (Attendant)
 - a. Chosen volunteer staff to aide in Event operations and service.
4. General Members (Guest)
 - a. General member, \$5 term membership fee. Volunteers for events will be selected from general members.

Membership in the Organisation shall be valid from September to April of each academic year. Only current Carleton University students are eligible for membership in the Carleton High Tea Society.

If a guest violates the Organisation’s Constitution or any of CUSA’s governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

Article V.

Executive.

Executive Membership (including the Carleton Maître'd) includes:

1. Carleton Maître'd (President):
 - a. President/CEO of the CHTS, works alongside other executives.
 - b. Fully ceremonial role.
 - c. MC for Events.
 - d. Branding Designer for the Society.
2. Carleton Master Maître'ds (Executive Roles):
 - a. Vice President/COO: Assists the President and oversees all operations.
 - b. Treasurer/CFO: Manages finances and budgeting.
 - c. Media & Communications Coordinator/CTO: Manage social media, handles collaboration channels.

Article VI.

Meetings.

Meeting Classifications:

1. Emergency Meetings.
 - a. Called by the University, CUSA, or any Executive Member.
 - b. At least one executive member will attend an emergency meeting.
2. Planning Meetings.
 - a. Called by one of Executive members.
 - b. All members are invited.
 - c. Two or more executive members attending.
 - d. To discuss future Event Receptions, Planning meetings, logistics, and scheduling.
3. Event Reception.
 - a. Called by Executive members.
 - b. Planned by Executive and General members.
 - c. Anyone who has RSVPed may attend.
 - d. Advertised by Invitation card, social media, paper posters.

Article VII.

Leadership Succession.

All executive roles will be filled through an election process each year, where all members of the Carleton High Tea Society are eligible to vote. The election process will be overseen by a Succession Officer appointed by the club.

Elections.

The Organisation has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections:

1. An Executive Member and CUSA will appoint a Succession Officer to run elections for the Club.
 - A Succession Officer may be any one of the following individuals:
 1. A member of the Clubs Oversight Committee
 2. A member of the CUSA Clubs Office
 3. A club member approved by all executive members.
2. All efforts should be made for a Succession Officer to be appointed on a consensus basis. When that is not possible, a recorded vote in a first-past-the-post majority or plurality vote winner will be appointed Succession Officer.
3. The Organisation will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
4. Students-at-large will have the opportunity to join the club before the start of voting.
 - All guests may vote.
5. Every voter has the right to cast their ballot in private.
6. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
7. Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

Timeline of Elections.

Day 1 - Announcement of campaign, voting, and results announcement dates called by an executive member.

Day 7 - Start of campaign.

Day 10 - last day to register for voting.

Day 14 - end of campaign.

Day 15 - start of voting.

Day 16 - end of voting.

Day 17 - Results announced.

2. The Society will run a ranked choice to elect the executive positions of COO, CFO, CTO and the Carleton Maître'd, after applications and review boards are complete.
 - a. with a blank row beside candidates' names where sequential numbers can be placed to denote candidate preference, with "1" being first choice, "2" being second choice, and on.
 - b. Voters may cease ranking candidates at any point they wish.
 - c. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.
 - d. Results will be calculated by the mean.
 - i. Adding all candidate's ranking, divided by number of ballots.
 - ii. Candidate with the closest decimal to 1 will win the election.
 - e. If there are any ties, all executive members (3 members) will break the tie and choose the candidate of choice.

Article VIII.

Impeachment.

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC). The MRC will advise on the next steps for the club. Should the MRC advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

Grounds for impeachment include any violation of the constitution, CUSA governing documents, acts harming the club, or failure to fulfill executive duties. Any member can bring a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership to review the complaint. The member bringing forward the complaint and the accused executive shall be given time to speak. 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 results in their removal from office and as a member of the club.

Membership Impeachment:

Grounds for impeachment of a club member include any violation of the constitution, CUSA governing documents, or acts harming the club. Any member can request impeachment. Within 10 days, a meeting will be held to review the complaint. A simple majority of executives will be needed to impeach the member. Impeachment results in their removal as a member of the club.

Article IX.

Amendments.

Any proposed amendment to this constitution must be submitted in writing to the Executive Committee and approved by a two-thirds majority vote of the general membership.

Article X.

Dissolution.

Upon dissolution of the Organisation, all assets gained through CUSA shall be returned to CUSA, and all other assets shall be given to a recognized charity. The

outgoing executive members who have chosen to dissolve the society must make an estate sale of all physical assets acquired. All profits will go to CUSA and the selected charity. The dissolution process will commence if one or more of the following situations occur:

1. There are less than 12 active members per session for more than 3 sessions in a row.
2. Lack of interest in leadership and succession.
3. Difficulty of management has become too overwhelming for more than 3 executive members, and no succession could be found.

If this process commences:

1. An emergency meeting is called by the Carleton Maître'd or highest-ranking executive member in the society.
2. A plan for the dissolution and a letter of apology will be made for the guests and CUSA.
3. If a majority vote is positive, a dissolution will commence.

Article XI.

Future Growth of Society.

Outlined are the three phases of growth for this society. Phase three is the final goal/vision for this society. While not a mandatory part of the constitution, it serves as a guide for future development.

Phase 1:

- 20+ Members.
- Bring your own teacups, tea, and hors d'œuvres to share.
- Free memberships.
- Booking of 25+ capacity rooms.
- Growing the community.

Phase 2:

- 50+ Members.
- Bring your own teacups, tea; hors d'œuvres provided via funding.
- Guest-of-honour membership available for purchase.
- Funding from CUSA and outside non-profits.
- Instagram, website, diverse social media.
- Guest membership fees: \$5 per term.
- Guest of Honour membership fees: \$30 per term.
- Goal: By September 2024.

Phase 3:

- 100+ Members.

- Develop a reputation as an elite society at Carleton.
- Invest in fine China, silverware, and tablecloths.
- Funding will allow us to provide tea and hors d'œuvres by Aramark (or equivalent caterer), sourced by the CFO/Master Maître'd.
- Guest membership fees: \$20 per term.
- Guest of Honour membership fees: \$50 per term.
- Planned elaborate annual Gala (black tie event) with red carpet, live jazz band, performances/skits, celebrity appearances, members of the legion, and Aramark catering (with additional fee, as this would be an extravagant affair). There will be an arts display, silent auction, and candlelit dinner at Richcraft Hall.
 - Non-member price: \$100
 - Guest-member price: \$50
 - Guest-member with +1 price: \$75
 - Guest of Honour price: \$25
 - Guest of Honour with +1 price: \$40
- High tea would occur at a highly desired location with an abundance of lighting and accommodation for such vision.
- Maître'd staff of 5, butler staff of 2 (hired).
- Annual spring garden party with outdoor seating, elaborate table settings, and tea.
- Goal: By September 2026.

Signed by order and behalf of all executive members and the Chief Maître'd,



Santiago Bélanger,
Chief Maître'd.

Founding member of The Carleton High Tea Society, 2023-2024.
The 11th of October 2023.

Edited on the 6th of September 2024.

Revision signed on behalf of all other executives:



Adnan Khan

Founding member and Chief Maître'd for The Carleton High Tea Society, 2024-2025.

Bibliography.

The Constitution is adapted from template:

Carleton University Student's Association. (n.d.). The CUSA Constitution Template. *CUSA* (pp. 2-6). Ottawa: Carleton University.