



The Poetics Society — Club Constitution

Article I Name of the Organization

The Organization shall be known as the Poetics Society and hereinafter shall be referred to as the “organization,” “society,” and “club.”

Article II Purpose of the Organization

The organization shall work towards creating accessible spaces and events where poets of all backgrounds and skill levels can gather, share their work, and develop community ties over a mutual appreciation of poetry. The organization shall also facilitate ongoing poetry workshops and other opportunities for students to develop their craft and make connections.

Article III Structure

The General Membership shall be comprised of all members who participate in the organization’s events and have filled out the society’s membership form. The Fellow Membership shall be comprised of non-executive club members who contribute their time on occasion to help organize events according to their interests. The Executive Committee shall be the administrative body of the organization and shall be elected annually by all members of the club.

Article IV Membership

There will be two levels of non-executive membership within the society: General Membership and Fellow Membership.

- The General Membership is comprised of members of the club who have shown an interest in poetry. They must attend club meetings or events at least occasionally and must have opted in through the organization’s official google form. They may attend the meetings/events to listen to poets or perform during the Open Mic nights.

- The Fellow Membership is comprised of members who are committed to occasionally contributing their time to help organize club events according to their interests.
- Level of membership is primarily relevant for decision-making regarding the organization of club events. While most club events will remain open to non-member Carleton students, certain events with limited space may be restricted to registered members only. Further, only registered club members will be eligible for election to the Executive Committee the following year.

Membership in the society will be valid from May 1 to April 30 of the following year. Additionally, membership is available at any point during the year for new participants.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive Committee shall report it to the Clubs and Societies Commissioners.

Article V Executive

President

- Provides leadership and direction to the organization of the society
- Presides at meetings and oversees activities of Executive Committee
- Coordinates society events and activities through Executive Committee
- Approves all communications and decisions of organization
- Reviews all financial decisions made by the Executive Committee
- Maintains a holistic view of the society and provides guidance where needed
- Conducts interviews for potential Executive Committee members

Vice President

- Occupies a position of leadership in situations when the President is unable to do so
- Coordinates events and activities with the President and Executive Committee
- Oversees appropriate use of society funds
- Maintains a holistic view of the society and provides guidance where needed
- Attends interviews for potential Executive Committee members

Treasurer

- Oversees society finances and collects funds
- Assists president and vice president in budgeting for society events and activities
- Submits society's financial report to president every month
- Applies for CUSA grants

Secretary/Administrator

- Maintains an official list of society members
- Recruits new society members
- Assists in planning of society meetings and events when necessary
- Keeps documentation/minutes of society meetings
- Coordinates between other Executive Committee members

Head of Community Outreach

- Brainstorms and organizes organization's events with other Executive Committee members
- Prepares community resources and club newsletter
- Acts as master of ceremonies for monthly open mic nights
- Coordinates with members willing to perform/participate at society meetings and events
- Oversees community outreach initiatives

Event Coordinator

- Brainstorms and organizes organization's events with other Executive Committee members
- Coordinates with CUSA for required space permissions and set-up materials
- Oversees any additional required materials and refreshments for the organization's events
- Reaches out to potential guest speakers and event collaborators (including other CUSA clubs)

Head of Social Media

- Maintains the social media accounts (Instagram, Facebook, and Discord) of the society
- Promotes society events and activities
- Uploads posts relevant to the society on a regular basis

Article VI Meetings

Society meetings will be held regularly on a basis determined by the Executive Committee with the interest of the club's members in mind. For the duration of the pandemic and for situations where meeting in person is unsuitable, they will be conducted via Zoom. In situations where it is practical and safe, meetings will be conducted in person, on campus. When possible, open mic nights will be held on the second Wednesday of each month at the CUSA-operated bookstore and café Haven, in an ongoing partnership with Haven supervisors and staff.

Information regarding the society meetings will be provided on the society's social media platforms and in an opt-in email newsletter.

Regular meetings will consist of poetry performances, workshops, and other related activities which are open to members of the Carleton community. Open mic nights will be open to the public. Certain special events may be open to the public at the discretion of the executive team.

Article VII Elections

- Executive positions are held from May 1 to April 30 of the following year. Exceptions apply in the event that an executive position becomes vacant, in which case the position is held after the member's successful election until April 30.
- Elections will occur at the end of the month of April.
- Fellow and executive members are eligible to run for the executive positions and will be elected based on nomination results.
- Notice for the elections is given 2 weeks in advance

Candidates will campaign through a speech or written statement at a special society meeting every year. Members of the club will vote for their preferred candidate by filling out a google form. The candidate with the highest number of votes will be elected.

In the case that there is only one candidate nominated, they will automatically be elected for the position with no further voting or selection process taking place. In the case that the executive position becomes vacant, an election will be called within 2 weeks of the vacancy.

The club's Executive Committee will appoint a member of the Clubs Oversight Committee as Succession Officer to run elections for the Club. All efforts will be made for a Succession Officer to be appointed on a consensus basis. When this is not possible, a plurality vote will determine who is to be appointed Succession Officer. The Executive Committee will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.

Article VIII Impeachment

If, for one of the reasons outlined below, any member of the organization feels that an Executive's behaviour was inappropriate or harmful, they can submit an anonymous complaint to the President. In the case that the complaint is against the President, the anonymous complaint may instead be made to the Vice President. Through the impeachment process, all complaints must remain anonymous. Handling the impeachment process in any way that is inappropriate or harmful can be grounds for impeachment.

Should a complaint be made against a member of the Executive Committee, a meeting open to all society members will determine whether they are to be removed from their position within the club. Depending on the severity of the complaint, this meeting may include a conversation to work through the complaint, or may move directly to a simple majority vote.

The following outlines examples of severe complaints that necessitate a prompt impeachment vote:

- Sexual harassment or assault of any type
- Bigoted language or action that results in an unsafe club environment
- Intentional mishandling or embezzlement of the society's funds
- Harassment or bullying of any of the society's members
- If an Executive member poses a credible violent threat to any member of the club

The following outlines examples of moderate complaints where a conversation open to all club members may be more appropriate than moving directly to an impeachment vote:

- Failing to perform one or more of their duties on a consistent basis
- Consistently interrupting meetings/events in a way that is disruptive for other members
- Making other members consistently feel uncomfortable (not applicable to cases of outright bullying, harassment, or bigotry)
- Misusing the power of their position within the club in minor ways
- Consistently showing up to meetings/events under the influence in a way that is disruptive to the flow of events

In the case of a complaint that has not been properly or promptly addressed by the subject of the complaint, the President or Vice President will raise a vote in an emergency meeting to determine if an executive is impeached and whether they should be removed from the club or not. Complaints must be addressed within two weeks of receipt.

All members of the society that are not the subject of the complaint will vote privately on the impeachment via a Google form (either *yes/no/abstain*). Impeachment will be decided by a majority of *yeses/nos*. Voting will remain open for a duration of one week after club members have been notified of it via regular club channels (e.g., Discord, email newsletter).

If a complaint is submitted against a General or Fellow Member, the same process shall apply to determine whether they should be removed from the club.

Subjects of complaints shall be privately notified of the complaint against them at least three days before the rest of the club. In the case of particularly severe or complex complaints, club leadership may seek guidance from the Clubs Oversight Commission on how best to proceed.

Article IX Amendments

Proposed amendments to the constitution may be made by any registered member of the club to any member of the Executive Committee. The President or Vice President must hold a vote open to all members of the club within two weeks of receiving a proposed amendment. A simple majority vote will determine the ratification of the amendment, so long as they conform to the guidelines set by CUSA.

Article X 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 CUSA.