

CARLETON UNIVERSITY

HUMAN RIGHTS SOCIETY CONSTITUTION



CONSTITUTION

(Adopted 21/03/25)

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Article I

Name of the Organization

The Organization shall be known as the ***Carleton University Human Rights Society***, and herein after shall be referred to as the ***Carleton University Human Rights Society (CUHRS)***

Article II

Mandate of the Organization

The Carleton Human Rights Society is an academic society associated with the Human Rights Program at Carleton University. We are concerned with raising awareness of human rights violations and fighting global injustice. We are completely student driven, and take up the issues that concern our members around the globe! Our main goals are to raise awareness and funds, to become active in the human rights field and to invest time and support towards Human Rights and Social Justice students during their time at Carleton, sharing useful tools and events.

The organization shall work towards facilitating academic, social and professional relationships with Human Rights and Social Justice students as well as members of the Carleton community as a whole. The CUHRS shall strive to carry out its objects without discrimination as between its Members, and in particular on the basis of race, religion, colour, national or ethnic origin, sex, gender, sexual orientation, physical or mental disability, age, or political conviction. This Article shall not be interpreted to preclude any rule, program, or activity that has as its objects the amelioration of conditions that may hinder the full and equal participation of any group in the CUHRS activities or the Human Rights Profession. The CUHRS shall make all reasonable efforts to schedule events, elections and meetings so as to not hinder participation by any religious, cultural, social, or other group to which Members belong.

Article III Structure

The Human Rights Societies founding members are Samia Arwo & Veronica Dhindsa.

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 Membership

- Membership in CUHRS shall be open to all, irrespective of sex, age, creed, colour or program major.

- A membership shall be valid from the date of purchase until the end of the academic school year.
- Any and all levels of membership in CUHRS shall be open to those registered as Carleton University students (graduate or undergraduate), who have paid their membership fees (subjected to the executive committee). Members in good standing (Section 2) are entitled to all rights and privileges of the society (Sections 1).
- Membership in the CUHRS shall be administered by the Executive Committee (defined in Section) and shall be subject to the "Member in Good Standing" provisions outlined in section 2 below. Membership in the CUHRS shall include, but not be limited to, the following classes:

Section 1

General Members

Every undergraduate student who pays CUHRS fees (within reason) is a Member of the CUHRS

- Members have the right:
 - To speak on all matters pertaining to the organization;
 - To vote in all elections;
 - To seek nomination for any executive position;
 - To partake in any events of the organization
 - Be duly informed of any and all meetings, events, and the elections of the organization.
 - Entitled to attend all meetings (4 meetings to get CUHRS on Co-Curricular Record)

Executive Members:

- Composed of members of the elected Executive Committee with the exception of the Faculty advisor.
- The Executive shall administer the affairs of the CUHRS, coordinate the Academic/Faculty support and Social support.
 - Help administer CUHRS clubs and societies act, liaise with the Institute of Interdisciplinary Studies, and generally serve as the representative of CUHRS.
 - Every Member of the Executive shall, in addition to the duties enumerated in this constitution, be responsible for such other duties as may be assigned by the Executive or included in the Regulations.
 - Every Member of the Executive shall use the provided CUHRS email account for all relevant communications and shall maintain an organized inbox to be passed on to future Executives.

- The Executive may create volunteer positions through which Members may aid in the duties of the CHURS.
- Every Member of the Executive shall be mindful of existing and potential conflicts of interest, shall disclose such conflicts and shall strive to avoid any resulting harmful impacts.
- Entitled to attend all meetings, Entitled to participate in all Society activities, Entitled to votes in elections.

Faculty Advisor:

- NOT a member of any of the Membership classes listed above. The annual membership fee shall be assumed by the CUHRS at no expense to the Faculty Advisor. The Faculty Advisor has no voting privileges at any CUHRS meeting or during the Executive elections.

Section 2

Good Standing

- Member shall be deemed to be a "Member in Good Standing" provided that the member:
 - (a) Pays all fees as set out by the Executive Committee in accordance with the procedures and time limits determined by the Executive Committee;
 - (b) Uphold the values set out by Carleton University's Human Rights Policies and Procedures.
 - (c) Upholds and observes the rules, policies and procedures set by the Executive Committee and outlined in the CUHRS Constitution;
 - (d) Upholds and observes the policies, By-Laws and Constitution as outlined by the CUSA; and
 - (e) Conduct yourself in a courteous and respectful way to all members of CUHRS and Carleton University/
 - (f) Attend at least One (2) general meeting a year (one in the Fall semester and Winter semester).

Privileges of CUHRS Members in good standing shall include, but not limited to,

- Timely notification of all Special Events & Meetings; receive all monthly newsletter; receive predetermined number of CCR stamp(s) for their attendance at events and meetings ; discounts provided to members by CUHRS Sponsors; and, upon request, access to records of the CUHRS under supervision of an Executive Committee Member.

Section 3

Failure to remain a "Member in Good Standing" as defined in section 2 above, may result in suspension or cancellation of CUHRS membership as follows:

(a) In the case of non-payment of fees as set out by the Executive Committee, privileges of membership in CUHRS may be temporarily suspended until an agreement has been made between the member and the executive committee.

(b) In the event that a member of CUHRS violates the society's constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners to be addressed accordingly.

(c) Any member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits their membership fee.

(d) Any members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (7) days previous notice of such pending action must be provided to the member. The member will have the right to dispute their case to the board on or before the meeting at which action will be determined.

Article V Executive Positions

<p>Co-Presidents</p>	<p>The Presidents will provide leadership and direction to the society. Will follow CUSA Society operating guidelines and general campus policies. They act as chair(s) of club meetings (executive meetings or general member meetings). Helps to create the short- and long- term objectives and goals of the club in tandem with the other executives. Seeks to create an inclusive and cooperative environment for the club and facilitates conflict resolution and sound decision-making. Has increased overall responsibility for financial, organizational functioning, and liability of club matters. Acts as liaison to the <i>Carleton University Human Rights Society (CHURS)</i> and CUSA for the actions of the club.</p> <p>As Co-Presidents they will support other executive positions with problem solving and important tasks. Ensures strong leadership succession by identifying and recruiting new society volunteers. Coordinates information from committees or events to ensure all members are informed or approve of decisions and news. Provides mentorship to new members with faculty advisors or other CUSA staff.</p> <p>Co-presidents are able to divide roles mentioned above amongst themselves to ensure the club is run efficiently and effectively.</p>
<p>Vice-President Internal (Optional)</p>	<p><i>Carleton University Human Rights Society (CHURS)</i> presents the optional role of Vice-President Internal. This role would be in place when the need for Co-Presidents is disbanded/amended depending on the society's needs. The Vice-President supports the President in any and all society matters including to those outlined in the Co-Presidents roles and responsibilities. Also as necessary, and where possible, support the rest of the Executive Team.</p>
<p>Vice-President of Administration</p>	<p>As VP Administration will give the notice of meetings, and keep the minutes of all meetings. The notices of these meetings will be sent out by the executive to the board prior to the General Meeting to remind and inform the participants. This executive may perform other duties as they arise assigned by the Co-Presidents. Minutes of the meetings will be kept in the drive that all the members have access to. The VP of Administration will also organize and keep up to date the society's agenda by creating a calendar for the year. Will be incharge of managing and coordinating Year representatives and act as the first point of contact for</p>

	<p>them meeting at least once a month. As necessary, and where possible, support the rest of the Executive Team.</p>
<p>Vice-President of Membership (1)</p>	<p>The Vice-President of Membership will be in charge of the membership application process as well as keeping track of all members. The VP will design and implement member satisfaction/ feedback forums and be the first point of contact for all new and active members. The VP will create general Monthly Newsletters updating all members on club activities and updates. Will be in charge of running monthly general member meetings with support from the co-presidents. Will meet with the Director of Outreach once a month. As necessary, and where possible, support the rest of the Executive Team.</p>
<p>Director of Outreach/ Interrelations (2)</p>	<p>The Director is tasked with actively recruiting by reaching out to professors, students, societies and the Carleton Community to expand our society. Help VP Membership with general meetings. Reach out to the Department of Human Rights & Social Justice to get our events added to their newsletter. Assigned to VP Membership (meet with VP Membership once a month). Reach out to other clubs and societies at Carleton University, to publicize/ share events. Plan one event with another organization on Campus. As necessary, and where possible, support the rest of the Executive Team.</p>
<p>Vice-President(s) of Communications</p>	<p>The Vice-President(s) of Communications facilitates all communications within the club, including but not limited to: Instagram, websites, facebook, and any other social media accounts. The Vice-Presidents (s) of Communications roles and responsibilities will be divide as follows:</p> <ol style="list-style-type: none"> 1) <u>Head of Public Relations</u> <p>The VP in charge of this role is tasked with the routine maintenance of the club internet domain. Including but not limited to: updating the website, managing the facebook page, Instagram highlights etc.</p> <ol style="list-style-type: none"> 2) <u>Head of Media Relations</u> <p>The Head of Media Relations actively promotes membership and participation in the society through media services, including but not limited to: Instagram posts, the design of posters using canva, Information packages, logo, or other promotional materials with input from other executives.</p>

<p>Vice-President of Financial Affairs</p>	<p>Provide leadership in and work closely with the Co-Presidents and VP in performing long-term financial planning and analysis aimed at identifying risks, opportunities, and options that will provide resources for attainment of the Society. Works with direct reports to establish goals, objectives and plans that support Society’s objectives. Maintain the book of accounts, showing the receipts, and disbursements of the CUHRS. Prepare the budget of the CUHRS by the end of April and December, present it for approval at the General Meeting. Be responsible for ensuring that the organization does not run a deficit; Be responsible for paying expenses required for the running of the Organization including disbursing funds towards events/activities as well as honorarium to guest speakers. Track merch sales and payment methods. As necessary, and where possible, support the rest of the Executive Team.</p>
<p>Vice-President of Equity, Diversity, Inclusion and Social Justice</p>	<p>The VP facilitates and reinforces an environment that accepts and advocates for all people. Plans, guides and advises Co-President and executive officers on diversity, equity, inclusion and affirmative action matters. Collaborates with Carleton University and CUSA rules and guidelines to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff. Serves as the central resource for student, faculty, staff and the CUHRS community on issues related to protected class discrimination, harassment, etc. Holds Office hours/books appointments for CUHRS members/Carleton students. Hold 1 event (subject to change) per semester and manage the application for the Fund for Underrepresented Youth in Human Rights. As necessary, and where possible, support the rest of the Executive Team.</p>
<p>Vice-President of Philanthropy</p>	<p>The Vice-President of Philanthropy will be developing or coordinating projects centering on Human Rights and Social justice. Will be responsible for workshop facilitation and delivering presentations to groups on various Human rights and Social Justice topics. Provide opportunities for members and volunteers as well as organize and facilitate workshops and training classes on how to be an Ally/Activist for Social Justice. Engaging with professionals from sub-regional organizations, allies and advocates in planning, communications and activism activities. The VP of Philanthropy will research, reach out and host various events/activities reflecting the values of CUHRS 2 Events (subject to change) per semester. As necessary, and where possible, support the rest of the Executive Team.</p>

Vice-President of Research	<p>Provides help with the research and connections , by providing advice and resources at every stage. Build research collaborations and facilitate innovation, entrepreneurship and knowledge transfer between research projects and its resulting outcomes and benefits. Works directly with VP of Equity, Diversity, Inclusion and Social Justice & VP Student Advocacy. Responsible for creating a monthly research newsletter, to be distributed to CUHRS members. VP is responsible for one research event a year As necessary, and where possible, support the rest of the Executive Team.</p>
Vice- President of Student Advocacy	<p>The Vice-President of Student Advocacy is responsible for the administration, implementation, and promotion of student development programs designed to foster student engagement and leadership and support student retention. These opportunities must complement the University's general education learning objectives and enrich the personal and professional development of students. Coordinate the campus volunteer programs (ie Peer tutors/ Study Workshops). Design, plan and implement networking events to increase student-faculty interaction outside of the classroom (ie career panel)Assess the needs of students and design programs based on those assessments. Develop opportunities that promote engagement and a sense of community for students. VPof student advocacy is tasked with 1 Event per month (Subject to change). As necessary, and where possible, support the rest of the Executive Team.</p>
Director of Fundraising	<p>The Director of fundraising plans revenue generation according to sponsorship goals and fundraising campaigns. The Director executes fundraising activities such as sticker sales, ticketed social/virtual events, and others. Will be responsible for 2 events(subject to change) per semester. The Director will be tasked with researching and presenting options of organizations to support (one for fall term and one for the winter term) This will be voted on during general meetings. The Director will maintain contacts and history of sponsorship relationships. The Director of fundraising works with the Directors of Communications to create a fundraising package or strategies (infographics,posters promotions etc) As well as works under VP of philanthropy. Seeks guidance from the Carleton faculty and CUSA staff on pursuing sponsorship goals. Strategizes with the executive board about innovative revenue streams.As necessary, and where possible, support the rest of the Executive Team</p>
1st Year Representative	<p>Application in September, first-year Human Rights Students will have the opportunity to apply for this role. Year Representatives are responsible for reaching out to students in their year across the Faculty. Their primary goal is to serve as a point of contact to students in their year group for academic-related concerns, as well as to organize events that allow specifically students within Human Rights to get involved and be aware of the resources available to them. Plan first year connections with VP Administration: One informal event per month in the Fall Semester (ex.</p>

	Game night, Pizza Night, Movie, Kahoot).As necessary, and where possible, support the rest of the Executive Team.
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Article VI Meetings

General Meetings shall:

- Be open to all members of the Organization;
- Occur at least once a per month;
- Be advertised to the Membership and will be given sufficient notice (7 days)
- Be called by the Executive;
- Follow a loose social environment where members will be able to discuss issues concerning human rights and hear reports from the Executive about upcoming events and fundraisers.

Executive Meetings shall:

- Bi-weekly (subject to change)
- Bi-Weekly update email (weeks with no meetings)
- Open to Executives Only

Article VII Elections

Nomination and Election Procedures

- All members in good standing of CUHRS are considered “voting members” of CUHRS. All voting members shall be eligible to stand for election, to sign nomination forms for others seeking election, and to be considered for the position of Returning Officer.
- Elections to the Executive shall be held by April 14 th. The executive shall determine the closing date, time and location for receiving nominations. All members shall be advised, by way of electronic notice or otherwise, of details concerning the call for nominations, a minimum of two weeks in advance of the closing date nominations are to be received.
- A “Nominating Committee” will be responsible for overseeing the Nomination and Election process, possessing one vote which consists of members and executives, majority wins.

- All members and executive votes are equal, nobody is permitted to have veto power.
 - In the event of a tie, a secondary vote will be held. If the secondary vote results in a tie, the persons will act as Co-executives to the position.
 - In the event where there is only one nominee, a vote of confidence will be held by the membership.

- The “Nominating Committee”, composed of the Co- President, or President and Vice-President Internal (or the Returning Officer), and the democratic, collective voice of the CUHRS membership base (as the only and final vote), shall:
 - (a) act as an impartial participant in the Nomination Process, and shall NOT divulge the particulars of nominations, (including the name, position applied for, or number of nominations for each given position) to ANY member of CUHRS in advance of the date of the closing date for Nominations.
- The Nominating Committee shall:
 - (a) Make an honest attempt to ensure that at least one nomination for each Executive position is received by the closing date for receipt of nominations;
 - (b) Receive and verify Nomination forms and shall communicate with nominees as required in Section.
 - (c) Be responsible for counting the secret ballots and announcing the winners after the elections have concluded

- The Nominations shall be opened no later than two weeks in advance of any election and shall close one week prior to said election

- A candidate may apply to stand for election to the Executive by adhering to the following process. The candidate must:
 - (i) Submit to the nominating committee, in writing, their intentions to stand for election to at most three specific executive positions at least one week before the election date;
 - (ii) Review the document that outlines the Executive member duties and responsibilities and the Constitution

- A candidate’s Nomination shall not be considered finalized until and unless all of the steps above have been completed.

Campaign Policies

- a) The designated campaign period is to last for no longer than a single week period, to which the designated one-week period slated for only campaigning will be established beforehand.
- b) Individuals campaigning for a position within CUHRS are to refrain from any form of slander, specifically any spoken words or gestures about other(s) campaigning for CUHRS.
- c) Individuals campaigning for a position within CUHRS are to refrain from any form of libel, specifically any written, printed words, pictures or any form other than spoken words or gestures about other(s) campaigning for CUHRS.
- d) It is a requirement that individuals campaigning for a position within CUHRS must refrain from spending any monetary amounts on a campaign that includes but is not limited to; posters, video production or other merchandise related to a campaign.

Elections

- a) All candidates must fill a nomination form by CUHRS.
 - Nomination Form: Written document outlining their goals for the position and any past experience that would aid them with the role.
 - This Form also collects: First and Last Name, Carleton Email, Students Number, Program and Year.
- b) All candidates must email their speech with a photo, this information may be posted on CUHRS socials and emailed to members.
- c) Voting for the Executive positions shall be by secret ballot which will be sent to the CUHRS members.

Members: Warnings and Vacancies

A request for removal of an Executive Member must be submitted in writing to the president; this request can be submitted by any active member of the organization – this includes Executive Members

- If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the co-presidents
- Members will be asked to leave if they have had three strikes.
 - Grounds for a Strike:
 - Missing three or more executive meetings, without communication to the Co-Presidents.
 - Missing three or more deadlines consecutively, without communication to the Co-Presidents.

- Exhibiting behavior that does not represent CUHRS as a CUSA Club (ie. disrespectful, discriminatory, etc.).
- Issuing a Strike:
 - The Co-Presidents will be responsible for communicating a strike.
 - The Co-Presidents will hold a meeting with the individual following each strike.
 - Any member of the Executive or General Team may communicate grounds for a strike to the Co-Presidents.
- The member (Co-President) receiving the removal request will then contact the Executive in question for removal and explain the situation to them within 14 days of the removal request being received.
- The member requesting removal will remain confidential through this process

→ Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as seasonal breaks and holidays.

→ The vote will be brought to order by the removal request's receiving members (Co-President) and members will take a secret ballot. This ballot will be tallied by the society's Co-presidents, Majority vote is needed to both Impeach Executive member and/or remove General ones. All members can vote including the member who submitted the removal request.

Disputes Between CUHRS members

11.1 Any dispute that arises between any two or more members of CUHRS shall:

- (a) make an honest attempt at resolving the issue privately so that it will no longer affect the unity of the society
- (b) Be reported to the Presidents for a second private meeting to see if the issue can be resolved with a third party mediator.
- (d) If the issue is not resolved the members will be asked to leave CUHRS.

Article VIII Impeachment

Impeachment Proceedings - Executive Committee Members

- Impeachment of an Executive Committee member may be requested at any time by any voting CUHRS member in good standing by way of a written petition addressed to the Presidents. The petition must:
 - (a) include a request for a General Meeting for the purposes of impeaching an Executive Member;
 - (b) include the name and position of the Executive Member in question;

(c) specifically outline in detail the reasoning and/or alleged violations leading to this request for impeachment.

(d) be signed by at least one-third of CUHRS members in good standing.

- Within twenty-four hours of receipt of the petition the Presidents shall alert the Executive Committee of the impeachment request. The Executive member in question will then immediately be suspended from duty until the matter is resolved.
- Within twenty-four hours, the Executive Member in question will be advised by the Presidents of his/her suspension in writing and shall be given the choice of immediately resigning from his/her position or of requesting a hearing at a Special Meeting. The decision of the Executive Member in question shall be submitted in writing to the President no more than 24 hours after having been suspended from duty. If no written notice of decision is received by the Presidents, the Executive Member in question shall be assumed to have resigned his/her position.
- Should the Executive Member in question request a hearing, the Executive Committee shall convene and schedule a date for a Special Meeting. Said Special Meeting must take place within two weeks of receipt of the impeachment petition.
- Notification of the Special Meeting and its intent, must be made to all CUHRS members, electronically or otherwise, a minimum of one week in advance of said meeting.
- The Executive Member in question shall be granted a limited hearing at the Special Meeting to make representations to all CUHRS members present.
- The Executive Member in question will then be asked by the President to leave the room and vote.
- Should the Executive Member be granted a stay, the suspension shall be lifted immediately, the Executive Member will be reinstated as a CUHRS Executive Member in Good Standing and will immediately return to duty.

Offences of Conduct

- No Member of CUHRS shall violate the "Offences of Conduct" as outlined by Carleton University. For details, refer to sections detailing "Offences of Conduct" found in the current Carleton University Undergraduate and/or Graduate Calendar.
- CUHRS is alleged to have committed an "Offence of Conduct", by decision of the Executive Committee, will immediately be suspended from all CUHRS Carleton activities and shall remain so until the matter has been resolved.
- The President must immediately advise the CUSA Clubs and Societies Commissioner of the suspension and must, in writing, provide details including the alleged, the violations the member is alleged to have committed, and CUHRS decision and reason(s) for suspending the member.
- The decision of the CUSA Clubs and Societies Commissioner as to how to proceed with the CUHRS Carleton member in question shall be received in writing and shall be considered final and binding.

Article IX Amendments

Amending the Constitution

- CUHRS Constitution shall not be amended except at an Executive Meeting and shall be by way of a vote on a show of hands in unanimous result.
- The newly amended CUHRS Carleton Constitution shall take effect upon adjournment of said meeting.
- Proposed amendments to CUHRS Carleton's Constitution must be approved for consideration by the Executive Team and shall be made available to all CUHRS Carleton members.
- Any proposed amendment violating CUHRS and/or CUSA and/or Carleton University rules, policies, By-Laws or Constitutions will be dismissed from consideration.

Article X Dissolution

Dissolution of CUHRS

- CUHRS shall be dissolved:
 - (a) by way of receipt of a written petition requesting the dissolution of CUHRS; such a petition must clearly outline all evidence and reasoning resulting in the request for dissolution and must also be signed by three-quarters of all voting CUHRS members;
 - (b) by way of written order from CUSA outlining reasons for this request for dissolution.
 - Upon dissolution, the President shall direct that the financial assets of said Society be delivered forthwith to the CUSA Finance Commissioner; and that all records of CUHRS should be sent to the founding members for safe-keeping, and until such time as CUHRS should re-constitute.

END OF DOCUMENT