

Carleton University Relay for Life

THE CONSTITUTION

The following Constitution has been drafted for the official use of the Carleton University Relay for Life for the year beginning September 01, 2024 and ending April 30, 2025. The articles defined below outline key areas of interest for the Executive Board's Jurisdiction and Members' Compliance within activities and memberships.

Articles 1: Name of Organization

The Organization shall be known as "Carleton University Relay for Life", and herein be referred to as "CURFL." No other name shall be used in the advertisement or representation of the club.

Article 2: Purpose of Organization

Carleton University Relay for Life is a non-profit, non-political organization within the structure of Carleton University. It holds as its objectives the following:

- (1) To successfully organize and execute the 12-hour overnight Relay for Life fundraiser for the Canadian Cancer Society.
- (2) To promote and encourage member, participant, and volunteer involvement throughout the Carleton campus, and in the city of Ottawa, as well as surrounding area(s)
- (3) To unify our members, participants, and volunteers to help them feel a sense of community throughout Carleton.
- (4) To educate the Carleton student body about healthy living and the effects of cancer, especially the reality of the disease for university students.

Article 3: Membership

Membership in CURFL is open to all students enrolled at Carleton University regardless of race, colour, creed, religion, gender, sexual orientation, physical impairment, political beliefs, national or ethnic origin, or age. The member is required to register for the event and pay a small entrance fee, which will aid in offsetting costs for the event weekend.

Any student in the Carleton University community may apply to become a member of the CURFL executive team. The online application recruitment takes place in the Summer and will conclude within the first term. All successful candidates are contacted through email with their position offer.

While any member of Carleton University is eligible and welcome to attend any function organized by CURFL, the decision-making powers of the organization rest solely with its members. These decision-making powers can be expressed in the following three manners only:

- (1) The right to stand for office in the Executive Board
- (2) The right to participate in voting at annual Executive Board elections
- (3) The right to vote in General Meetings for impeachment or constitutional amendments.

Meetings and practices will be announced via email and through an established CURFL committee Discord Channel. E-mail lists will not be made available for other persons without explicit prior approval from the Executive Board of the Carleton University Relay for Life and consent of the person(s) involved.

All committee members will have the chance to apply for a co-curricular credit on their student record, which will be approved or disapproved at the discretion of the co-chairs based on their attendance to mandatory meetings and events.

Volunteers who are current Carleton University students who are supporting the operations the night of the event are permitted to have voting privileges and are permitted to run for the positions of “Committee Member” or “Committee Head.”

Article 4: Structure and the Executive Board

The Executive Board will consist of, at a minimum, the following: 2 Co-Event Chairs and a Treasurer. This team shall be the decision-making unit for the fall and winter semester of a given school year and will be in charge of appointing all committee chairs. All officers on the Executive Board must be enrolled Carleton University students.

The duties of the Executive Board will include, but not be limited to:

- (1) Planning/Organizing activities and meetings.
- (2) Effectively communicating the procedures and guidelines for the events.
- (3) Taking action to ensure the smooth flow of these procedures.
- (4) Handling the financial and administrative responsibilities of a student-run organization, in accordance with CUSA Clubs & Societies regulations.
- (5) Representing CURFL at various on-campus and off-campus events and activities.
- (6) Attracting participation from the Carleton student body at all CURFL events.
- (7) Educating the Carleton student body about healthy living and the effects of various cancers.
- (8) Choosing committee chairs who are responsible for each area assigned to them in order to ensure the smooth running of the Relay for Life.

The duties of the Co-Event Chairs shall include:

- (1) Ensuring the smooth running of the Carleton University Relay for Life (CURFL).
- (2) Maintaining contacts with the Canadian Cancer Society to ensure proper guidance for the running of Relay for Life.
- (3) Overseeing all the administration activities involved with CURFL.
- (4) Making final decisions regarding all aspects of the organization.
- (5) Providing a listening ear to all CURFL members over any concerns they may have.
- (6) Approving and disapproving co-curricular credit requests.

The duties of the Chief Finance Officer shall include:

- (1) Keeping a record of all financial transactions.
- (2) Monitoring funds and bank documentation(s) to ensure proper CURFL spending.
- (3) Updating the Executive Board as to the account standing on a monthly basis.
- (4) Aiding the Executive Board in preparing any and all budgets, financial budget requests/appeals, etc.
- (5) Securing approval from the President(s) prior to making any financial decisions.
- (6) Maintaining detailed membership records, including the amount of dues collected from each member.

Article 5: Impeachment Procedure

The process to remove a member of CURFL shall follow the outlined steps:

- 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) advise 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 complaint 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 6: Meetings

Meetings shall be held and arranged in a manner conducive to ensure the effective operation and planning of a safe and successful Relay for Life event. Meetings shall follow a schedule of 4 full committee meetings in the fall semester, with 1 additional meeting per month for heads to meet with co-chairs. In the winter term, meeting requirements will double to include bi-weekly meetings for committee members and on occasion weekly meetings for committee heads. This will entail from the start of the winter term leading up to the event date(s).

The meetings are structured and facilitated by the co-chairs. Any additional meetings between committee heads and their team is up to the heads to facilitate and is not a requirement.

Article 7: Event Planning

Events planned throughout the course of the semester, and school year, shall be conducted with the approval of the Executive Board. Any member that would like a particular activity to be organized or funded through CURFL must first present it at an Executive Board meeting for them to determine its feasibility. The member must submit the proposal to each Executive Board member with their intentions, and all details regarding the logistics of the event included. In order to receive funding from CURFL, the event or activity must be open to all members and be approved by all Executive Board members.

Article 8: Elections

Elections will be conducted at the end of the winter semester, for the following school year, for the 2 Co-Chairs. Forms will be made available at most 1 week after the Relay Event. Officers shall be elected to serve for one (1) year or until his/her successor has been elected. The term of office for all newly elected Executive Board members shall begin at the end of the winter term.

The elections will take place in person at most 4 weeks following the CU Relay for Life event. The candidate is also required to provide a presentation no longer than 5 minutes in length that addresses their ideas for the following Relay for Life at the designated CURFL meeting. Voting will take place at that time and candidates will be notified within forty-eight hours. All voting will be done anonymously. Only committee members and volunteers who are present for the presentations will be allowed to vote for the candidates.

The Club executives will appoint a Succession Officer to run elections for the Club. This succession officer will be a club member or an external student non-member.

Each member of CURFL committee and Carleton volunteer are allotted 1 vote as to fairly and accurately determine the next leadership structure of the incoming CURFL committee and executive team. If voting results in a tie, a run-off election will commence.

Article 9: Amendments and Changes to the Constitution

Any member can propose an amendment to the CURFL 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. For an amendment to be adopted, a simple majority vote from the CURFL committee is required.

Article 10: 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 the Canadian Cancer Society.