

Constitution of the
Carleton Music Industry Club

PREAMBLE

The **Carleton Music Industry Club** is a Club joined by and for the common interest of undergraduate students at Carleton University that appreciate the musical arts and the music industry, whether expressed as a career aspiration or as a casual interest. The Members of this Club,

Desiring an inclusive, diverse, and supportive social environment for all impassioned students who would join us;

Maintaining that the members and officers of this Club are held to the utmost standard of pride, integrity, and mutual respect;

Passionate about exploring the music business; and,

Concordant with the Bylaws and Policies of the Carleton University Students' Association, the Laws of Ontario, and Canada, and the cultural traditions of this land's Indigenous peoples;

hereby give full **force and effect** to the adoption and enactment of **this Constitution**:

Article I — the Club

NAME AND IDENTITY

1 There is established a Club called the Carleton Music Industry Club, hereinafter “the Club” or “CMIC.”

MANDATE

2 The Club shall create dynamic and supportive environment where students can explore, learn, and grow their skills in music production, marketing, journalism, live event management, and related interests.

3 The Club shall engage in programming designed to prepare its members for navigating the complexities of the music industry and anticipate careers in said industry.

4 The Club shall foster a community of passionate individuals and dedicate itself to their enrichment and security.

INTERPRETATION

5 In this Constitution, the following definitions shall apply:

“**Assembly**” means a duly convened meeting of the Membership;

“**the Club**” means the Carleton Music Industry Club.

“**Executive Council**” means the Executive Members combined;

“**Executive Member**” means any of the President, Vice Presidents, or year representatives designated by the Membership to hold elected office;

“Member” means a Member of the Club; and
“the Members” or **“Membership”** means the whole body of Members.

Article II — Organizational 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 III — Membership

RIGHTS OF MEMBERS

- 1 (1) Every Member of the Club is equal and shall be entitled to an equal voice and vote in the Assembly and for all elections of the Club.
 - (2) Every Member of the Club shall be entitled, upon request, to receive information on any official document of the Club.
 - (3) Every Member of the Club shall be entitled to equal treatment and process under the Club.

DEFINITION

- 2 Every undergraduate Carleton student who has registered as a member is a member of the Club.

TERM OF MEMBERSHIP

- 3 Membership shall last from 1 May to 30 April in any year.

ASSEMBLY OF MEMBERS — MEETINGS

- 6 The Membership duly convened in a Members' Meeting shall be named the Assembly, and such Assembly shall meet not less than once every academic term.
- 7 The Assembly shall be convened within fourteen days following the call of:
 - (a) the President;
 - (b) a majority of the Executive Council; or
 - (c) written petition of 20% of Members.
- 8 When duly convened in such a manner, any Resolution so approved by the Assembly, where three days' notice of that Resolution is given to all Members, shall be binding on the whole of the Club.
- 9 At least one Member's Meeting in the Fall term shall include:
 - (a) the presentation of the Club's Budget, which may be approved or denied by the Assembly.
- 10 At least one Member's Meeting in the Winter Term shall include:
 - (a) the presentation of the Club's actual financial expenditure for the year;
 - (b) an opportunity for nominees for Executive offices to present themselves; and

- (c) an opportunity for the membership to select the next year's Executives by consensus.

Article IV — Executive

RIGHTS

1 (1) Every Executive Member is equal and shall be entitled to an equal vote in the Executive Council.

(2) Every Executive Member of the Club shall be entitled to equal treatment and process under the Club.

ELIGIBILITY

2 (1) Every Executive Member shall be elected by the Membership by consensus.

(2) Every Executive Member shall be a Member of the Club.

(3) Every Executive Member shall attend meetings of the Executive Council, except where so excused by Order.

(4) Every Executive Member shall swear or affirm to abide by the provisions of this Constitution and all other governing documents of the Club for the length of their term in office.

TERM OF OFFICE

3 (1) The term of office shall last from 1 May to 30 April in the year following the regular election; or until the next 30 April following any byelection or appointment.

(2) Notwithstanding subsection (1), the office of any Executive Member shall become vacant following three consecutive absences from meetings of the Executive Council without excuse.

LIST OF EXECUTIVES

4 The Executive Members shall, in order of precedence, consist of:

- (a) the President;
- (b) Vice President Finance;
- (c) Vice President Communications;
- (d) Vice President Events;
- (e) Vice President Outreach; and
- (f) Vice President Student Engagement

EXECUTIVE COUNCIL

5 The Executive Membership in any meeting combined shall be named the Executive Council, and such Executive Council shall meet not less than once every calendar month.

6 The Executive Council shall meet within seven days following the call of:

- (a) the President;
- (b) three other members of the Executive Council; or
- (c) written petition of 20% of Members.

7 Quorum for a meeting of the Executive Council shall be a simple majority of all sitting Executive Members.

8 Any Order approved by the Executive Council, if congruent with this Constitution and the Resolutions of the Assembly, shall be binding on the whole of the Club and its Membership.

9 The Executive Council has the authority to make from time to time, by simple majority, any such Executive Order:

- (a) to direct any Executive Member to do or forbear any official action;
- (b) to adjudicate and resolve disputes between Members on Club business;
- (c) to sanction, discipline, expel, or commend Members;
- (d) to authorize any non-budgeted expenditure;
- (e) to bring an action to the Clubs Oversight Commission;
- (f) to sponsor or otherwise make partnership with other separate organizations or student groups;
- (g) to appoint Officers of the Club; and
- (h) to set the membership fee, if any.

12 Every Order by the Executive Council shall be presented to the Assembly in a report, and the Assembly may make any resolution to amend or rescind such an order.

THE PRESIDENT

15 The President of the Club shall:

- (a) oversees, plans, organizes and executes all club activities throughout the academic school year.
- (b) liaise with the leadership of fellow societies and be the representative of the Club for any inter-Club collaboration;
- (c) approve any official commendations for Members, chiefly recognition on the co-curricular record;
- (d) with the Vice President Finance, be a signing authority for the Club;
- (e) with the Vice President Communications, conduct the official correspondence of the Club with its external partners;
- (f) execute or recommend that any other Executive Member or Officer should execute any official action on Club business not in this Constitution granted to any other Executive Member or Officer; and
- (g) otherwise oversee and supervise the functions of the Club generally and the conduct of its Executive Members and Officers specifically;
- (h) host bi-weekly executive team meetings where the President will delegate tasks.
- (i) dedicate on average a weekly time commitment from from 10 to 20 hours per week.

THE VICE PRESIDENT INTERNAL

16 The Vice President Internal of the Club shall:

- (a) coordinates events with the President and is a critical contact with the Carleton Undergraduate Student Society and various academic faculties.
- (b) is integral to the planning process of events and works with the President on various events throughout the year.

- (c) acts as a leader in executive meetings and as a point of contact for executive members. be the Secretary of the Club;
- (d) with the Vice President Communications, conduct the official correspondence of the Club with its Members;
- (e) keep minutes of all Meetings of the Executive Council and the Assembly;
- (f) facilitate the operations of the Association's practices for appointing Officers and all other hiring and human resources needs; and
- (g) dedicate on average a weekly time commitment from 10 to 15 hours per week.

THE VICE PRESIDENT FINANCE

17 The Vice President Finance of the Club shall:

- (a) be the Treasurer of the Club;
- (b) with either the President or the Vice President Internal; be a signing authority for the Club and disburse funds in accordance with the Budget;
- (c) draft the Club Budget and present it to the Assembly for approval;
- (d) ensure that the Budget is followed by all Executive Members and Officers;
- (e) instruct and warn any Executive Member or Officer if a proposed course of action is likely to contradict the Budget;
- (f) refuse to approve any expenditure or refund that would contradict the Budget;
- (g) from time to time, give the Assembly information on the fiscal state of the Club, and ensure that such information is at all other times publicly available;
- (h) comply with all financial regulations of the Law and Legal Studies Department and the Carleton University Students' Association;
- (i) be otherwise steward of the Club's finances and accounts, and maintain however possible, the solvency and good fiscal health of the Club; and
- (j) dedicate on average a weekly time commitment from 5-7 hours per week.

THE VICE PRESIDENT COMMUNICATIONS

18 The Vice President Communications of the Club shall:

- (a) be the Secretary of the Club;
- (b) keep good record of the Members of the Club, and work with VP Student Engagement to improve the outreach of the Club to increase the size of the Membership;
- (c) maintain the Social Media Pages throughout the year, This also includes creating digital content, which will be used to promote student society events, milestones, and announcements
- (d) serve as the primary point of contact for inquiries and external communications related to the club's outreach efforts. Ensure that all communications reflect the club's values and messaging.

- (e) responsible for posting relevant communications material, student society announcements and reminders, and sorting and responding to promotion requests via the social media email account
- (f) with the Vice President Finance, ensure that all governing and financial documents of the Club are freely and publicly available;
- (g) keep minutes of all Meetings of the Executive Council and the Assembly;
- (h) facilitate the operations of the Association's practices for appointing Officers and all other hiring and human resources needs; and
- (i) and dedicate on average a weekly time commitment from 2-5 hours per week.

THE VICE PRESIDENT EVENTS

19 The Vice President Events of the Club shall:

- (a) organize social events for the benefit of the Members, including all necessary event preparation, setup, and takedown;
- (b) with the Vice President Student Engagement, organize events for the social or educational enrichment of the Members;
- (c) with the Vice President Finance, plan and allocate the expenses and revenues for events in advance, and within the bounds of the general Budget;
- (d) have the authority to book rooms on behalf of the Club;
- (e) organize and coordinate joint club events; and
- (f) dedicate on average a weekly time commitment from 5-10 hours per week.

THE VICE PRESIDENT STUDENT ENGAGEMENT

21 The Vice President Student Engagement of the Club shall:

- a) with the President and Vice President Communications, develop strategic plans for engaging students in club activities and initiatives.
- b) with the Vice President Communications, communicate club events and updates to the student body by making class announcements and emails and sharing event information with their peers.
- c) with the Vice President Communications, serve as a liaison between club members, club leaders, and university administration.
- d) keep members informed about club activities, updates, and opportunities through various communication channels such as email, social media, and club meetings.
- e) develop strategies to recruit new club members and retain existing ones. This includes creating promotional materials, organizing recruitment drives, and implementing initiatives to enhance member involvement and satisfaction.
- f) advocate for the needs and interests of club members within the university community. Address any concerns or issues raised by members and work towards finding solutions; and
- g) dedicate on average a weekly time commitment from 2 to 5 hours weekly

THE VICE PRESIDENT OUTREACH

- 22** The Vice President Outreach of the Club shall:
- a) conduct the Club's external outreach to any organizations outside the Carleton University community;
 - b) plan and implement outreach strategies to engage with the broader community to promote the club's mission and activities;
 - c) with the President, build and maintain relationships with key individuals and external organizations in relevant fields to expand the club's network and access resources, expertise, and opportunities for collaboration
 - d) identify and cultivate partnerships with external stakeholders, such as non-profit organizations, and industry partners/professionals, to support the club's initiatives and enhance its impact, visibility, and involvement; and
 - e) dedicate on average a weekly time commitment from 5-7 hours per week

RESUDIAL

- 23** Every Executive Member shall, jointly and severally:
- (a) be accountable to the Membership;
 - (b) from time to time, give the Assembly information on the progress of their portfolio;
 - (c) execute the duties under the terms of reference for their position; and only such duties;
 - (d) continue to be eligible as Executive Members under this Constitution;
 - (e) liase and meet regularly with the Officers under their Supervision; and
 - (f) give response within a reasonable time to any reasonable inquest by a Member; and
 - (g) provide for a thorough and effective transition to their successor.

Article V — Leadership Succession

PRINCIPLES

- 1 (1)** Every Executive Member shall be chosen by the Members of the Club through the complete consensus of the Membership.
- (2)** Such consensus-based processes shall be compliant with all Clubs Oversight Commission regulations on leadership succession.

VACANCIES

- 2** If any Vacancy arises in the office of any Executive Member, the Executive Council shall call for a meeting of the Members within thirty days where a successor shall be chosen by consensus. Said successor shall complete the term of the Cacandr office.
- 3** If the Members cannot make such an appointment, the Executive Member highest in the line of precedence shall execute the powers and duties of the Vacant office.

CONSENSUS-BASED LEADERSHIP SUCCESSION

- 4** The Day for the Executive Selection shall be scheduled for a Member's Meeting in the Winter Semester.

- 5 Every Member shall be informed when Nominations for Election are open.
- 6 Nominations shall be open for not less than seven days, and close not later than fourteen days before Selection Day.
- 7 Every Member seeking Nomination shall bear proof to the President:
 - (a) of their Statement of Intent for the position for which they seek Nomination;
 - (b) of the nomination of two other Members for said position; and
 - (c) that they swear or affirm to abide by the terms of this Constitution.
- 8 Every Member who submits each of the above shall be declared by the President an official Candidate.
- 9 Every official Candidate shall be considered at the Selection Day Meeting.
- 10 The Membership, at such a meeting, shall fill the Executive offices. The Membership reserves the right to select a non-official Candidate or leave certain offices vacant.

CAMPAIGN VIOLATIONS AND DISQUALIFICATION

- 11 The following electoral violations shall, at the determination of the Chief Electoral Officer, be grounds for immediate disqualification of candidacy:
 - (a) bribery or any monetary expense used for the purposes of campaigning;
 - (b) member intimidation;
 - (c) the threat or use of physical force;
 - (d) fraud or otherwise undermining the selection process; or
 - (e) forming slates.
- 12 Any other electoral violations shall, at the determination of the Chief Electoral Officer, be grounds for disqualification if they occur following or in conjunction with other minor violations, such that, when taken together, the violations create a pattern of behaviour that would shock the conscience of the Membership.
- 13 Any appeal of the Chief Electoral Officer's decision may be made to the Executive Council, if any mistake in fact, mistake in law, or miscarriage of justice can be specifically identified.

SUCCESSION

- 14 Every Executive Member shall prepare a transition report, to be delivered not later than the last day of classes in April of any given year, to their successor.
- 15 Such transition report shall be given in writing.
- 16 Every Executive Member shall be available, for a reasonable amount of time after their term has passed, to answer inquiries and provide guidance to their successor.

Article VI — Officers

PRINCIPLES

- 1 (1) The Executive Council shall have the power to appoint Officers.

(2) The Assembly may, at their next duly convened meeting, withhold their confidence in such Officers, at which time the Executive Council shall remove them from such office and begin reappointments.

(3) Every Member shall be provided equal opportunity to be considered for appointment as an Officer.

(4) The Club shall widely promote vacancies and calls for nomination for Officers.

ELIGIBILITY

2 Every Officer, unless otherwise provided in this Constitution, shall be a Member of the Club not being an Executive Member upon taking office and throughout their term.

3 Every Officer shall attend meetings of the Executive Council, or meetings with their Supervisory Executive Member, except where so excused by Order.

4 Every Officer shall swear or affirm to abide by the provisions of this Constitution and all other governing documents of the Club for the length of their term in office.

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) advises 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, including three consecutive absences from meetings of the Executive Council without excuse.
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.

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.

CHIEF ELECTORAL OFFICER

5 One Officer shall be the Chief Electoral Officer, who shall be empowered broadly to oversee the leadership succession of the Club.

6 The Chief Electoral Officer shall be an neutral Executive member that is outgoing from their role and not seeking candidacy in the current selection process. If there are none that fit these criteria, then the Chief Electoral Officer may be any other neutral Member of the Club not seeking candidacy in the same selection process.

Article IX — Amendments

AMENDING FORMULA

1 Unless otherwise provided, this Constitution may be amended by authorization of a simple majority of the Assembly of Members, and the concurrence of a simple majority of the Executive Council. Any general member be able to propose an amendment

ADMINISTRATION

2 The name and text of every Amendment to this Constitution shall be recorded in a Schedule of Amendments attached to the end of this Constitution. The effect of the Amendments themselves shall be reflected on the document itself, with any sections repealed being labelled as repealed, and any new or amended sections bearing the date of their most recent amendment on the right hand side below it.

Article X — Dissolution

1 The Club may be Dissolved by authorization of three-quarters of the Assembly of Members and the concurrence of all members of the Executive Council.

2 Upon Dissolution of the Club, all Assets of the Club shall be used to pay the balance of any of its debts. The remaining Assets shall be divided amongst the members of the Club at the time of its Dissolution, excepting any funds received from the Carleton University Students' Association or the Carleton Academic Student Government in the same academic year, which shall be returned to the appropriate organization.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
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2 June 2024			Adopted.
August 12			Amended based on Club Oversight Committee Feedback