

CARLETON UNIVERSITY JOURNALISM SOCIETY

CONSTITUTION

Circa. 2011

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INDEX

SECTION 1 – Society Name and Mandate.....	pg 2
SECTION 2 – Membership.....	pg 2
SECTION 3 – Executive.....	pg 3-4
SECTION 4 – Faculty Advisor.....	pg 3-4
SECTION 5 – General Meetings and Society Events.....	pg 4
SECTION 6 – Executive Meetings.....	pg 4-5
SECTION 7 – Financial Matters.....	pg 5
SECTION 8 – Nominations and Election Procedures.....	pg 5-6
SECTION 9 – Vacancies and Interim Appointments.....	pg 6-7
SECTION 10 – Inner-Society Conflict/Disputes.....	pg 7
SECTION 11 – Offences of Conduct.....	pg 7
SECTION 12 – Amendment of Constitution.....	pg 7
SECTION 13 – Dissolution of the Journalism Society.....	pg 8

SECTION (I)

Society Name and Mandate

1.1

The Society shall be known as the “Carleton University Journalism Society” (“JSOC”).

1.2

JSOC shall adopt such logos or other identifying marks as the Members of JSOC shall from time to time approve.

1.3

JSOC shall strive to enrich the lives of journalism students professionally, socially, and academically by providing a link between students, faculty and the greater journalism community.

SECTION (II)

Membership

2.1

Members of JSOC shall be subject always to the provisions of this Constitution.

2.2

Membership in J-SOC shall be open to all full and part-time undergraduate and graduate students registered in any program at Carleton University. At the discretion of the Executive non-Carleton Students may become Members of JSOC but cannot become General Members under section 2.4(ii).

2.3

A membership shall be from SE 15 to SE 14. ****

- i. Membership in the J-SOC shall be administered by the Executives of the J-SOC (as defined in S. III below*** and shall be subject to the provisions of subsections 2.5 ***below. Membership in JSOC shall include, but not be limited to, the following classes:
- ii. Executive Membership Class: Members of the Executive of the JSOC (elected and appointed) shall be Members of JSOC. Executive Members shall each have one vote at all Executive meetings of JSOC; and
- iii. General Membership Class: All those eligible for membership in JSOC.

- iv. In accordance with subsection 2.2 above shall become general Members of JSOC upon payment of an annual membership fee established by the Executive from time to time.

SECTION (III)

Executive

3.1

The management of JSOC shall be vested in the Executive.

3.2

Executive Members are subject to follow all policies and provisions in this Constitution.

3.3

Subject to subsection 9.3*** below, Members of the Executive shall be elected by the outgoing Executive at the general meeting of the Executive referred to in subsection 5.1 below, and shall consist of one President, one Vice-President (Internal), two Vice-Presidents (Student Services), one Vice-President (Marketing), two Vice-Presidents (Social), one Vice-President (Communications), and one Vice-President (Finance), one Vice-President (Academic).

3.4

Members of the Executive shall serve a one-year term beginning April 1st of the academic year upon the completion of a semester long Executive 'shadowing' period as set out in section 3.6 below. All returning Executive Members shall be eligible for re-election.

3.5 DEFINE YEAR REPS

All current or former members of the year representative committee who will be returning the following school year shall be eligible for election to the JSOC Executive.

3.6

Prior to acceptance of office all newly elected Executive Members shall wherever possible undergo a one week long 'shadowing' period of the Executive role to be assumed. This period shall commence immediately following the election of new Executive Members at the Winter Term general meeting of the Executive held in accordance with subsection 5.1 below, and terminate as of April 1st of the academic year. It is the duty of the retiring Executive Members to ensure all new Executive Members are prepared, in every aspect, to maintain their new Executive position for the course of the next year.

3.7

It shall be a fundamental duty of the JSOC Executive to ensure a healthy transition of the JSOC each year. This includes, but is not limited to, the release of electronic or paper copies of JSOC documents.

3.8

The President shall have the overall responsibility for the operations of the JSOC.

3.9

In the absence of the President, the Vice-President shall carry out the duties of the President, and should the office of President become vacant, shall assume the office of the President for up to 30 days, after which an application and interview process will be conducted.

3.10

The Vice-President (Communications) shall keep a record of the proceedings of meetings of the Executive, and shall conduct all internal correspondence of JSOC as required.

3.11

The Vice-President (Finance) shall have control over and responsibility for all financial matters of the JSOC at the direction of the Executive.

3.12

The President of JSOC shall assign roles and duties to other Members of the Executive to best serve the interest of the JSOC.

SECTION (IV)

Faculty Adviser

4.1 Full-Time Professor

JSOC shall appoint a Member of the Journalism Faculty to act as Faculty Adviser to JSOC.

SECTION (V)

General Meetings and Society Events

5.1 Year Representative Terms of Reference

There shall be two general meetings of the Executive of JSOC during each Membership year. One in the Fall semester and one in the Winter Semester.

5.2

At the Fall General Meeting, the Executive shall outline the agenda for the academic year.

5.3

At the Winter General Meeting, elections shall be held in accordance with Section 8[LH3] below.

5.4

All Members of the JSOC shall be advised, by way of electronic notice or otherwise, of any upcoming general meeting at least one week in advance of such a meeting.

5.5

All general meetings of the JSOC shall be chaired by the President.

5.6

All matters to be decided at any general meeting shall be decided by a simple show of hands. Proxy votes shall not be allowed.

**J-SOC may periodically hold "Society Events", subject to the following provisions:

- i. Society Events may be academic, social or both;
- ii. All Executive Members shall be advised, by way of electronic notice or otherwise, of details concerning an upcoming Society Event a minimum of one week in advance at the discretion of the event co-ordinator; [LH4] and
- iii. The planning, organization, rules and policies pertaining to Society Events [LH5] shall be the responsibility of the Executive.

SECTION (VI)

Executive Meetings

6.1

Meetings of the Executive shall be open only to Members of the Executive and the Faculty Advisor, unless otherwise agreed upon by the Executive.

6.2

Meetings of the Executive shall be called monthly during the academic fiscal year by the President.

6.3

Members of the Executive shall be advised, by way of electronic notice or otherwise, of any meeting of the Executive at least one week in advance of such meeting, unless otherwise unanimously agreed upon by the Executive.

6.4

All meetings of the Executive shall be overseen by the President. Should the President be unable to fulfil this duty, this responsibility falls to the Vice-President (Internal).

6.5

At any meeting of the Executive, a quorum shall consist of three Members of the Executive present in person. A simple majority of the votes cast on any matter shall determine all questions brought before such meeting.

SECTION (VII)

Financial Matters

7.1

The fiscal year of the J-SOC shall terminate on March 1st of the academic year.

7.2

Funds may be raised for all purposes of the J-SOC as determined by the Executive.

7.3

Annual membership fees and deadlines for said fees shall be established by the Executive.

7.4

All funds shall be deposited in the financial institution as designated by CUSA.

7.5

All disbursement of funds of the JSOC shall be by cheque or through a petty cash fund approved by the Vice-President (Finance), including eTransfers and all other forms of electronic money distribution.

7.6

Only Members of the Executive may receive funds and issue receipts for funds on behalf of the JSOC.

7.7

The Vice-President (Finance) shall stay abreast of the financial circumstances of the JSOC, document all receipts and provide a ledger to Carleton University at the end of the year.

7.8

The Vice-President (Finance) shall prepare and submit a budget at the Fall General Meeting.

7.9

The President and/or Vice-President (Finance) shall sign all cheques, contracts and other instruments on behalf of the JSOC.

7.10

The Executive must at all times conduct itself with the utmost care, discretion and responsibility with regards to the handling of funds.

SECTION (VIII)

Nomination and Election Procedures

8.1

All general Members and Executive Members are eligible for election.

8.2

Elections to the Executive shall be held at the Winter general meeting.

8.3

The election will be run by the faculty advisor.

8.4

The election procedures shall be as followed:

- i. A candidate may only seek two positions on the JSOC Executive and must clearly establish their first and second choice for position.
- ii. If a candidate is elected to both their first and second choice for position, they shall hold office for their first choice. The individual with the next most votes for the vacant position shall be awarded the vacant position accordingly.
- iii. The candidate must declare their intent through a speech at the JSOC Winter Term general meeting.

8.5

To be eligible for the position of JSOC President the candidate must serve a minimum of one year on the Executive committee.

8.6

Election will be held through a secret ballot at the Winter Term general meeting.

- i. For each position, eligible voters shall write their preferred candidate on the ballot. For positions requiring two Executives, two names will be written.
- ii. The ballots shall be counted by a Succession Officer.
- iii. The ballots will be counted and the candidates informed once the ballots have been tabulated.
- iv. In the case of a tie, candidates will be informed and will have the opportunity to give a new speech to the voters before a tie-breaking vote occurs.

SECTION (IX)

Vacancies and Interim Appointments

9.1

The office of a Member of the Executive shall be automatically vacated:

- i. If a Member of the Executive resigns his or her office by delivering a written resignation to the President of JSOC (resignation of a position is not effective until communicated to the appropriate officer).
- ii. If a Member of the Executive becomes incapable of fulfilling, or refuses to fulfill, his or her proper duties and responsibilities.

9.2

If the President determines, in his or her sole discretion, that a Member of the Executive is not using best efforts to fulfill their duties, then the President may issue that Member of the Executive an official warning in which all Members of the executive are aware.

Upon a second official warning during any single term of office a majority vote by the Executive shall be held to determine whether the Member of the Executive will vacate his or her office.

9.3 Subject to only subsection 3.5*** above, any vacancies occurring among Members of the Executive may be filled by appointment affected by the remaining Members of the Executive from the JSOC Members. Such appointment shall be made only after notice of the vacancy and intent to fill the office by appointment is given to all Members of the JSOC.

SECTION (X)

Inner-Society Conflict/Disputes

10.1

Any conflict or dispute that arises among General Members and/or Executive Members of the JSOC shall be resolved internally within the Executive Committee or in a closed meeting, formal or informal, between the affected Member and any member(s) of the Executive.

- i. A Member who is in direct conflict with an Executive Member(s) shall then attempt to resolve the issue with an uninvolved/impartial Executive Member.

10.2

Only when all avenues of conflict and dispute resolution have been exhausted internally within the JSOC and Executive Committee shall the affected Member seek remedy from other external bodies.

Section (XI)

Offences of Conduct

11.1

No Member of the JSOC shall violate the “Offences of Conduct” established by Carleton University. For details, Members are referred to the relevant sections of the current Carleton University Undergraduate and Graduate calendars.

11.2

Any Member of the JSOC alleged by Carleton University to have committed an “Offence of Conduct” shall immediately be suspended by the Executive pursuant to directions received in that respect by the Executive.

11.3

Impeachment/Removal of executive.

- i. **Grounds for impeachment include any violation of the constitution, Carleton University’s Rights and Responsibilities, and/or failure to fulfill executive duties.**

- ii. Any member can bring forward a request for impeachment to any executive.
- iii. 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.
- iv. A vote for impeachment with the general membership will be conducted. A majority vote is needed to impeach the member.

SECTION (XII)

Amendment of the Constitution

12.1

This Constitution shall be amended only at a general meeting of the J-SOC Executive, and shall be by way of a two thirds majority of sitting Executive Members voting on such amendment. Voting on any amendment shall be conducted by vote. Public notice clause must include a week's notice.

12.2

All general members of the Carleton University Journalism Society can propose amendments to the constitution.

12.3

Any amendment effected pursuant to subsection 13.1 above shall take effect on the conclusion of the general meeting at which it was passed.

12.4

Proposed amendments to this Constitution shall be announced to all Members of the JSOC and circulated upon request, by electronic means or otherwise, not less than one week prior to the general meeting of the Executive at which such amendments will be considered.

12.5

No amendments to this Constitution shall be considered which, in the sole determinations of the Executive, would constitute a violation of Carleton University rules, policies, by-laws or constitutions.

SECTION (XIII)

Dissolution of JSOC

13.1

JSOC shall be dissolved either:

- i. By way of motion to dissolve as duly passed at any general meeting of the Executive by a three quarters majority of Members voting on such resolution; or all duties and responsibilities are transferred to the following Executive with no debts.

13.2

Notice of intent to introduce a motion to dissolve the JSOC pursuant to paragraph 14.1(i) above must be provided to the President not less than four weeks prior to the general meeting of the Executive at which such motion will be introduced, and the President shall advise, by electronic means or otherwise, all Members of JSOC of the intent to introduce such motion not less than two weeks prior to the general meeting of the Executive at which such motion is intended to be introduced.

13.3

Upon dissolution, the President shall cause all liabilities of Journalism Society to be paid out of the available assets of the JSOC, and shall cause all remaining assets and records of the JSOC to be delivered forthwith to Carleton University or a representative of the School of Journalism.