



## **Article I**

### **Name of the Organization**

The Organization shall be known as the **CU Cheese Club**, and herein be referred to as “The Organization”

## **Article II**

### **Purpose of the Organization**

The organization shall work towards: (list your goals, missions, and vision)

- Creating a community that fosters an interest in products, marketing, and the making of cheese products
- This clubs will provide social opportunities to try cheese from various regions around the world and discuss the uniqueness of these cheeses
- The club will help members better their understanding of the cheese industry and how one could start a career / develop an interest in cheese-making.

## **Article III**

### **Structure**

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership elected by the General Membership.

## **Article IV**

### **Membership**

There shall be 1 level of membership within the organization:

- General membership

Membership in the organization shall be valid from May to April.

In the event that a member of the organization violates the organization's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

## **Article V**

### **Executive**

- Duties of the President:
  - Oversee the other executives in the performance of their duties
  - Provide updates to executive members and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient
  - Represent the Organization in dealings with other organizations, including, but not limited to, other Cheese Clubs, Carleton University, and the Carleton University Students' Association
- Duties of the Vice-President Finance
  - Manage the finances and assets of the club
  - Prepare a budget for the Organization each year, or more frequently as events require, and keep records of the financial transactions of the Organization
  - Arrange the funding of social events of the Organization
  - Have signing authority for the Organization

## **Article VI**

### **Meetings**

- Meetings of the General Membership can be called by:
  - 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,
  - 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

- At the request of any five members of the Organization
- 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

## **Article VII**

### **Leadership Succession**

#### **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. 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 [insert executive positions]
  - 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 VIII**

### **Impeachment**

- When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filled with the Executive Board. The Executive Board shall review the charge and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board shall conduct a hearing on the matter. The member alleged to have engaged in this misconduct shall be given at least 72 hours notice of the hearing and given an opportunity to present a defense.
- By a majority vote, the Executive Board shall determine whether misconduct occurred. If it is determined that misconduct did occur, the Executive Board shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or collective remedies
- The membership shall review the hearing report and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations
- The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine the appropriate sanction(s) The accused member shall be immediately notified of the outcome.
- By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

## **Article IX**

### **Amendments**

- The Executive Board shall review and make recommendations on all bylaw revisions once a semester throughout the year
- Bylaw amendments require approval by two-thirds of the Executive Board. The amendment shall be effective immediately unless otherwise stipulated in the amendment

- A copy of any amendments to these bylaws must be submitted to CUSA within two weeks after adoption

## **Article X**

### **Dissolution**

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.