

Global Minds Carleton Constitution

Article I: Name of the Organization

This organization shall be known as Global Minds Carleton and hereinafter shall be referred to as GMC.

Article II: Purpose of the Organization

Global Minds Carleton is a club that positively impacts global issues through awareness campaigns, fundraisers and hands-on volunteering. We are a club filled with compassionate volunteers who want to make the world a better place. We work in direct correlation to issues going on in the world now ranging from climate disasters, homelessness, refugee crises and more.

Article III: Structure

1. The General Membership shall be the legislative body of GMC and shall be composed of all undergraduate students listed on the Membership Registry as managed by the Vice President Membership/First-Year Outreach.
2. The Executive Team shall be the administrative body of the organization and shall be composed of elected members from the General Membership.
3. The GMC year shall commence on the first of May in one year and terminate on the last day of April the subsequent year.

Article IV: Membership

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.
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.
3. Membership in the organization shall be valid from May to April each academic year.
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: Executive Team

1. The Executive Team shall consist of members of GMC who have been elected by the General Membership.
 - a. Members elected by the General Membership may run for an Executive Team Position by attending the Executive Election Meeting, preparing and presenting a two minute speech, where a vote will be held to officially elect members to the executive team.
2. The Executive Team must consist of at least the following positions: President (or two co-presidents), Vice-President Internal, Vice-President Finance, Vice-President Events, Vice-President Communications and Membership, and Executive Advisor.
3. The Executive Team may recruit Directors where necessary to assist in performing duties.
4. The President (or co-president) position(s) can only be held for a maximum of two consecutive years. The President's duties shall be to:
 - a. Attend all meetings or inform the Vice-President Internal of their absence prior to the meeting.

- b. Represent GMC to its members and the public.
 - c. Lead the Executive Team and all GMC meetings.
 - d. Manage and review all club administration.
 - e. Oversee the overall functionality and prosperity of GMC.
 - f. Ensure all members of the Executive Team are performing their duties in a satisfactory manner.
 - g. Handle external communications.
 - h. Perform any other duties as assigned by the Executive Team.
5. The Vice-President Internal position can only be held for a maximum of two consecutive years. The Vice-President Internal's duties shall be to:
- a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Provide members with information regarding the Executive Team.
 - c. Oversee elections.
 - d. Organize and announce meeting information to members.
 - e. Transcribing all relevant information discussed at meetings and forwarding all details to fellow executives and members within 7 days after its conclusion.
 - f. Fulfill any presidential duties in the event of the President's absence.
 - g. Perform any other duties as assigned by the Executive Team.
6. The Vice-President Finance position can only be held for a maximum of two consecutive years. The Vice-President Finance's duties shall be to:
- a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Handle all financial matters of GMC including the GMC bank account and petty money.
 - c. Prepare a budget each term and provide financial updates for the Executive Team and members.
 - d. Maintain the financial records of GMC.
 - e. Collect receipts and issue reimbursement when necessary for GMC expenses.
 - f. Submit necessary funding applications with groups and funds such as CUSA and other groups.
 - g. Perform any other duties as assigned by the Executive Team.
7. The Vice-President Events position can only be held for a maximum of two consecutive years. The Vice-President Events' duties shall be to:
- a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Plan and organize all GMC events with the help of the Executive Team including:
 - i. Social events
 - ii. Fundraising events
 - iii. Other events
 - c. Perform any other duties as assigned by the Executive Team.
8. The Vice-President Communications and Membership position can only be held for a maximum of two consecutive years. The Vice-President Communications and Membership's duties shall be to:
- a. Attend all meetings or inform the President of their absence prior to the meeting.
 - b. Update the Membership Registry.
 - c. Approve CCR.
 - d. Create and run all social media pages.
 - e. Prepare and post all posters on Campus.
 - f. Recruit and educate new members.
 - g. Perform any other duties as assigned by the Executive Team.

9. The Executive Advisor position can only be held by a former executive who was on the Executive Team for a minimum of two years. The Executive Advisor's duties shall be to:
 - a. Advise the Executive Team and President.
 - b. Share knowledge from previous years of GMC.
 - c. Help where needed and as requested.
 - d. If the Executive Advisor is no longer a Carleton University student, they must be a non-voting member.

Article VI: Meetings

Meeting of the Executive Team

1. The Executive Team shall hold meetings every other week throughout the academic year. The time and location of the meetings must be announced at least two days prior to the meeting. If the time or location changes due to unforeseen circumstances, reasonable effort must be taken to ensure all executives are notified.

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. 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;
 - b. 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
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o 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.

Article VII: Elections

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. The Succession Officer must be a neutral, third party who runs the election.
2. All Executive Team positions must be filled by elections. In the case of only one person running for a position, the person shall be approved by a confidence vote.
3. Eligible candidates for President must have been on the Executive Team for at least one year prior to the election date.
4. Eligible candidates for all positions must:
 - a. be a student at Carleton University
 - b. be a member of GMC
 - c. nominate themselves
5. Each position's vote shall be moderated by an impartial third party who is not running for said position.
6. All elections shall:
 - a. Be announced to the general members and Executive team at least two weeks prior to any election including the date and time, location, available positions, and nomination form.
 - b. Be held in person or online.
 - c. Fill positions with only one candidate, except for the President, where two co-president are can be elected.

- d. Have their results be recorded and announced within a week of the election ending.
 - e. Have three executive members and two general members present before commencement.
7. General elections shall:
 - a. Be completed annually by the first date of winter term exams.
 - b. Fill positions in the order they are listed in this constitution. Candidates may run for multiple positions, but may only fill one.
8. By-elections shall:
 - a. Be held at any time during the fall term provided it is announced at least two weeks prior to the election date.
9. Campaigning shall not be tolerated prior to the election date. This includes, but is not limited to posts on social media, posters, and endorsements.
10. Remaining vacant positions after by-elections shall be filled by an active general member selected by an Executive Team majority vote.

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) advise that the club proceed with membership removal, the following steps will take place:
4. 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.
5. 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

- 1. Amendments to this constitution shall:
 - a. 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.
 - b. A simple majority will be required to adopt the new amendment.

Article X: Dissolution of Organization

In the event of dissolution, all fixed assets and products are to be given to the Carleton University Student's Association. All remaining funds are to be donated to The Ottawa Mission non-profit organization.