

**Carleton University
Women's Legal Network Constitution 2024-2025**



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Article I - Name of the Organization

The Organization shall be known as “Carleton University Women’s Legal Network, and herein shall be referred to as the Organization.

Article II - Purpose of the Organization

We identify and confront the barriers women face in pursuing careers in law by creating a network of resources to ensure female students can reach their fullest potential in academia and the workplace. Through an intersectional approach, we strive to develop educational, equitable, and engaging initiatives to create an inclusive space for students interested in the field of law. By collaborating with female leaders and professionals, we strive to reveal the potential of all genders in the legal realm.

Article III - Structure

1. The General Membership shall be the legislative body of the Organization and shall be composed of all members.
2. The Executives shall be the Administrative body of the Organization consisting of the Co-Chairs and all Vice President Positions.

Article IV - Membership

There shall be one level of membership within the Organization: General Membership. A General Membership allows a member to vote in elections and to run for an Executive position. Any Carleton University student may hold a General Membership, regardless of race, sex, gender, age, or identity, as long as they complete the Google form and register as a member with the Organization. To record the General Membership on their CCR, a General Member must attend at least two (2) events.

Membership in the Organization shall be valid from the date of registration (earliest date being the beginning of May) to the end of the respective school year at the end of April. Membership must be renewed each academic year. Membership in the Organization shall be valid from May to April each academic year.

Article V - Executive

All Executives, including the Co-Chairs, will be elected through the official election process by the General Membership. Only undergraduate students enrolled at Carleton University may be Executives. Graduate students may only serve in a non-voting, advisory capacity (see Club Advisor role below).

Co-Chairs (2)

These positions are held by two people who are capable of leading and managing this Organization to successfully fulfill its mission. These positions report directly to one another and respond to the needs of the fellow Executives and General Members. Responsibilities include, but are not limited to:

- Coordinating a bi-weekly Executive team meeting
- Attending every event organized by the Events team
- Supporting the Executive team in whichever way possible
- Checking in with each Executive to ensure they are fulfilling their responsibilities and asking if they need any support
- Ensuring that the Constitution is being followed
- Creating a shared calendar
- Keeping track of all the members in an excel sheet
- Going through the Google Form Membership Registration and adding new members to the excel sheet and email list
- Representing the Organization as the Co-Chairs
- Coordinating a fun end-of-the-year celebration for all Executives
- Organizing and running the Election and Transitions processes for the following academic year in April
- Overseeing all operations of the club
- Attending the Clubs and Societies Conference in the fall and winter terms as the two executive representatives for this Organization
- Attending all Clubs and Societies workshops arranged by CUSA
- Submitting the ledger and membership list to the Clubs Commissioners by April 30th of each year
- Submitting and approving the CCR credits
- Recruiting new members to join
- Creating short-term and long-term objectives
- Sending out a monthly newsletter to inform members of all the upcoming events and happenings in the Organization

Vice President Internal (1)

This position is held by someone who is organized, responsible, and familiar with administrative work. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending every event
- Taking attendance and meeting minutes at all Executive meetings
- Taking attendance at all events
- Making meeting minutes accessible to all Executives in a Google Drive Folder

- Coordinating welcome packages and exam prep bags for our members
- Organizing a fun activity (approx. 15-20 minutes) at the start of each Executive meeting
- Supporting the Co-Chairs when needed

Vice President External (1)

This position is held by someone who is outgoing, organized, and eager to get members involved. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending at least two (2) events each term
- Actively recruiting new members through class talks and on-campus advocacy
- Going to classes and informing students of our Organization and how they can become a member
- Representing the Organization with the Chairs at the September Club Expo
- Representing the Organization with the Chairs at any event or location necessary
- Reaching out and partnering with other clubs for events or fundraisers
- Promoting all events
- Reaching out to students and professors to get involved
- Supporting the Co-Chairs when needed

Vice President of Finance (1)

This position is held by someone who is organized and is competent in financial matters. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending a minimum of two (2) events each term
- Creating a budget for the upcoming school year
- Keeping track of the ledger and recording all incoming and outgoing transactions
- Taking care of the bank account and ensuring everything is as it should be
- Sending and accepting E-Transfers
- Donating money to causes and paying guest speakers the honorarium

Vice President of Equity, Diversity, and Inclusion (1)

This position is held by someone who is outspoken and eager to make this Organization inclusive. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending a minimum of two (2) events each term
- Seeking to create an inclusive and cooperative environment within the Organization
- Hosting office hours with members by appointment to discuss any issues and uphold inclusive spaces

- Helping to resolve conflicts or concerns within the Organization
- Distributing mid- and end-of semester feedback to the Executive team

Vice President of Media Publications (1)

This position is held by someone who is organized, has experience in the communications field, and has a strong grasp on technological matters. This position reports directly to the Co-Chairs and leads the Vice President of Social Media Advocacy. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending a minimum of two (2) events each term
- Brainstorming, creating and posting weekly graphics, campaigns, videos or stories about events, fundraisers, and any other initiatives in the club to increase social media engagement and interactivity
 - Publishing the Vice President Member Development Monthly Toolkit
 - Publishing the Vice President Research Monthly Research Article
- Assisting the Vice President of Social Media Advocacy with planning and designing posts where needed

Vice President of Social Media Advocacy (1)

This position is held by someone who is competent in the technological matters of social media. This position reports directly to the Vice President of Media Publications. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending a minimum of two (2) events each term
- Ensuring that the Instagram and Facebook page to remain up-to-date
- Keeping the Website up-to-date with all the events of the month
- Answering any social media messages through direct messaging
- Re-sharing posts of other account/stories
- Creating and posting interactive and appealing posts about advocacy/educative content important to this Organization's mission
- Assisting the Vice President of Social Media Advocacy with planning and designing posts where needed

Vice President of Academic Affairs (1)

This position is held by someone who is organized, capable of coordinating events, and passionate about this Organization. This position reports directly to the Co-Chairs.

Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending every event throughout the year

- Organizing two (2) events each term in September and November and in January and March that supports this Organization's mission (i.e. a panel event) and create opportunities to promote student engagement, leadership, and support for both educational and professional development (e.g. study sessions, LSAT Prep, Law School Applications, etc.)

Vice President of Fundraising (1)

This position is held by someone who is organized and passionate about philanthropy. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending at least two (2) events per term
- Seeking sponsorships and donations for this Organization
- Running two (2) fundraisers per semester in October and December and in February and April that supports this Organization's mission

Vice President of Research (1)

This position is held by someone who is a good writer and who is competent in research. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending at least two (2) events per term
- Researching women in law
- Writing one (1) article a month about a topic relevant to this Organization (approx. 250-500 words)
- Providing research about a person or speaker to any member of the team that requires it

Vice President of Member Development (1)

This position is held by someone who is competent in research and capable of coordinating a large membership program. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive meeting
- Attending at least two (2) events per term
- Compiling a list of resources for the monthly Toolkit that are helpful and important for our members
- Designing, planning, and implementing the CUWLN Mentorship Program

Lower-Year Representative (1)

This position is held by a student in their first or second year who is passionate about this Organization, willing to reach out to fellow lower-year students, and eager to join the Executive team. This position reports directly to the Co-Chairs. Responsibilities include, but are not limited to:

- Attending every bi-weekly Executive team meeting
- Attending two (2) events per term
- Advocating for the needs and wishes of lower-year students
- Recruiting lower-year students to join the Organization as a general member, attend events, and get involved
- Supporting the VP Academic Affairs and VP Fundraising in organizing and hosting events, ensuring that lower-year students feel welcome and comfortable throughout all club initiatives
- Supporting the VP Member Development in implementing the Mentorship Program and recruiting lower-year students to participate as Mentees

Club Advisor (1)

When one of the Co-Chairs is no longer serving in the club, one of them will assume the position of Club Advisor from the month following their departure until December of that year. This is not an executive position, but rather an oversight body. The position reports directly to the Co-Chairs to provide support as needed. This is a non-elected and non-voting position meaning that the club advisor cannot vote in executive elections or on amendment decisions.

Responsibilities include, but are not limited to:

- Leading the Co-Chair transition process
- Supporting and mentoring the Co-Chairs as they adjust to their new roles as leaders of the Organization
- Working in any way required to ensure the success and longevity of the Organization
- Meeting with the Co-Chairs on an ad-hoc basis to discuss tasks, address challenges and provide support

Article VI - Meetings

General Meetings

Meetings of the General Membership can be called 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; 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 at the request of any five members of the Organization.

A minimum of one Annual General Meeting (AGM) of the General Membership must occur per year in the spring for the purpose of elections. General meetings may also periodically to encourage club bonding and learn more about the Organization's interests.

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

Executive Meetings

Executive meetings follow a strict bi-weekly schedule. These meetings are exclusive to those who hold the Executive positions listed above.

Emergency Executive meetings can be called by any member of the Executive team, with support by at least one other Executive member, for a time that is suitable for two thirds (2/3) of the Executive team to attend. The Executives must vote on a decision for the issue and the decision with the majority of votes is final. If the issue is not resolved following this vote, it will be presented to the General Members and a vote will be conducted to decide on the decision. The winning outcome must have the majority of the vote and that decision will be final.

If there are any concerns that wish to be presented to the Executive team by a General Member, they can reach out to the Vice President of Equity, Diversity, and Inclusion. This issue will follow the structure outlined above.

Article VII - Elections

This Organization has chosen to run elections for its Leadership Succession held in March of each academic year. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Deputy Election Officer to run elections for the Club.
 - a. A Deputy Election 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 Deputy Election Officer to be appointed on a consensus basis in the Executive Committee before March 1st. 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 Deputy Election 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 as a General Member 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. Timeline:

- i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of nomination period
 - iii. Day 10 - last day to gain voting membership for the club through general membership
 - iv. Day 14 - end of nomination period
 - v. Day 15 - start of voting
 - vi. Day 16 - end of voting
 - vii. Day 17 - Results announced
2. The Club will run first past the post-style election to elect the executive positions of all Executive positions.
 - 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.
 - i. Each candidate must complete the Nomination Application, created by the Deputy Electoral Office, that will be available to voting members, to get an idea of who the candidate is and if they would be a good fit. At the end of the application, candidates will upload their picture and their speech.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Should a candidate withdraw their candidacy and there is only one candidate left for the position, it will follow the immediate steps outlined above.
 - d. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - e. Upon counting of the vote, the candidate with the most votes will be considered elected to the position. The outcome will be communicated via email to all Members the following day and the new Executives will be published on our social media.
 - f. Should a candidate withdraw their candidacy or the position become vacant following the conclusion of the election process, a Nomination Application will re-open for that position at a later date and the position will be appointed by the Co-Chairs.
3. Any person who has been a General Member or Executive for at least one (1) term may run for an Executive position. A person may only run for a Co-Chair position if they have held an Executive position for at least one (1) term.

The transition period will begin one week following the release of the election results. If there is a transition of power in a position, the current Executive can organize a time to meet with the new Executive-elect to transition them into the role. This must be done by May 1st. The transition includes handing over any media passwords (i.e. email) and giving access to any important files. In addition, the current Executive must teach the Executive-elect what they do in their role and how the Executive-elect can succeed in their new position.

Article VIII - *Impeachment*

1. To 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

- a. 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.
- b. 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.
- c. 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

- a. 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.
- b. 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.
- c. 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*

Any member is entitled to review the constitution and propose amendments. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.

A simple majority voting 'Yes' will be required to adopt the new amendment.

Article X - Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Cornerstone Housing for Women.