

# **Constitution**

## **Nepali Student society**

### **Carleton University**

#### **Article 1**

##### **Name of the Organization**

The club shall be known as the Nepalese Students' Association or NSA in short. The office address of the organization shall be located at Carleton University.

#### **Article 2**

##### **Purpose of the Organization**

This club shall strive to achieve the following objectives:

- a) To facilitate academic, cultural and social engagements among club members;
- b) To develop network and communication among club members;
- c) To provide forum for the presentation and promotion of innovative ideas among its members; and
- d) To explore academic opportunities between the Carleton University and academic institutions in Nepal.

#### **Article 3**

##### **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 4**

##### **Executive**

The executive committee shall consist of the following:

- a. Co-Presidents

- b. Vice President Finance
- c. Vice President Events

## **Article 5**

### **Responsibilities of the Executive**

1. The Co-Presidents will oversee the other members of the executive in fulfilling their responsibilities; chair all meetings; and have signing authority for the club.
2. The Vice President Finance will oversee all financial transactions and fundraising efforts going in or out of the club
3. The Vice President Events will oversee all event activities and make sure events are being organized to the standard
4. Members will be dedicated to the progress and interest of the organization by spirit, speech, and act; contribute actively to the policy, program, and appeal of the organization sensitively.

## **Article 6**

### **Meetings**

#### 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
  - 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

#### Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
  - a. Be held at regular intervals and are for the purpose of running the club.
  - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

## **Article 7**

### **Elections**

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
  - a. A Succession 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 Succession Officer to be appointed on a consensus basis in the Executive Committee. 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 Succession 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 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 campaign
    - iii. Day 10 - last day to buy voting memberships for the club
    - iv. Day 14 - end of campaign
    - v. Day 15 - start of voting
    - vi. Day 16 - end of voting
    - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of Co-presidents, VP Finance and VP Events
  - 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.

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

## **Article 8**

### **Amendments**

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

## **Article 9**

### **Impeachment**

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- 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:
    1. 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.
    2. 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 complaints will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
    3. 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:
    1. 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.

2. 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.

3. 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 11**

### **Refund Policy**

Initiating a refund policy for club members which is to include the following format and minimum standard:

1. A member may apply to his/her club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if there has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club.
2. A member may only apply to her club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances. Extenuating circumstances include, but are not limited to: serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and, any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.
3. Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.

## **Article 12**

### **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 Ottawa Food Bank.