**All About the Self (AATHESELF)**

 **Club Constitution:**

**Section 1: – The Organization**

1. This Organization shall be known as “All About the Self”, and herein be referred to as “AATHESELF”.

**Section 2: - Purpose of the Organization**

**2.1 Mandate**

This organization will work towards helping people build their self-esteem through fashion but yet teaching them not to be in bondage to what they wear or design. This organization will be building a community of people interested in fashion.

**2.2 Goals:**

**(a)** Educating people on showcasing their fashion, outfits, and merchandise.

**(b)** Helping people to express themselves in ways that build their self esteem through fashion.

(c) To educate people by taking their fashion design from idea to production.

**(d)** We provide a community for the healthy exchange of ideas and for social interaction among Carleton students through fashion.

**(e)** Cultivating an atmosphere of excellence and growth that will translate into their work.

**Section 3: - Non-Discrimination Policy**

* 1. Membership shall not be denied to any student based on race, colour, national origin, religion, age, marital status, etc.

3.2 Membership shall also be allowed to include students of graduate schools of the University.

**Section 4: - Membership and Registration**

**4.1** All Members shall have equal rights and privileges with respect to matters concerning the association (the election of the executives of the Organization).

**4.2** Membership in the association shall be based on the completion of a registration form which will be made available to the public.

**4.3** Any Carleton University undergraduate student is eligible to be an executive of the organization.

**4.4** Any member can hold a maximum of two executive positions. Except for the position of the President and Financial director, which must be two different persons.

**4.5** Membership in the club shall last one calendar year from May till the following May. In which membership will be renewed.

**4.6** Any member may resign at any time by filing a written resignation with the President.

**4.7** non-Carleton students shall be ineligible to be an executive of the organization.

**Section 5: - Executives and Duties:**

**5.1** The executives of the association shall consist of a President, a Vice President, a Finance Director, a Public Relations Officer, an Event Coordinator, and a Media Director who shall constitute the Executive Committee of the organization.

**5.2** The executives of the association shall be selected by the first past the post election process as stipulated in section 7.2.

**5.3** AATHESELF shall be directed by the following elected officers.

**5.3 (1) President**

1. Shall be the official representative and spokesperson in collaboration with the Vice President for AATHESELF to any other organization and to Carleton University.
2. Shall be the co-signatory for the AATHESELF Internal Carleton bank account provisions.
3. Shall assign projects to the other executive committee officers.
4. Shall also reside over committee officers as well as preside over all meetings.
5. Shall act as the chairperson during every meeting.
6. Shall be responsible for determining when meetings are.

**5.3 (2) Vice President:**

1. Shall be the second official representative and spokesperson in collaboration with the President for AATHESELF to any other organization and to Carleton University.
2. Shall work alongside the President and will give him/her support in all his/her duties.
3. In the absence of the President, or should the President prove unable or unwilling to perform the duties described above, the vice will act as the Interim president and assume the responsibilities of the President for 30 days, where an Impeachment meeting is called, and a new president is chosen.
4. In addition, the Vice President in collaboration with the president shall preside over all meetings of the Executive Committee and shall also perform other duties as the President may assign from time to time.

 **5.3(3) Finance Director:**

* 1. Shall keep account of all AATHESELF financial transactions.
	2. Shall be the co-signatory for AATHESELF Internal Carleton bank account.
	3. Shall keep track of funds available to AATHESELF.
	4. With the President, prepare and present any budget requests to CUSA. The executives shall ensure that all funds are properly kept within the University’s accounting system. No outside accounts are permitted.

**5.3(4) Public Relations Officer (PRO):**

1. Shall be the club’s official who will relate and provide information to the Carleton University public about the club.
2. Shall oversee publicizing AATHESELF events on and off-campus.
3. Shall reside over the publicity of AATHESELF.
4. Work in conjunction with the Events Coordinator and Media Director.

**5.3(5) Media Director:**

1. Shall be responsible for creation of all promotional material, e.g. flyers, pictures, videos.
2. Shall manage AATHESELF social media accounts (Instagram, twitter, etc.)
3. Shall also oversee publicizing AATHESELF events on and off-campus.
4. Work in conjunction with PRO to publicize events and initiatives.

**5.3(6) Events Coordinator:**

1. With the president, oversee all events organized by the association.
2. Work in collaboration with the PRO and Media directors to organize events.
3. Bringing event ideas and initiatives that help publicize AATHESELF and Carleton to the public.

**Section 6: - Meetings**

**6.1** General Meetings of the association shall be held at least once every two weeks at such time and place to be determined by the President or Vice President.

**6.2** All Members shall be notified of any Meeting at least one week before such Meetings.

**6.3** No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

**6.4** The Executive Committee of the Organization shall meet at least once before any General meeting at such time and place to be determined by the president.

**6.5** A simple majority of the group shall constitute a quorum.

**6.6** The President shall chair all meetings. In the President's absence, the Vice-President shall chair.

**6.7** Notice of regular and special meetings shall be communicated to all members of the group by the President.

**6.8** All members shall have one vote with respect to any resolutions put forward during a meeting regardless of holding various positions. Members may vote by written or virtual proxy if necessary.

**Section 7 - Leadership Succession**

**7.1** Leadership succession shall be handled using the First past the post election process as stipulated in the CUSA By-Laws

* 1. The following are the steps necessary to facilitate a first past the post election process.

7.2(a) The Club shall appoint a Succession Officer to run elections for the Club. A Succession Officer may be anyone (1) of the following individuals:

1. A neutral party to all elections being held within the club.
2. A member of the Clubs Oversight Committee
3. A member of the CUSA Clubs Office
4. A club member or an external student non-member
5. 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 election process, where the individual with a majority vote will be appointed Succession Officer.

7.2(b) The Organization will work with the Succession Officer to set the date of final voting, campaign start, campaign end, voting start, and voting end.

* 1. Students-at-large will have the opportunity to join the club before the start of voting for their votes to count.
	2. Every voter has the right to cast their ballot in private.
	3. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
	4. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
	5. Timeline
1. Day 1 - Announcement of campaign, voting, and results announcement dates
2. Day 7 - Start of campaign.
3. Day 14 - last day to register in the club for member vote to count.
4. Day 20 - end of campaign
5. Day 21 - start of voting.
6. Day 25 - end of voting
7. Day 30 - Results announced.

7.2(C) The Club will run a first past the post-style election to elect all the executive positions.

1. 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.
2. A final “no-confidence” option will be offered at the bottom of the ballot.
3. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
4. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

**7.3** The Succession process for all executive members shall be held annually.

**7.4** The term of office for all officers shall last one calendar year beginning in May after their appointment and lasting till the following May.

**7.5** Any undergraduate member of the association may apply.

**Section 8: - Removal of officer’s procedure:**

**8.1** Any officer may be removed from office for failure to perform his/her prescribed duties as outlined in this constitution by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision.

**8.2** Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization as outlined in this constitution which will constitute grounds for this removal.

**8.3** Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Any member of the executive committee can call for the impeachment meeting of an officer.

**8.4** Depending on the case any member may be suspended for 30 days immediately if the safety of other members is at risk from keeping them on the team longer, which will give the executive committee enough time to call an impeachment meeting to determine the impeachment of the executive. In this period, they will be banned from attending events and member meetings of the club.

**Section 9: - Club disagreement procedure:**

9.1 If there was to be a club disagreement between members or executive officers of the club the following procedure shall be taken:

9.2 All club disagreements will always firstly be resolved internally; in which a meeting shall be held to settle the dispute. Each disagreeing member will take responsibility of their part in the disagreement.

9.3 This meeting will always be in a sit-down conversation between the arguing parties with another executive member present, where each disagreeing party engages in open communication and truthful expressions about their feelings.

9.4 Then lastly, bad remarks, insults and disrespect to the other party are highly prohibited in this settlement meetings or conversation.

9.5 If after this procedure both disagreeing parties cannot come to terms, this disagreement can now be taken externally to the oversight commission.

**Section 10: - Amendments**

**9.1** The Executive committee may make changes to this document together at the beginning or end of each academic year to accommodate new circumstances and needs for the student body. The Executive committee may also amend this Constitution at any other times (e.g., for the completion of Club Certification for CUSA).

**9.2** Any member of the group may propose an amendment. Proposals shall be filed in writing with the President prior to a meeting, so that the group may debate the proposal.

**9.3** This constitution may be amended by a two-thirds majority vote of the group. Amendments may be voted on at regular or special meetings.

**Section 11: - Jurisdiction**

**10.** The organization is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Carleton University, Carleton University Student Association (CUSA) and the laws of the City of Ottawa. The rules, regulations, and policies of Carleton University shall hold precedence over all rules, regulations, and policies applying to the association, including those of national organizations with which the organization is associated.

**Section 12: - Dissolution Clause**

**11.** This Association will be dissolved by a two-thirds majority of quorum votes to do so, or when the Association fails to complete the University required recognition process. In the event of the Student Organization’s dissolution, all the Associations financial assets become property of CUSA for the purposes of clubs and other student organizations.