

Article I

The Organization shall be known as the Carleton Art History Undergraduate Society (CAHUS), and herein after shall be referred to as the Organization.

Article II

The organization shall work towards:

1. I) Increased communication and engagement among like-minded students in the Department of Art History through enriching student-run events and social gatherings.
2. II) Encouraging student involvement in the Art History department, the University, and the greater Ottawa art communities.
3. III) Providing its members with hands-on experiences in art-related practices and event planning.

Article III

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV

There shall be two levels of membership within the organization: Executive Membership and General Membership.

Executive Members will be responsible for attending all meetings and planning events. All meetings will be mandatory but reasonable allowances will be made for occasional absences. Should an Executive Member miss more than half the meetings, a vote to remove that Executive Member will be presented to the Organization.

General Members are invited to participate in planned events and attend meetings. They will be encouraged to provide new ideas and feedback but will not be required to attend all meeting of the Executives and will not have a vote in matters other than election. In the future, if the Organization gains more General Members than Executive Members, a vote will be made to allow these students the right to vote during meetings. A strong effort will be made to be as democratic and fair as possible, encouraging engagement and participation from all students of Art History, Theory of Architecture and Architecture, and ensuring that the small group of Executive Members does not bear overwhelming control over Art History department events and incentives. Membership in the organization shall be valid from September to April.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Student Groups Administrator.

Article V

The Executive Positions are as follows:

President: Chair of society meetings and mediator between members

President-Elect: A position of training for Presidency for the following year.

Treasurer: Manager of the Organization's funds and budget.

Secretary: Recording of meeting minutes, ensures meeting minutes are distributed among Executives.

Vice-President Social Media: Manager of the Organization's social media accounts.

Vice-President Outreach: Manager of communications within the student body, the faculty, and the faculty undergraduate advisor.

Vice-Presidents Events: Manager of promotional materials and maintaining the Organization's bulletin board.

Article VI

Executive Meetings shall be held bi-weekly according to Executives availability. A schedule for the term's Executive meetings shall be made and distributed to the Executive Members at the beginning of the term. If additional or emergency meetings are called, 24 hours notice shall be given. The President shall call each meeting to order.

Article VII

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 [general membership or executive] 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. 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. [Only paid members may vote][Clubs without membership fees do not need to include this clause]
 - f. Paid member must be given notice of two (2) weeks of voting start date
 - g. Every voter has the right to cast their ballot in private

- h. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
- i. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
- j. [proposal only, you can edit to fit your club] 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

[Option 1 - First Past The Post] Carleton Art History Undergraduate Society (CAHUS) will run a first past the post-style election to elect the executive positions of President, VP Finance (Treasurer), VP Outreach, VP Social Media, VP Events and Secretary.

- 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

All interested and dedicated students will elect Executive Members in September. This includes the previous years Executive Members as well as General Members. Executive positions may be held for one academic year (September to April). Re-election into the same position held the previous year will be permitted for members who receive the required votes.

A one-week period will be given for students to present themselves as candidates for election into the Executive and will be provided with the opportunity to campaign for themselves in a short speech during the General meeting.

When only one candidate is nominated for a position, a yes or no vote will be carried out. If one of the Executive positions becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant. Students may nominate themselves or others for a position.

Article VIII

Executive Members can be removed for office if:

1. I) That member has missed more than half of the meetings.
2. II) That member repeatedly fails to perform his/her duties.
3. III) That member displays behavior that is disrespectful, offensive or inappropriate in a professional and academic setting of the university.
4. IV) That member has violated the CUSA Clubs Code of Conduct. Executive Members will be given one warning by the President if their behavior has violated the expectations of members listed above. If further offences are made, that members will be notified a week before vote is to be held for their impeachment.

Article IX

Amendments to the Constitution will be presented before the entire Executive council and will require a majority vote to pass.

Article X

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be returned, when possible, or given to a favourite charity as voted upon by the Organization.