

Carleton University Relay for Life

THE CONSTITUTION

The following Constitution has been drafted for the official use of the Carleton University Relay for Life for the year beginning September 01, 2022 and ending April 30, 2023. The articles defined below outline key areas of interest for the Executive Board's Jurisdiction and Members' Compliance within activities and memberships.

Articles 1: Name

The club shall be named the Carleton University Relay for Life (CURFL). In this club, the terms “president” and “co-event chairs” refer to the two co-chair students who oversee the committee and event.

Article 2: Purpose of Organization

Carleton University Relay for Life is a non-profit, non-political organization within the structure of Carleton University. It holds as its objectives the following:

- (1) To successfully organize and execute the 12-hour overnight Relay for Life fundraiser for the Canadian Cancer Society.
- (2) To promote and encourage member, participant, and volunteer involvement throughout the Carleton campus, and in the city of Ottawa, as well as surrounding area(s)
- (3) To unify our members, participants, and volunteers to help them feel a sense of community throughout Carleton.
- (4) To educate the Carleton student body about healthy living and the effects of cancer, especially the reality of the disease for university students.

Article 3: Membership

Membership in CURFL is open to all students enrolled at Carleton University regardless of race, colour, creed, religion, gender, sexual orientation, physical impairment, political beliefs, national or ethnic origin, or age. The member is required to register for the event and pay a small entrance fee, which will aid in offsetting costs for the event weekend.

Any student in the Carleton University community may apply to become a member of the CURFL executive team. The online application recruitment starts in August and closes by October 1st. All successful candidates are contacted through email with their position offer.

While any member of Carleton University is eligible and welcome to attend any function organized by CURFL, the decision-making powers of the organization rest solely with its members. These decision-making powers can be expressed in the following three manners only:

- (1) The right to stand for office in the Executive Board
- (2) The right to participate in voting at annual Executive Board elections
- (3) The right to vote in General Meetings for impeachment or constitutional amendments.

Meetings and practices will be announced via email and through an established CURFL committee Discord Channel. E-mail lists will not be made available for other persons without explicit prior approval from the Executive Board of the Carleton University Relay for Life and consent of the person(s) involved.

All committee members will have the chance to apply for a co-curricular credit on their student record, which will be approved or disapproved at the discretion of the co-chairs based on their attendance to mandatory meetings and events.

Volunteers who are current Carleton University students who are supporting the operations the night of the event. These volunteers are permitted to have voting privileges and are permitted to run for the positions of “Committee Member” or “Committee Head.”

Article 4: Structure and the Executive Board

The Executive Board will consist of, at a minimum, the following: 2 Co-Event Chairs and a Treasurer. This team shall be the decision-making unit for the fall and winter semester of a given school year and will be in charge of appointing all committee chairs. All officers on the Executive Board must be enrolled Carleton University students.

The duties of the Executive Board will include, but not be limited to:

- (1) Planning/Organizing activities and meetings.
- (2) Effectively communicating the procedures and guidelines for the events.
- (3) Taking action to ensure the smooth flow of these procedures.
- (4) Handling the financial and administrative responsibilities of a student-run organization, in accordance with CUSA Clubs & Societies regulations.
- (5) Representing CURFL at various on-campus and off-campus events and activities.
- (6) Attracting participation from the Carleton student body at all CURFL events.
- (7) Educating the Carleton student body about healthy living and the effects of various cancers.
- (8) Choosing committee chairs who are responsible for each area assigned to them in order to ensure the smooth running of the Relay for Life.

The duties of the Co-Event Chairs shall include:

- (1) Ensuring the smooth running of the Carleton University Relay for Life (CURFL).
- (2) Maintaining contacts with the Canadian Cancer Society to ensure proper guidance for the running of Relay for Life.
- (3) Overseeing all the administration activities involved with CURFL.
- (4) Making final decisions regarding all aspects of the organization.
- (5) Providing a listening ear to all CURFL members over any concerns they may have.
- (6) Approving and disapproving co-curricular credit requests.

The duties of the Chief Finance Officer shall include:

- (1) Keeping a record of all financial transactions.
- (2) Monitoring funds and bank documentation(s) to ensure proper CURFL spending.
- (3) Updating the Executive Board as to the account standing on a monthly basis.
- (4) Aiding the Executive Board in preparing any and all budgets, financial budget requests/appeals, etc.
- (5) Securing approval from the President(s) prior to making any financial decisions.
- (6) Maintaining detailed membership records, including the amount of dues collected from each member.

Article 5: Impeachment Procedure

If a member of the Executive Board fails to complete a term in office, they must submit a resignation to the president and special elections will be carried out in the next general meeting.

If an Executive Board Member does not perform his duties, obligations, and responsibilities to CURFL, they can be impeached from office if all the succeeding procedures for impeachment are met:

- (1) At least one half - or a responsible number to be established by an advisor - of all the CURFL Members must sign a petition requiring that a motion be adopted to no longer consider an Executive Board Member for a position held because of conduct contrary to the purpose as stated under Article 4 and to their respective duties.
- (2) The petition of impeachment must be presented at the next immediate meeting during which time the motion is voted on.
- (3) The accused Executive Board Member and the plaintiff have the opportunity to present their cases before the general membership at the following meeting.
- (4) A vote for impeachment shall be taken and become effective if three quarters ($\frac{3}{4}$) of the membership votes in favor of impeachment.
- (5) If the vote for impeachment is adopted against an Executive Board Member, that individual will be removed from any position he/she may hold in the organization and a special election will be held at the next general meeting to fill the position.
- (6) If the vote for impeachment is not adopted, the Executive Board Member tried shall retain all privileges empowered to him/her as before.

Article 6: Meetings

Meetings shall be held and arranged in a manner conducive to ensure the effective operation and planning of a safe and successful Relay for Life event. Meetings shall follow a schedule of 2 full committee meetings in the fall semester, with 1 additional meeting per month for heads to meet with co-chairs. In the winter term, meeting requirements will double to include bi-weekly meetings from the start of the winter term leading up to the event date(s).

The meetings are structured and facilitated by the co-chairs. Any additional meetings between committee heads and their team is up to the heads to facilitate and is not a requirement.

Article 7: Event Planning

Events planned throughout the course of the semester, and school year, shall be conducted with the approval of the Executive Board. Any member that would like a particular activity to be organized or funded through CURFL must first present it at an Executive Board meeting for them to determine its feasibility. The member must submit the proposal to each Executive Board member with their intentions, and all details regarding the logistics of the event included. In order to receive funding from CURFL, the event or activity must be open to all members and be approved by all Executive Board members.

Article 8: Elections

Elections will be conducted at the end of the winter semester, for the following school year, for the 2 Co-Event Chairs. Forms will be made available at most 1 week after the Relay Event. Officers shall be

elected to serve for one (1) year or until his/her successor has been elected. The term of office for all newly elected Executive Board members shall begin on May 1st of the given year.

The elections will take place at most 4 weeks following CU Relay for Life. The candidate is also required to provide a presentation no longer than 5 minutes in length that addresses their ideas for the following Relay for Life at the designated CURFL meeting. Voting will take place at that time and candidates will be notified within forty-eight hours. Only committee members and volunteers who are present for the presentations will be allowed to vote for the candidates.

Each member of CURFL committee and Carleton volunteer are allotted 1 vote as to fairly and accurately determine the next leadership structure of the incoming CURFL committee and executive team. If voting results in a tie, the Canadian Cancer society representative has the tie breaking decision.

In the situation that a Co-Event Chair wishes to return, a member at large shall be appointed by the two Co-Event Chairs and have the incumbent's voting privileges. In the situation that the Canadian Cancer Society representative is unavailable, he or she may appoint a representative and adopt all of his or her voting privileges.

Article 9: Amendments and Changes to the Constitution

Any amendments and/or changes to the CURFL Constitution must be voted on by the current Executive Board. Change will only be made pending a unanimous vote from the Board. Furthermore, a new copy of the CURFL Constitution must immediately be submitted to the proper recipients at the CUSA Clubs & Societies Office such that it may be placed on file. The CURFL Constitution must also be updated on any public site or any other website that may display it.

Article 10: Dissolution of the Organization

Upon dissolution of the Organization, all assets gained through Student funding shall be returned and all other assets shall be given to charity.