



Carleton University Girl Gains Bylaws

Table of Contents

Article I Name of the Organization.....	3
Article II Purpose of the Organization.....	3
Article III Structure	3
Article IV Membership	3
Article V Executives of the Organization	4
Co-President.....	4
Secretary	5
Treasurer	6
Director of Membership.....	6
Director of Marketing.....	7
Events Coordinator	8
Public Relations Chair	9
Article VI Meetings	9
Article VII Leadership Succession	10
Article VIII Impeachment	12
Article IX Amendments	13
Article X Dissolution	13

Article I Name of the Organization

The Organization shall be known as the CU GirlGains and herein be referred to as “Carleton University Girl Gains”

Article II Purpose of the Organization

Our mission is to promote weightlifting while empowering individuals who identify as women or non-binary to feel strong and beautiful in a judgment-free community. Whether you're a dedicated gym-goer or a curious beginner, Girl Gains is here to support you in every stage of your fitness journey. We host workout events, workshops, and informational meetings led by CPT's and nutritionists.

Article III Structure

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

The Priority Membership shall have first access to any event run by the organization

- Priority membership is a level of membership in Girl Gains where individuals can pay 25 dollars per semester to receive perks. These include; first access to our events, a letter of affiliation upon request and a free tote bag from National Girl Gains. Members can sign up on the National Girl Gains website.
- All money received by priority memberships are required to go straight to USA National Girl Gains. Carleton Girl Gains receives 15% payback from the total membership's fees.
- This is not obligatory for our members to purchase.

The Executives shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV Membership

Section 1

The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.

Section 2

The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III Structure.

Section 3

Membership in the organization shall be valid from May to April each academic year.

Section 4

Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V Executives of the Organization

Section 1

The executives of the organization shall be the, Co-President, Treasurer, Secretary, Director of Membership, Director of Marketing, Events Coordinator and Public Relations Chair.

All Executive positions are filled for the 2024-2025 academic year. This year the Vice President and President positions have been combined into two Co-President roles.

Section 2

Powers and Responsibilities of Executives:

Co-President

Mission: To delegate tasks to executive board members and ensure each executive board member is fulfilling their designated roles. Lead executive board, while supporting each individual and being responsive to each position's wants and needs. Establish and carry out the Girl Gains' mission, core values, and vision across the university chapter.

Responsibilities:

- Demonstrate strong leadership skills and act in the best interest of
- members and your executive board.
- Establish and carry out organizational policies and goals.
 - o Ensure Girl Gains' mission statement, core values, and vision are established throughout the executive board and members.
- Apply for CUSA club recertification during the summer prior to each academic year.
- Attend the Clubs and Societies Conference in the fall and winter terms.
- Attend all Clubs and Societies workshops and complete all the required training provided by CUSA.
- Review applications and lead the voting process for executive board applicants.
- Assign and oversee tasks of executive board members.
- Conduct executive board meetings.
- Notify the Vice President if you cannot make a meeting so they can take lead.

- Analyze the performance of executive board members.
 - o This can be done in numerous ways (i.e.: Exec board Google sheet, Exec check-ins multiple times a semester, Anonymous Google forms, etc.).
- Finalize General Body Meeting PowerPoints.
- Attend all events organized by the Events Team.
 - o Meet with guest speakers to discuss talking points and possible trigger warnings (along with VP and Event Coordinators).
- Lead General Body Meetings.
 - o Notify the Vice President if you cannot make a meeting so they can take lead.
- Consult with executive board members on club-related decisions. a.
 - o While you are President, this club is as much theirs as it is yours! It is important to maintain proper communication and work together with your board.
- Assist executive board members in their assigned duties when called for.
 - o While each executive board member is in charge of a designated area of the club, you may need to step in and help whenever needed.
- Approve CCR credits at the end of the academic year.
- Attend all meetings with National Girl Gains.
 - o Must be responsive to National Girl Gains' messages and messages from members.
 - o Act as the liaison between National Girl Gains and your chapter.
- Fill out the Presidency Transfer form when the current President resigns, graduates, etc. and a new President is appointed.

Secretary

Mission: To provide meeting minutes following each general body meeting and update members on important information. Carry out Girl Gains' mission, core values, and vision

Responsibilities:

- Meeting Minutes
 - o Take detailed notes at meetings including club updates, announcements, and guest speaker lectures.
- Record relevant organization information on the Girl Gains Google Drive
 - o Emails
 - o GBM Related Emails/Messages:

- Send a reminder email to members prior to GBM
 - o Email the Meeting Minutes to members post GBM or post in the Geneva group chat - Include all necessary links such as Geneva, Google form signup for events, buddy forms etc.
 - o Email guest speakers providing directions to meeting space, campus etc. (if applicable).
- Meeting Slides
 - o Create PowerPoints for the GBMs.
- Respond to emails.
- Email waivers for workout events and organize completed waivers on Google Drive.
- Attend every executive meeting.

Treasurer

Mission: Handle funding associated with Girl Gains club. Carry out Girl Gains' mission, core values, and vision

Responsibilities:

- Organize fundraisers for Girl Gains.
- Attend necessary school training.
- Apply for campus funding.
- Budget for any events, giveaways, etc.
- Document money going in and out of the bank account.
- Handle club expenses and invoices using the club card.
- At the end of every semester, put together an expense report.
- Attend every executive meeting.

Director of Membership

Mission: To communicate the mission and core values of Girl Gains, amplify member voices and act in their best interest, and assess and promote member engagement. Carry out Girl Gains' mission, core values, and vision.

Responsibilities:

- Create icebreakers for general body meetings.
- Create attendance forms for general body meetings and events.
 - o Tracking member attendance can be helpful for assessing member involvement

- Create RSVP forms/Eventbrite pages for events.
- Create a google form for monthly/bi-monthly buddy forms. See Example Buddy Pairings.
- Organize buddy form pairings each month.
- Select member spotlights for general body meetings.
- Notify members of any important announcements via Geneva(or other group messages).
- Collaborate with the Events Coordinator to create events that promote member engagement.
- Attend every executive meeting.

Director of Marketing

Mission: To spread and promote Girl Gains through social media and other outlets. Carry out Girl Gains' mission, core values, and vision.

Responsibilities:

- Be the point of contact with organizations and members through social media (Instagram, TikTok, etc.).
 - o Actively respond to comments and direct messages.
 - o Actively like and comment on posts related to Girl Gains.
 - o Repost stories that your chapter is tagged in.
- Interact with National Girl Gains (@girlgains.co).
- Create Instagram content that aligns with Girl Gains' brand and answers the Who, What, When, Where, Why, and How of Girl Gains.
 - o Most members will find out about your club through Instagram, so your account should clearly state what Girl Gains is, how to join, your meeting times, and how to get in contact.
- Find ways to increase member engagement via social media. a. Examples: interactive stories, story takeovers, story polls, etc.
- Organize photos and videos at events and meetings.
- Post on social media consistently.
 - o A minimum of 1 post per week
 - o Interactive stories and reposts
- Attend every executive meeting.

Events Coordinator

Mission: To coordinate general body meetings and off-week events throughout the academic year. Carry out Girl Gains' mission, core values, and vision.

Responsibilities:

- Work with the President and Vice President to plan events, general body meetings and guest speakers while considering other exec members' input.
 - o Make sure events comply with university requirements.
- Create 'calendar' or 'outline' for GBMs and events within the academic year.
- Solidify meetings & events as early as possible b. Itinerary for each meeting should be solidified at least one week in advance to the meeting and acknowledged by the VP and President
- General Body Meetings.
 - o Minimum of 2 general body meetings per month
- Work with the Secretary to create a layout for slides of Chapter Meetings (i.e. uploading guest speaker slides to GBM PowerPoint)
- Track meeting times and allocate sufficient time for Ice Breakers, meeting content, etc.
- Meeting Content – Meetings should be engaging and align with Girl Gains' mission to promote well-being, female weightlifting, mental health, etc. Meetings can vary from guest speaker meetings, workshops, or social meetings.
 - o Guest Speaker Meetings.
 - o Help decide on a meeting topic and choose a guest speaker who is qualified to speak on the given topic (i.e.: are certified, hold a degree)
 - o Meet with guest speakers along with the President and Vice President to align on talking points and discuss possible trigger warnings.
 - o Guest speakers' slides should be received at least 3 days prior to GBM to be reviewed and added to GBM slides
 - o Help facilitate meetings.
- Off-week Events/Regular Events
 - o Minimum of 2 events per month
- Events can include hikes, socials, Zoom events, etc.
 - o Help facilitate events
- Attend every executive meeting.

Public Relations Chair

Mission: To network, collaborate, and manage relationships with other organizations students. Carry out Girl Gains' mission, core values, and vision.

Responsibilities:

- Communicate and establish relations with other organizations through social media, email, etc.
 - o Spread the word about Girl Gains.
 - o Post flyers in class group chats, residential halls, around campus, at the gym etc.
 - o Send messages in group chats.
 - o Reach out to campus/community newsletters.
- Responsible for on-campus tabling
- Responsible for reaching out to guest speakers and possible event venues.
- Responsible for completing room bookings at Carleton and Carleton Athletics.
- Attend every executive meeting.
- Organize Girl Gains merchandise.

Section 3

All executives must act/perform duties in line with the National Girl Gains Handbook.

Section 4

When necessary, Executive Board business can be conducted via email/text message or via online meetings.

Article VI Meetings

Section 1

General body meetings shall be scheduled bi-weekly during the academic year.

- Meetings should be engaging and align with Girl Gains' mission to promote well-being, female weightlifting, mental health, etc. Meetings can vary from guest speaker meetings, workshops or social meetings.
- Guest Speakers chosen to speak at general body meetings must be credible to speak on the given topic (certifies, obtained a degree, etc.)

Section 2

Must have a minimum of 2 off-week events per month scheduled during the academic year. a. These can be socials, workouts etc.

Section 3

General Body Meetings and events are open to any student enrolled at Carleton University who supports GirlGains mission/core values.

Section 4

Meetings will be advertised through the GirlGains CU GroupMe via the Director of Membership and Instagram via the Director of Marketing.

Section 5

The Executive Board shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Board. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Board members.

Section 6

Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Article VII Leadership Succession

Section 1

Qualifications necessary to hold office in this organization are as follows:

- The executive must be able to hold the position for at least one full academic school year.
- The executive must have attended at least 2 events or general body meetings during the current academic school year.
- The executive must be a current Carleton Undergraduate student
- Individuals must have served on the Executive Board for at least 1 term to apply for President.

Section 2

All members and current executives that wish to be apart of the following academic school year's Executive board, must apply following an election procedure:

- Elections for positions are held at the end of each spring semester and shall take place virtually using a google form ballot that is accessible to all club members. At least two week's notice shall be provided announcing an election.
- Nominations for executives can be made via a google forum application preceding the election. Members may nominate themselves to be an executive.
- The application period will last for at least one week.
- Following the end date to apply, all nominees will be sent to members prior to the voting day, to review their campaign.
- Each nominee will be added to the google forum ballot for the active members to vote upon.

- 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. A final “no-confidence” option will be offered at the bottom of the ballot
- Upon counting of the vote by the Succession Officer, the candidate with the most votes will be considered elected to the position.
- If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote until one candidate receives more votes.

Section 3

The Club executives will appoint a Succession Officer to run elections for the Club.

- A Succession Officer may be any one (1) of the following individuals:
 - o A neutral party to all elections being held within the club
 - o A member of the Clubs Oversight Committee
 - o A member of the CUSA Clubs Office
 - o A club member or an external student non-member
- 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
- 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.
- Students-at-large will have the opportunity to join the club before the start of voting. Every voter has the right to cast their ballot in private.
- During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
- Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

Section 4

The Club will run a first past the post-style election to elect all of the executive positions.

- 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.
- A final “no-confidence” option will be offered at the bottom of the ballot. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
- Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Section 5

If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the Vice-President shall assume the office. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election.

Section 6

No member may hold more than one office. No member may serve more than 4 years in the same office. The member must go through the application and interview process to be elected to office each year.

Article VIII Impeachment

Section 1

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC).

Section 2

The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club.

Section 3

Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- 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.
- 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.
- 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:

- 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.

- 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.
- 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

Section 1

Any member can propose an amendment to the constitution. 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.

Section 2

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

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 the Ottawa Food Bank.