

# **Constitution of The Food Science Student Society**

**Last revised: August 2023 by Melody Li**

## **Article 1 : Name of the Organization**

1. The club will be known as The Food Science Student Society, with the acronym FSSS.

## **Article 2: Purpose of the Organization**

1. The FSSS is a Carleton University society that supports all Food Science students and alumni. The objectives of the Society shall be to promote and foster a collective community for the purposes of personal, social, and intellectual growth within the Food Science students at Carleton University.
2. The FSSS in its affairs shall strive to ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, race, political views, national or ethnic origin, colour, religion, sex, sexual orientation, gender identity, age, residency, language, or mental or physical disability.

## **Article 3: Structure**

1. This club will consist of executive members who are students at Carleton University.
2. Executive members can change every year, and consist of (in no particular order)
  1. President
  2. Vice President Internal
  3. Vice President Programming
  4. Vice President Communications and Media
  5. Vice President Finance
  6. Year representatives (1st year until 4th year)
  7. Executive Team Members
3. Executive members can be individual or dual positions

## **Article 4: Membership**

1. There is one level of membership within the society with titles is as follows:  
Executive Member

2. Members of the society can be from any undergraduate program from Carleton University.
4. Membership of the society will be valid from September to August.

## **Article 5: Executive**

### **1. The President shall:**

1. Be the Chief Executive Officer of the Society;
2. have the general and active management of the affairs of the Society;
3. see that all order and resolutions of the Council and the Executive are carried into effect;
4. be chief spokesperson for the society;
5. act as Chair of all meetings, unless resolved otherwise;
6. be responsible for running the society operation smoothly;
7. read and understand the society policy, and reviewing the society's constitution annually;
8. be responsible for establishing the merchandise team;
9. be responsible for establishing the vision of the club;

### **2. The Vice President Internal shall:**

1. Be the main source of communication between the society and others;
2. Compose most society emails directed towards Food Science students, faculty and others.

### **3. The Vice President Programming shall:**

1. be in charge of sponsorship;
2. be responsible for developing the programming of the society for the year.

### **4. The Vice President Communications and Media shall:**

1. be responsible for the promotion of events on social media;
2. be responsible for continuous social media engagement and communications pertaining to the Society;
3. be responsible for any marketing campaigns (e.g. Facebook ads, poster designs, etc.) the Society elects to host

### **5. The Vice President Finance shall:**

1. handle the financial matters of the Society;
2. design an annual budget;

6. The Merchandise Team Shall:

1. coordinate the design, production and sale of the merchandise;
2. conduct all surveys related to the merchandise

7. The Year Representatives shall:

1. be the main source of communication between the Society and their year cohort;
2. effectively communicate the Society's events to their year;

8. The Executive Team Members shall:

1. Help other executives to achieve the goals of the society.

## **Article 6: Meetings**

1. General meetings for the FSSS executive members are organized by the President. Meetings can occur weekly, bi-weekly, or as needed.
2. Notice for meetings are communicated to all executive members.
3. Minutes of meetings are documented and stored in the FSSS google Drive.

## **Article 7: Elections and Recruitment**

1. The Society will follow a Consensus Based succession procedure
2. At least one meeting will be required to take place during the months of March or April to come to a consensus on the future leadership group of the society and all society members shall have at least one week's notice prior to the meeting taking place.
3. Further meetings can be scheduled until a verdict cannot be reached within one meeting. Any succession plan meetings are required to have at least one virtual method of attending the meeting.
4. Any and all succession plan meeting(s) must have at least one virtual method of attending the meeting(s).
5. A member of the society must be chosen to inform the Student Groups Administrator.
6. Should the meetings fail to reach a consensus the outgoing society President will inform the Student Groups Administrator. The outgoing President must either chose to undergo an election process or ask for permission to have an application and review

process.

7. To find new executive members, an email is sent out to all food science students in the faculty. Email is sent through the Department of Chemistry. The email invites students to join the FSSS executives, and encourages them to email the upcoming president of the FSSS.

8. The president will conduct interviews or email connections with potential new executive members to welcome them into the society.

### **Article 8: Impeachment**

1. No members of the executive may be recalled without reasons or in any manner not specified in this constitution

2. Reasons are as follows:

1. Failing to attend 4 consecutive executive or general meetings without a reasonable excuse.

2. Failing to fulfill the majority of the responsibility under an assigned position without a reasonable excuse.

3. Conduct likely to result de-satisfaction of the club or failing to follow this constitution

4. Other reasonable misconduct

3. A vote is required to impeach an executive member, advance notice must be given to the member and that member must have the ability to speak in their defense before the vote is taken.

4. A vote of 70% is required to impeach an Executive member. Voting will be done by secret ballot. Voting will be done by general membership.

### **Article 9: Society Events**

1. The FSSS shall run numerous events throughout the year to encourage the purpose of the Society, and create a positive community within the Food Science body.

### **Article 10: Dissolution of the Organization**

1. 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 favourite charity, etc.).