

# **CONSTITUTION OF THE HISTORY AND THEORY OF ARCHITECTURE SOCIETY**

## **Article I**

### **Name of the Organization**

The Organization shall be known as “History and Theory of Architecture Society”, and herein be referred to as “HTA Society” and/or “HTA Club.” No other name shall be used in the advertisement or representation of the club.

## **Article II**

### **Purpose of the Organization**

The organization shall work towards:

1. Mission
  - i. To connect, engage, build, uplift, and advance student leaders in the BA History & Theory of Architecture program through enriching events focused on inclusion, wellness, socialization, community building, networking, experiential learning, communication, and critical thinking.
2. Vision
  - i. To provide an active, dynamic environment and networking hub for students in the BA History & Theory of Architecture program by fostering a sense of leadership and connectedness for aspiring professionals to transform the fields of architectural history, arts management, heritage and conservation, and related disciplines.
3. Objectives and Goals
  - i. To become the first point of reference for student life in the BA History & Theory of Architecture program by providing high-value events and opportunities to engage on campus and around the city.
  - ii. To promote wellness, involvement, excellence, connectedness, leadership, communication, creativity, and resilience in the BA History & Theory of Architecture program.
  - iii. To become an innovative and highly reputable society in the School for Studies in Arts and Culture by producing creative, research, curated media through our club website and zine publications.
  - iv. To increase engagement and attendance at symposiums, showcases, and exhibits related to architectural history, arts management, heritage and conservation, and related disciplines to promote educational and professional advancement for students in the BA History & Theory of Architecture program.

## **Article III**

### **Structure**

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive 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 or Co-Presidents 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.
  - d. Ensure enforcement of the club's commitment to diversity, equity, and inclusion by fostering an open, respectful environment, diversified event offerings, and building a diverse student body.
  - e. Continue to build, maintain, and strengthen partnerships with key partners and the School for Studies in Arts and Culture (SSAC) and seek initiatives to broaden the club's engagement with relevant partners at the University and in Ottawa.
2. The Vice-President Finance/Treasurer shall:
  - a. Oversee the Finance team in the performance of their duties.
  - b. Manage the finances and assets of the club with a high degree of transparency, integrity, and responsibility.
  - c. Prepare a budget for the Organization each year, or more frequently as events require, and keep records of the financial transactions of the Organization.
  - d. Arrange the funding of social events of the Organization.

- e. Have signing authority for the Organization.
3. The Vice-President Internal Relations shall:
    - a. Oversee the Internal Relations team in the performance of their duties.
    - b. Record and distribute meeting minutes for general/executive meetings.
    - c. Record anonymous suggestions proposed by members and provide ways to implement appropriate suggestions.
    - d. Seek initiatives to secure internal funding for club events and operations through a membership fee structure and/or merchandising for accelerated club growth.
    - e. Seek initiatives to streamline the recruitment, election campaign, and election processes.
  4. The Vice-President External Relations shall:
    - a. Oversee the External Relations team in the performance of their duties.
    - b. Seek initiatives to secure external funding for club events and operations through sponsorships, fundraising, and partnerships for accelerated club growth.
    - c. Seek initiatives to engage with SSAC students to maximize club awareness and foster a sense of community.
    - d. Oversee the planning and execution of an annual SSAC gala/banquet.
  5. The Vice-President Marketing shall:
    - a. Oversee the Marketing team in the performance of their duties.
    - b. Oversee the creation, publication, and promotion of social media content on the club's Instagram account for upcoming events and all relevant information.
    - c. Oversee the creation, publication, and promotion of online content on the club's blog/website for upcoming events, articles and photo essays, student life sections, contact information, merchandise store, and all relevant information.
    - d. Track social media and blog/website performance using data analytics tools to enhance the club's marketing efforts and maximize brand awareness and event attendance.
    - e. Oversee the development and distribution of club merchandise.
  6. The Vice-President Student Life shall:
    - a. Oversee the Student Life team in the performance of their duties.
    - b. Oversee the events calendar on the club's blog/website when presented with dates for upcoming events and opportunities.
    - c. Seek initiatives for incorporating new or different events which align with the club's mandate to diversify, strengthen, and promote student engagement, experiential learning, and community building.
    - d. Seek initiatives for incorporating new or different events which align with the club's mandate to promote student wellness and mindfulness in navigating academic and career goals.
    - e. Oversee the planning and execution of an annual SSAC café and student showcase or exhibit.

- f. Seek initiatives to engage with first-year students to maximize club awareness and foster a sense of community.
  - g. Seek initiatives to engage with international students to maximize club awareness and foster a sense of community.
7. The Vice-President Community Engagement shall:
- a. Oversee the Community Engagement team in the performance of their duties and production of montage and zine media.
  - b. Oversee the development, curation, and production of a photo/video record of student life, in the style of a slideshow or montage, which captures the shared memories and spirit embodied in community building and the enhancement of the university experience.
  - c. Oversee the development, curation, and production of a zine, in the style of a museum review, which captures aspects of the club's advancement to academics, events, student life, and community building for the club and students in the HTA program.

## **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. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
  - a. 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 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 President or Co-Presidents, VP Finance, VP Internal Relations, VP External Relations, VP Marketing, VP Student Life, and VP Community 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 VIII**

### **Impeachment**

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

#### Executive Impeachment

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.

#### Member 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.
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 all other assets shall be given to the Carleton University School for Studies in Art & Culture (SSAC).