

Article I The Club's Name

This Club shall be called Visual Arts Carleton and will go by the abbreviation "VAC".

Article II Mission Statement

At VAC we aim to make it as easy as possible for university students to have time to explore visual arts and meet other art-lovers. It is a place to de-stress, build community, and to just have fun. We aim to do this by providing materials for free and organizing group sessions both online and in-person.

Article III Structure

Students from all over are welcome to join and become a VAC member. The executive members shall be chosen by those members every year and those chosen executives, who do not plan to run for re-election, will help with the selection of new executive members at the end of the year.

Article IV Membership

4.1 Members

A Member shall be defined as any individual who meets the following criteria:

- a. Is a student who is enrolled at Carleton University
- b. Has attended at least three sessions (either online or in person)

4.2 Non-Elected Member Executives

In the event that an executive member quits the club before the school year is done, the remaining executive members shall select/find a new executive member in the general club population to fill in for up to 30 days. Within or at the end of 30 days, a by-election will be held to officially appoint someone to the position.

Article V Executive

5.1 Function of the Executive

The Executive ensures that Visual Arts Carleton fulfills its mandate and maintains the financial stability of the club.

5.2 Positions of the Executive:

The Executive will consist of the following five positions, with each position only being occupied by as many individuals the club sees as fit:

- a. President or Co-president
- b. Vice President of Finance
- c. Vice President (General)

- d. General Executive
- e. Director of Social Media

5.3 Benefits

The only benefit that members of the Executive will get is to add their position to their co-curricular record. Any benefit beyond this could be grounds for impeachment.

5.4 Executive Portfolios

President:

- Be responsible for the overall leadership of the club and possess the final say on the club's decisions so long as this document does not provide an alternative decision-making process on the issue
- Be Responsible for the organization and coordination of club
- Possess joint signing authority for the finances of the club
- Shall have complete access to all of the club's social media page(s) and email address(es)
- Serves as the final authority responsible and accountable for all club matters

Vice President of Finance:

- Is in charge of the financial aspect of VAC
- Creates a clear annual budget to show to members
- Possess joint signing authority for the finances of the club
- Manages the VAC's bank account and deposit all club revenues into the account
- Oversees all of the club's fundraising initiatives and apply for subsidies grants, and event-specific funding where applicable
- Collects payment of all fees from all Members
- Responds to any financial inquiries from CUSA
- Provides the Executive with timely updates on the financial situation of VAC
- If needed, one or both presidents may serve as the financial advisor in addition to their regular duties

Vice President (General)

- Is in charge of helping the President and Vice President of Finance with their duties
- Will formulate and present to the Executive a plan for member recruitment
- In charge of replying to all external correspondence in a professional matter

General Executive

- Assists President(s) and Vice-President(s) with supervising events, coming up with event ideas, planning events, and executing events. Can assist with whatever other tasks may arise with regards to club activities.

Director of Social Media

- Shall possess Administrative authority on the club's social media pages and groups, and have final posting authority
- Is in charge of keeping the Membership informed of club activities, policies, and goals on a frequent basis throughout the year
- Will aid all Executives in matters pertaining to digital media as needed

5.5 Executive Roles

Executive portfolios, as outlined in section 3.4, are not the only things a particular executive can and will do. Extra roles found that do not fit into those categories will be delegated down by the President. Executive structure can be changed throughout the year on a needs basis.

Article VI Club Meetings

6.1 Executive's Role in Club Meetings

The club executives decide club meetings. Executives also decide where and when and what will be happening at club meetings. The executives are also expected to bring the material required for each meeting.

6.2 Structure of Club Meetings

VAC club meetings are open to all members and are advertised through social media posts and the discord server. Club meetings should happen regularly, at the executive committee's discretion. It's highly recommended to have both in-person and online events to be more accessible to different students. A social media post will be sent out ahead of the upcoming club meeting informing members the location, time, and what the club is going to do.

Article VII Elections

7.1 Candidacy Announcement

Before the end of the Winter semester, VAC will send out a call for those interested in joining the executive committee. Non-members and members are both welcome.

All interested parties will have a preliminary meeting to learn about the different positions and their potential duties as executives. Then, a discussion will be held where interested parties pick which role they would like. If consensus is reached at the meeting, that will be the executive committee for the following year. If consensus is not reached, an election will be held.

7.2 Election Procedure

A succession officer will be selected in a consensus manner. They cannot run in the election. Successions officers may be

- A neutral party to all elections being held within the club
- A member of the Clubs Oversight Commission
- A member of the CUSA Clubs Office
- A club member or an external student non-member

Elections will happen in the final meeting of the winter semester. All members running in a contested position shall get the chance to speak for at least one (1) minute to the members present at the election. The election will be a closed ballot ranked-choice voting.

7.3 Non-Elected Executives

In the event that an executive member quits the club before the school year is done, the remaining executive members shall select/find a new executive member in the general club population to fill in for up to 30 days. Within or at the end of 30 days, a by-election will be held to officially appoint someone to the position.

In the event of global pandemic or other such cataclysmic, life-redefining global events rendering an election unfeasible, an open call for executives may instead be placed, providing no dissent from club members. In this case, all who applied will be allowed into the executive and can decide amongst themselves on an executive structure for the year.

Article VIII Impeachment

In the event an executive member does not contribute or do their job or violates this constitution, three (3) warnings shall be issued. On the third warning, CUSA will be contacted. Selection of a replacement will be based on their interest in running VAC and their ability to contribute and work as a group towards the betterment of the club. The executive member that has been removed has the option of staying on in the club as a general member.

Article IX Amendments

9.1 General Amendments

Any member of Visual Arts Carleton can make an amendment as they see fit, as it is a tool for the betterment of the club. An amendment must be typed and presented as an editable document. For an amendment to pass, it must be presented at a club meeting and get support from two-thirds (2/3) of the executive members present and 50%+1 of the members present.

9.2 Minor Amendments

Amendments involving grammar and spelling mistakes can be fixed by any executive member with no input from members of the club.

Article X Dissolution of the Organization

In the event Visual Arts Carleton dissolves, the remaining proceeds go back to CUSA, and/or used to create a final end of the year/club event.