

Updated: 2023-07-20

### **Article I | Name of the Organization**

Carleton University Badminton Team

### **Article II | Purpose of the Organization**

The Carleton University Badminton Team is a competitive sports team, currently not affiliated with the Carleton Athletics Department. We provide peer-to-peer training to the members of our team and compete in the Ontario University Athletics championship in the following year.

For the season of 2022-2023, the Carleton University Badminton Team plans to have a club by fall semester following the decisions made by both the Ottawa District Badminton Association, Badminton Ontario, the Ontario Government, and Carleton University.

### **Article III | Structure**

The Executive shall be the administrative body of the organization and shall be composed of members elected from the General Membership.

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

### **Article IV | Membership**

For this season, the Carleton University Badminton Team proposes to have one general membership admission, starting in September and ending in April. The general admission will have access to the gym and its facilities and be affiliated with the Ottawa District Badminton Association.

Team members from the previous roster will be transferred over to the next competitive season. These members are chosen by their outstanding performance in the sport. New team members will be given the ability to try out for the badminton team. Team members will also have the ability to vote for a party to take the executive team role.

Updated: 2023-07-20

## **Article V | Executive**

Co-President:

- William Fang
- Edward Kan

Finance Coordinator:

- Alexander Lako
- Tharusha Herath

Event Coordinator:

- Lucas Warner
- Gordon Vuong

Social Media Coordinator:

- Carolyn Lee

Communications Coordinator:

- Thien Bao Nguyen

**Co-President:** The Job of the President is to decide on important decisions like where the fiance will go and what events the Club will be doing. When will these events happen, and where will these events happen? As well, the Co-President's job will be to support the other co-presidents decision. He/She will be helping the other Executive members with the work from the co-presidents decision.

**Finance Coordinator:** The Finance Coordinator will be laying out the facts and information for the President so he/she can decide on what they think is the best for the Club. After the President has decided on a direction in which the funding of the Club will go, the treasurer will act on the President's decision and make it happen.

**Event Coordinator:** After the President has decided on a club activity/meeting/event, they will be required to act upon the President's decision. The Event Coordinator will manage the details of the club activity/meeting/event. He/She will also be working with the Communications Coordinator to get the events straightened out and ready to have all the required equipment for the event.

**Social Media Representative:** Social Media Rep manages the official Instagram account CUBC Discord and CUBC Facebook. He/She will post on these platforms about upcoming events for the Club or sign up for these events. He/She will make posters for the Club to use on social media.

**Communications Coordinator:** The Communication Coordinator ensures all the communication between all the executives is correct. Communicate with the Events Coordinator

Updated: 2023-07-20

to ensure everything is booked and ready for upcoming events. He/She will also communicate with everyone and set up Executive meeting times. Also, ensure the events are paid for by the Club or funded by a sponsor. Along with the communications between CUSA/Athletics and the Club.

**Photographer:** The Photographer will work closely with the Event and Social Media Rep on getting photos of the club events and making sure they get to the Social media team. He/She will also get a group photo for every event, a team photo for the competitions, and an Executive team photo. He/She will also work with Social Media Rep to make posters for the Club.

### **Article VI | Meetings**

Meetings are set bi-weekly to discuss and collect information on financial transactions, liability waiver forms, and administrative communication with the Athletics Department following that two-week period.

Meetings must include the president, the vice president, and the financial and administrative staff. Additional meetings should be announced at least 24 hours prior. Meetings can include the Competitive Teams Coordinator from the Athletics Department, but a request should be made prior to this meeting. The request should include at least one item:

1. A financial update on the team/club's expense report in case outstanding amounts are owed to the Athletics Department.
2. Discussion of revoking a member's admission following a breach of regulations set by Carleton University, the Athletics Department, the CUSA Club Committee Board, and the Carleton University Badminton Team.
3. Administration topics, such as submitting confidential information of our club members or asking to apply or re-apply our competitive team status for the following year.

Club members will be able to contact the executive's email address for any concerns or questions. Club members will be given announcements given from the executive team. Any confidential announcements will be given by an email address to that person or group.

## **Article VII | Elections**

All executives have to go through a leadership succession every year. Executives can return to their position if they have been voted by the general membership to return to their roles. 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 co-presidents 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 Carleton Competitive badminton team.
    - iii. An active member of the Carleton University Badminton club
  - 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 the final voting membership purchase, campaign start, campaign end, voting start, and voting end.
  - d. Only paid members can vote. Any memberships active in the 2022 - 2023 school year are eligible.
  - e. Paid members must be given two notice weeks before the voting start date
  - f. Every voter has the right to cast their ballot in private
  - g. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
  - h. Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
  - i. 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 the campaign
    - v. Day 15 - the start of voting
    - vi. Day 16 - end of voting
    - vii. Day 17 - Results Announced

### **Article VIII | Impeachment**

A member of the executive team, even the president, can be demoted by a majority vote by the team members. A member of the executive's team will be demoted or revoked their role if:

1. The executive team does not have more than one body to represent the executive team.
  - 1.1. The executive is not been actively participating in meetings for more than a month.
  - 1.2. The executive is transferred to another university.
  - 1.3. The executive is graduating in the fall or winter semester.
2. Failing to meet expectations set by the executive team.
  - 2.1. Fails to record any financial transactions from the team's bank account.
  - 2.2. Fails to communicate with the governing bodies of:
    - 2.2.1. Carleton University
    - 2.2.2. CUSA Committee
    - 2.2.3. Athletics Department
3. Misconducts, breach of services.
  - 3.1. The member who fails

### **Article IX | Amendments**

If there is a need to change the constitution at any point in time, the current Executive for the year would need to have a unanimous vote in favor of doing so and have a majority of the current general public support the change. This would require informing the general public by posting an Instagram and hosting a vote for the change.

### **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 (CUSA or favorite charity, etc.)