

**The Constitution for the
Carleton University Chapter of
Catholic Christian Outreach Canada**

2023-2024

Article I - Name

1. The official name of the organization shall be "The Carleton University Chapter of Catholic Christian Outreach Canada".
2. The organization shall be generally known as "Catholic Christian Outreach" or "CCO", and the latter name shall be used hereinafter.
3. CCO shall be affiliated with Catholic Christian Outreach Canada, hereinafter referred to as CCO Canada, by reason of:
 - a) acceptance of the purposes of CCO Canada.
 - b) requirement that all members of the Executive Council be in full agreement with the purposes of CCO Canada.
 - c) CCO shall apply for affiliation with CCO Canada in writing and be accepted, which affiliation shall be renewed every five years.
 - d) this affiliation shall not entail financial obligations.
4. This affiliation shall in no way affect the autonomy of CCO so long as its decisions do not conflict with the above.
5. This affiliation shall make available the name, experience, counsel, and assistance of CCO Canada through its staff, programs, and publications, and to provide correlation with other chapters and groups similarly affiliated.
6. CCO Canada shall reserve the right at all times to withdraw permission from CCO the use of the name "Catholic Christian Outreach" if the standards stated are not met, if proper standards of good taste, or ethical operation are not met, or for any reason prejudicial to the interests of CCO Canada, of which CCO Canada shall be the sole judge.

Article II – Club Mandate

1. The organization shall work towards:
 - a) providing an academic and social environment related to individuals interested in the Catholic Christian faith,
 - b) organizing and providing religious formation for the spiritual development of its membership, c) organizing and promoting activities which provide for the development of leadership skills and abilities of its membership,
 - d) benefiting its membership as well as the Carleton University community in enhancing the university experience.

Article III – Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all registered members.
2. The Executive shall be the administrative body of the organization and shall be composed of elected members from the General Membership.

Article IV - Membership

There shall be two levels of membership within the organization

1. The General Membership shall be the legislative body of the organization and shall be composed of all registered members.
2. The Executive shall be the administrative body of the organization and shall be composed of elected members from the General Membership. (See Article 4)
3. General Membership shall
 - a) be open to all students of Carleton University
 - b) have the right to
 - i) speak on all matters pertaining to the organization,
 - ii) have a vote at all general membership meetings,
 - iii) have the right to vote in all elections,
 - iv) seek nomination for any executive position, pursuant to Article 8, paragraph 3,
 - v) partake in any events of the organization,
 - c) be duly informed of any and all meetings, events and elections of the organization.
4. Membership in the organization shall be valid until the end of the Carleton University academic regular session.

Article V - Executive

1. The Executive Committee shall consist of the following:
 - a) A group of 3-6 students assuming at minimum these roles: president, public relations, event coordinator, financial officer, secretary and hospitality
2. All members of the Executive Committee shall be registered students of Carleton University.

Responsibilities of the Executive

1. The President will:
 - a) Oversee the other members of the Executive Committee in fulfilling their responsibilities;
 - b) Chair all meetings of the Executive Committee;
 - c) Be the official representative of CCO whenever such representation is necessary, or shall see that a fitting substitute is provided;
 - d) Rule on any questions of order or on the interpretation of the Constitution. Constitutional rulings shall be subject to review by the membership at a general meeting. Other rulings shall be final;
 - e) Consult regularly with CCO Canada field staff members and work in harmony with s/he;
 - f) At the conclusion of his/her term in office, render a report on the year's activities to CCO and CCO Canada;
 - g) Care for the spiritual development of the members of the Executive Committee.
2. The Secretary will:
 - a) Assist the President in his/her duties;
 - b) Assume all powers of the President in his/her absence;
 - c) Be responsible for recording minutes of all meetings;
 - d) Be responsible for maintaining contact with other chapters of CCO and with CCO Canada;
 - e) Work in co-operation with the President;
 - f) Undertake any particular function which may be designated to him/her by the President.
3. The Financial Officer will:
 - a) Be responsible for overseeing all financial dealings of the club;
 - b) Keep complete records of all financial dealings of the club;
 - c) Have financial signing authority for the club;

- d) Render to CCO and CCO Canada an annual written statement accounting for all the monies received and paid;
 - e) Co-ordinate any fundraising campaigns;
 - f) Work in co-operation with the President;
 - g) Undertake any particular function which may be designated to him/her by the President.
4. The Public Relations will:
- a) Be responsible for the advertising of all club activities;
 - b) Be responsible to communicate regularly with the General Membership regarding upcoming events and activities;
 - c) Oversee production of all locally developed club materials, either for advertising or for dissemination at club events;
 - d) Be responsible for all official photography at club events;
 - e) Work in co-operation with the President;
 - f) Undertake any particular function which may be designated to him/her by the President.
5. The Event Coordinator
- a) Will be responsible for bookings room for events
 - b) Organizing and running events
 - c) Work in co-operation with the President
 - d) Undertake any particular function which may be designated to him/her by the President.
6. The Hospitality Coordinator
- a) Will greet people at all events
 - b) Gather members from the general membership to greet new members at events
 - c) Work in co-operation with the President
 - d) Undertake any particular function which may be designated to him/her by the President

Article VI- Meetings

1. Executive Council Meetings
 - a) there shall be a minimum of one Executive Council meeting per month as determined by the Executive Council or as deemed necessary by the President.
 - b) only Executive Council members may vote on motions raised at Executive Council meetings.
2. General Meetings
 - a) There shall be at least three general meetings held during the school year, including the Annual General Meeting.
 - b) General Meetings shall:
 - i. be open to all members of the organization,
 - ii. be advertised at least 7 (seven) days in advance.

Article VII - Elections

1. Executive Council elections shall be held at a General Meeting during the month of (usually) March.
2. Notice to all General Members of the organization shall be given 10 (ten) days prior to a General Meeting being held for the purposes of an election or by-election.
3. Any General Member who anticipates remaining a General Member for the duration of the following term year shall be entitled to run.
4. Voting shall be done by majority vote by either secret ballot or a show of hands, as designated by the Executive Council.
5. Where there is only one nominee for a position that person shall be acclaimed and deemed elected to that position.

6. The newly elected Executive Council shall take office on the first of May.
7. If a position on the Executive becomes vacant during the year
 - a) a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.
8. 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 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.

Article VIII - 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;
2. The impeached individual shall have the right to defend his/her actions; and,

A two-thirds (2/3) majority vote of members present will result in the removal of the impeached individual from the club and the loss of any privileges associated with the club.
3. Any Executive Member shall be removed from office
 - a) when said member ceases to be a General Member of the organization;
 - b) for a violation of the organization's Constitution;
 - c) if they are negligent, incompetent, or remiss in the performance of their duties.
4. At least 10 (ten) days' notices of impeachment must be given to the Executive Member in question and to the General Members of the organization.
5. During a motion of impeachment, the Executive Member in question shall be given the opportunity to speak to the motion.
6. An Executive position shall be deemed vacant if two-thirds of the General Members present and voting vote in favor of impeaching the Executive Member in question.

Article IX – Amendments

1. Amendments to the constitution must win a two-thirds (2/3) majority vote of the present members; and
2. An amendment to the constitution must be approved by the CUSA Clubs and Societies, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.

Article X- Dissolution of the Organization

1. Upon dissolution of the organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Catholic Christian Outreach Canada.