

CONSTITUTION OF IGNITE ACF

Article 1 – Name of Organization

- (1) The Organization shall be known as the *Ignite Adventist Christian Fellowship*, and hereinafter shall be referred to as the Organization. It may also be referred to as *Ignite ACF*. No other name will be used in the advertisement for representation of the club.

Article 2 – Purpose of Organization

- (1) Provide social opportunities and structured meetings where we can share our beliefs, provide needed services to the community and create a safe atmosphere for all Carleton students
- (2) *MISSION*
Our mission as Ignite ACF is to light the spiritual fire of the Carleton student body. We aim to uplift and motivate students to reach their fullest potential. We will accomplish this by building healthy relationships and actively promoting the growth of our members.
- (3) *VISION*
We aim to be a strong group of Christian leaders within Carleton University by presenting a Christ-like love throughout our community. As a group of leaders, we value integrity, loyalty, mental health as well and academic achievement within our executive committee to serve as mentors who support our student body.
- (4) To establish a Seventh-day Adventist presence at Carleton, serving as a support group for others of like faith and those with differing beliefs.

Article 3 – Structure

- (1) The General Membership shall be the legislative body of the organization and shall be composed of all members.
- (2) The Executive Committee shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article 4 – Membership

- (1) The General Membership for *Ignite Adventist Christian Fellowship* 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) *Ignite Adventist Christian Fellowship* 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) Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

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- (4) All voting members of this club must be current registered Carleton University students.
- (5) Membership in the *Ignite Adventist Christian Fellowship* shall be valid from May to April each academic year.
- (6) Membership in *Ignite Adventist Christian Fellowship* shall be valid from September 1 – May 1 each year.
- (7) Each member shall be afforded the following rights through membership in this club:
 - a. The right to participate and vote in group elections and meetings;
 - b. The right to communicate and to discuss and explore all ideas;
 - c. The right to organize/engage in activities/events that are reasonable and lawful;
 - d. The right to freedom from discrimination based on sex, race, religion, or sexual orientation;
 - e. The right to be free from censorship, control, or interference by the University based on the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or infringe on the rights and freedoms already mentioned above;
 - f. The right to distribute on campus, responsibly, published material provided that it is not unlawful.
- (8) Each member shall possess the following responsibilities relative to participation in this club:
 - a. Support the purpose of the organization;
 - b. Uphold the values of the organization;
 - c. Contribute constructively to the programs and activities offered by the organization;
 - d. Attend general meetings;
 - e. Abide by the constitution and subsequent official organizational documents;
 - f. Respect the rights of peers and fellow members;
 - g. Abide by the policies, procedures, & guidelines of Carleton University;
 - h. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- (9) *Ignite Adventist Christian Fellowship* values and respects the personal information of its members. The club will secure its member's information at all times and will not supply names or other confidential information to third parties without the member's permission. In addition, the club will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain

Article 5 – Executive & their Responsibilities

- (1) The Executive Committee is collectively responsible for the day-to-day decision-making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

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- (2) The Executive Committee will also ensure that the club's activities do not violate Carleton University's policies and procedures, municipal, provincial and federal laws, the constitution of this club and the Fundamental Beliefs of the Seventh-Day Adventist Church.
- (3) This committee cannot make amendments to the constitution without the approval of the General Membership at a valid general meeting.
- (4) The Executive Committee shall be comprised of the following members:
 - a. Co-Presidents
 - b. Secretary
 - c. Treasurer
 - d. Chaplain
 - e. Compassion Coordinator
 - f. Social Media Coordinator
 - g. Junior Fellow
 - h. Chief Returning Officer
- (5) The Co-Presidents shall:
 - a. Chair or rotate the responsibility of chairing all meetings
 - b. Have Signing Authority for the club
 - c. Be responsible for the administrative affairs of the club functions
 - d. When one of the Co-Presidents is absent, then the other Co-President will assume responsibilities for both of them. If both Co-Presidents are absent, then they will assign an executive to assume the responsibilities of the Co-Presidents;
 - e. To have an oversight of all aspects of the organization;
 - f. Be the main point of contact for other Adventist Christian Fellowship clubs from other universities and other Seventh-day Adventist Churches in Ontario;
 - g. Be responsible for the facilitation of fellowship between the executive team and students to develop social bonds
 - h. Lead the charge in creating a semester-long or yearlong calendar of Ministry for *Ignite Adventist Christian Fellowship* and will work with the Secretary to ensure that this calendar is communicated to our Partners and to the CUSA, as per their request;
 - i. Organize, manage and execute all events in the calendar of ministry and may assign club members to help lead out in any event as they see fit;
 - j. Be responsible for the general direction of Ignite ACF
- (6) The Secretary will:
 - a. Record votes and minutes of all meetings;
 - b. Give notice of all meetings and is required at each meeting;
 - c. Keep a good record of minutes from each meeting which will be typed up no later than a week after the meeting has taken place and a copy sent to each non-attending executive member. A copy must be brought to the following meeting;
 - d. Directly responsible for the keeping of all official club documents as well as minutes from each successive meeting that year to date;
 - e. Responsible for compiling and typing a phone/email list for the club; and

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- f. Responsible for contacting all members about upcoming events at least 7 days in advance or as soon as the event is approved.

(7) The Treasurer will:

- a. Oversee all financial dealings of the club;
- b. Keep complete records of all financial dealings of the club;
- c. Have signing authority for the club;
- d. Can give a complete and accurate financial statement at any meeting called;
- e. Create, present, and manage the annual operating budget
- f. Receive notice in writing, 48 hours before any funds are spent on behalf of the club
- g. Be responsible for organizing and heading fundraising initiatives;

(8) The Chaplain will:

- a. Oversee the spiritual component of the organization, which includes, but is not limited to conducting or assigning worship and promoting spiritual growth among its members
- b. As needed, provide personal, one-to-one support for club members as necessary or requested by the club members
- c. Be responsible for organizing and leading all worship sessions and may assign persons to aid them in this process
- d. Follow up with members, guest speakers, Pastors, and newcomers to the club
- e. Be a baptized member of the Seventh-Day Adventist Church

(9) The Compassion Coordinator Shall:

- a. Establish and maintain relationships with other clubs at Carleton University and with other like-minded organizations in the community and will make contact with the community for support as needed
- b. Work to find opportunities for the organization and its members to volunteer in the community and aid in charitable causes
- c. Develop campaigns and ideas to help Carleton students through acts of kindness, compassion and love.
- d. Develop campaigns and ideas that allow the organization to give back to the immediate community in a meaningful manner
- e. Oversee the spiritual component of the organization, which includes, but is not limited to conducting or assigning worship and promoting spiritual growth among its members
- f. As needed, provide personal, one-to-one support for club members as necessary or requested by the club members
- g. Be responsible for organizing and leading all worship sessions and may assign persons to aid them in this process
- h. Follow up with members, guest speakers, Pastors, and newcomers to the club

(10) The Social Media Coordinator will:

- a. Assume responsibility for all Public Relation needs of the club and will work closely with the Secretary and the social media team to ensure our communications to the public are in line with the vision and goals of the club

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- i. Manage all social media platforms for the organization and work to promote the club in the appropriate online communities including but not limited to, publishing content and receiving content and/or messages from the general public and sharing with the rest of the Executive Committee;
 - ii. Produce visual aids, posters and/or promotional videos for upcoming events and;
 - iii. Capture all club events and moments through social media, using either testimonies, images, video or audio recordings and shall make them publicly available at the earliest convenience after said event or moment has passed
- b. Be responsible for the club's promotion off-campus
 - c. Liaison between *Ignite Adventist Christian Fellowship* and the various bodies of the Seventh-Day Adventist Church and other external organizations

(11) The Junior Fellow Shall:

- a. Assist the Executive Committee in any task needed;
- b. Attend and participate in meetings;
- c. Attend Ignite ACF events

(12) The Chief Returning Officer will:

- a. Ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of roles.
- b. Conduct all elections for all posts, whether during a by-election, a special election, or a duly called annual election and assumes all responsibilities therein associated
- c. Help lead the charge in regularly reviewing and developing governance policies as needed.
- d. Provide interpretation of the Constitution and parliamentary procedures during executive team meetings.
- e. Support the Co-Presidents in their position through mentoring, coaching, advising and analysis of chapter development.
- f. Provide a historical context for decision-making and revising planning, objectives, etc.
- g. Be a non-voting member of the executive team. Can be called on to vote to break a tie, at the approval of the executive team.
- h. Be a current student at Carleton University or a Carleton University Alumni who is not a current member of the executive team and is voted into the role by the *Ignite Adventist Christian Fellowship* Executive Team.

Article 6 – 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

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- 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
 - 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 7 – 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.

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- 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 Co-Presidents, Vice-President, Secretary, Treasurer, Chaplain, Compassion Coordinator, Social Media Coordinator, Junior Fellow, Chief Returning Officer.
- 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. Candidates for an executive position must be a student at Carleton University and demonstrate an understanding of the fundamental beliefs of the Seventh Day Adventist Church. These fundamental beliefs can be found on the official website of the denomination at: <https://www.adventist.org/en/beliefs/>

Article 8 – Transitions

- (1) All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- (2) All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- (3) All outgoing and incoming executives will participate in a joint training session occurring no later than the end of April each year to assist with the transition between new executive teams.

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Article 9 – 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 10 – Impeachment

- (1) 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; this also includes members who are put on disciplinary action by the Seventh-day Adventist Church

- (2) 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) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- a. 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.
- b. 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.
- c. 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:

- a. 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.
- b. 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.
- c. 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.

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Article 11 – Conflicts of Interest

- (1) Conflict of Interest occurs when a member's personal or financial interest conflicts with the duties and responsibilities of their position and obligation they offer to their organization.
- (2) An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- (3) In the case of extenuating circumstances of a conflict of interest, a decision by the executive should be performed. If it conflicts with both the President and Vice President, it should be decided by a neutral executive member as selected by a majority of present members. A conflict of interest with an executive member or regular member should be handled by a neutral President or Vice President

Article 12 – Finances

- (1) The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- (2) All Budgets shall be prepared by the Treasurer in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- (3) The Treasurer shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.
- (4) The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- (5) The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- (6) The Co-Presidents and the Treasurer shall be the sole signing authorities of banking instruments for the organization.
- (7) *Ignite Adventist Christian Fellowship* will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

Article 13 – Agency Clause

- (1) The *Ignite Adventist Christian Fellowship* is not an agent of Carleton University Student's Association and its views and actions do not represent those of the CUSA.

Article 14 – Dissolution

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- (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 Ontario Conference of the Seventh-day Adventist Church.