

CONSTITUTION OF CARLETON QUADBALL CLUB

Article I

Name of the Organization

The Organization shall be known as “Carleton Quadball Club”, and herein be referred to as “CQC.” No other name shall be used in the advertisement or representation of the club.

Article II

Purpose of the Organization

1. Carleton Ravens Quadball shall provide Carleton University students the opportunity to develop their physical abilities within the sport of Quadball while maintaining a competitive, safe and fun environment for students to thrive in.
2. Carleton Ravens Quadball shall operate as a non-profit organization. Funds for equipment and tournament fees will be obtained through team fees, fundraisers and team member out-of-pocket costs.
3. The administration of Carleton Ravens Quadball shall organize practices and/or scrimmages.
4. As a representative of Carleton University, Carleton Ravens Quadball shall compete against other university teams in informal scrimmages or official QC tournaments.
5. All Carleton Ravens Quadball participants assume the risks of playing a full-contact sport; therefore, Carleton Ravens Quadball cannot be held liable for any injuries or other harms associated with rigorous activity.
6. Carleton Ravens Quadball shall not tolerate discrimination of any kind. Non-compliance shall result in revocation of membership.

Article III

Structure

1. A member in Good Standing shall be defined as an individual who, i. Has paid a membership fee, ii. Has submitted their name and phone number and/or email to a member of the executive board, and iii. Has attended at least 50% of practices.
2. Members in Good Standing of Carleton Ravens Quadball shall be the legislative body of the organization and maintain the right to run on the executive board.
3. Individuals do not have to be members in Good Standing to represent Carleton University in competitions against other universities. However, if positions on the team are limited, preference will be given to members in Good Standing.
4. The executive board shall be the administrative body of Carleton Ravens Quadball and shall be elected by members in Good Standing. Position descriptions may be found in Article V.

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. Membership in the organization shall be valid from May to April of each academic year.
3. Members in Good Standing may vote to create a new position or disband a current position at any time with a 2/3 majority vote.
4. Members who owe more than \$100 and have not set up a payment plan will be moved to the practice roster and can only move up once a payment plan is in place or the member owes less than \$100.
5. All fees owed associated with Carleton Ravens Quadball must be paid by May 1st of that year. Any members who have not paid their fees or have not made a payment plan will face the following repercussions:
 - i) On the respective January of that season, a 40\$ late fee will be added to what is owed and that member can not be on the competitive roster until their fees have been paid
 - ii) If team fees are not paid without consulting the Vice President of Finance in regards to setting up a payment plan by May 1st of the current season, the player will not be allowed to join the competitive roster of the following season.

Article V

Positions

Executive Positions

1. President:
 - 1.1: Responsible for overseeing the other executives in the performance of their duties.
 - 1.2: Official voice for Carleton Ravens Quadball.
 - 1.3: Tie-breaking vote in cases of ties.
 - 1.4: May delegate responsibilities.
 - 1.5: Responsible for representation at CUSA meetings unless otherwise specified.
 - 1.6: Shall assume all duties of an executive position if, for whatever reason, is permanently or temporarily vacant.
 - 1.7: Shall sign or co-sign all cheques issued by the association.
 - 1.8: 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.

- 1.9: Represent the Organization in dealings with other organizations, including, but not limited to, other clubs, Carleton University, the Carleton University Students' Association, QC and Quadball teams that operate under QC's rules along with any other organizations..
2. Vice President:
- 2.1: Responsible for assisting the president in any duties they cannot perform.
- 2.2: May also be responsible in assisting other executives in their duties, should the occasion arise.
- 2.3: May take minutes at meetings, if necessary.
- 2.4: If the president position is vacant for any reason, the vice president will assume all responsibilities of the president until the position has been filled
3. The Vice-President Finance/Treasurer:
- 3.1: Shall sign or co-sign all cheques issued by the association.
- 3.2: Shall keep record of all Quadball income and expenses.
- 3.3: Prepare a budget for the Organization each year, or more frequently as events require, and keep records of the financial transactions of the Organization.
- 3.4: Shall create a final budget to present at the annual meeting to members and to submit to the Carleton University Student Association at the end of the year.
- 3.5: Manage the finances and assets of the club.
- 3.6: Arrange the funding of social events of the Organization.
- 3.7: Have signing authority for the Organization.
4. Head Coach:
- 4.1: Responsible for the organization and running of practices, tryouts, and other physical conditioning activities throughout the year.
- 4.2: May determine tournament rosters and line-ups for competitive games.
- 4.3: May determine who will be Assistant Coach should he/she wish to have one.
- 4.4: Will be in charge of deciding both the competitive and practice rosters
5. Vice-President Socials:
- 5.1: Responsible for creating events for all members of good standing to attend
- 5.2: Will work with treasurer to create events that generate income
- 5.3: Responsible for managing the team's social media accounts

Executive Guidelines

6. Any member of the executive team that holds more than one position may only hold one vote in any and all decisions made by the exec.
7. If a position on the exec would become vacant at any point prior to March 1st of the current term of office the procedure of Article IV Section 2 onwards will be followed
8. The Executive is in charge of creating and organizing fundraising events throughout the year in order to raise money to attend QC run events.

Non-Executive Positions

9. Assistant Coach
 - 9.1: Will Assist Head Coach in selection of competitive and practice rosters
 - 9.2: Will fill in if Head Coach is not present for any reason
10. Any NON-EXECUTIVE position may lose their position by a majority vote from the executive.

Article VI

Meetings

Meetings of Members in Good Standing

1. Meetings of Members in Good Standing 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 Members in Good Standing must occur per year in the spring for the purpose of elections.
3. Quorum of the Members in Good Standing
 - 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

Carleton Quadball Club 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. General Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 14 - end of campaign
 - iv. Day 15 - start of voting
 - v. Day 16 - end of voting
 - vi. Day 17 - Results announced
- 2. The Club will run a first past the post-style election to elect the executive positions of President, Vice-President, Head Coach, Vice-President Finance, and Vice-President Socials
 - 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. Members in good standing may submit their lists of nominees for candidacy to any of the current executive members at any point prior to the elections being held.
- 4. All candidates must be members in good standing of Carleton Ravens Quadball.
- 5. A final list of candidates shall be announced before elections.
- 6. The term of office for elected officers shall begin on May 1st and will be terminated on May 1st of the following year.

7. Candidates may choose to submit a platform, either by e-mail to eligible members or orally during the annual general meeting.
8. In the case of one eligible candidate for a position, said candidate must receive a $\frac{2}{3}$ majority vote of the club in order to receive the position they are running for. In the case of more than one eligible candidate for a position, the individual with the most votes may accept the position.
9. A person may run for more than one position. A person may not hold more than one executive position. In the case of a person winning in multiple positions one of the following will occur:
 - i) If both positions won were uncontested the winning candidate will choose the position they prefer and the other will remain open.
 - ii) If one position was uncontested and one position was contested, the winning candidate must take the uncontested position and contested position will be re-voted on with the remaining candidates
 - iii) If both positions were contested then the winning candidate may choose which Position they prefer and the other will be re-voted on with the remaining candidates
10. The Club Executives will appoint a Succession Officer to execute elections for the Club. 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

Article VIII

Impeachment

1. o 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.

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.

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 Members in Good Standing 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 Ottawa Humane Society.