

The Constitution of the Carleton Book Arts Society
Last Updated: May 2023

Article I: Name of the Organization

The Organization shall be known as the **Carleton Book Arts Society** (CBAS) and herein be referred to as “The Organization”.

Article II: Purpose of the Organization

The organization, open to students at any level of study and any level of experience, shall foster and support members’ collective and individual interests in all related fields of the book arts, including but not limited to, letterpress printing, linocutting, wood engraving, calligraphy, paper decorating, and book binding. Additionally, where possible, the organization aims to foster any and all academic or scholarly discussions relating to the fields of book history and print culture to inform members' approach to the book arts. The organization also seeks to cultivate student’s engagement with the book arts/print culture communities in and around Ottawa/Ontario.

Organized with the support of the Book Arts Lab in the MacOdrum Library, the organization aims to provide members with hands-on experience of the book arts and to explore the historical and modern processes behind books and the material production of literature (and other related materials).

The organization aims to foster an inclusive and interdisciplinary community of students whose varying positionalities and academic interests can impact and challenge the way we understand the book and material ephemera (broadsides / posters, pamphlets, cards, stickers, letters etc). The organization seeks to empower students to use book arts equipment and techniques to elevate their own voices, explore new things, get messy, and have fun.

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. It shall be composed of two (2) members: the President and Vice-President Finance.

Note: Both the general membership and the executive membership may be made up of both undergraduate or graduate students from any discipline or level of study.

Article IV: Membership

There shall be 2 levels of membership within the organization: general membership and executive membership.

Membership in the organization shall be valid from September to August.

In the event that a member of the organization violates the organization's Constitution, any of CUSA's governing documents, or any of the University policies outlined in Article VIII, 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.

Additionally, members who do not abide by the safety measure and rules of the Book Arts Lab while participating in events held there may no longer be permitted to attend Book Arts Lab workshops, depending on the severity of the infraction. The executive membership and Book Arts Lab staff will determine if a member's actions were unsafe.

Instances of unsafe or unacceptable behaviour in the Book Arts Lab include, but are not limited to:

1. Mishandling sharps, solvents, cutting machines, or presses;
2. Repeatedly eating and drinking in the print side of the Book Arts Lab;
3. Deliberately damaging equipment and materials outside of incidents which may occur from regular use;
4. Running, jumping, or climbing on equipment;
5. Refusing to listen to Book Arts Lab staff while in the Book Arts Lab.

Article V: Executive

President

The President of the organization shall, in collaboration with the Vice President Finance, be responsible for organizing events or meetings. The President will also communicate with members regarding news, events, and other opportunities available to general members. The President will also be responsible for maintaining social media / online discussion forums related to the group and ensuring that all activity on those platforms is relevant to the organization's mission and is respectful of all members. The President will be responsible for communicating with Book Arts Lab staff.

Vice-President Finance

The Vice President Finance shall, in collaboration with the President, organize events or meetings with the general membership. They will be responsible for maintaining social media / online discussion forums related to the group and ensure that all activity on those platforms is relevant to the organization's mission and is respectful of all members. They will also be responsible for any and all finances related to the organization's operation.

Article VI: Meetings

Calling Meetings and Meeting Schedule

Meetings/events/activities will be called by the executive members. Notice of a meeting or event will be given **at least 2 weeks** in advance of the meeting via email and on social media.

Where possible, a minimum of 1 event will be scheduled per month during the Fall and Winter terms (less may be scheduled in the Spring/Summer term).

Meetings may occur on or off campus.

Meetings cannot be held during the Fall or Winter breaks, during the exam period, or when the University is closed.

Meetings in the Book Arts Lab

Important: Due to the Book Arts Lab's nature, safety must be the first consideration when scheduling a meeting. It is a privilege to work in the Book Arts Lab and failure of the organization to follow the Book Arts Lab / MacOdrum Library's policies may result in the removal of that privilege.

Meetings cannot be held in the Book Arts Lab if one or more of the following is true:

- a) There is a scheduled class or other academically-oriented meeting taking place in the Book Arts Lab during the proposed meeting time;
- b) The Book Arts Lab supervisor has not confirmed the use of the Book Arts Lab for the organization's use;
- c) The Book Arts Lab supervisor has not confirmed the appropriateness of the activity to be taking place during the meeting; or
- d) The Book Arts Lab supervisor or other authorized persons are not present at the meeting.

In cases where the Book Arts Lab supervisor and/or all other authorized persons are unable to attend a previously scheduled meeting, the meeting must be canceled or postponed to a later date.

Note: "Authorized persons" are not determined by the organization; they are persons that the MacOdrum Library deems appropriate and responsible for the supervision of staff and students while in the Book Arts Lab.

The number of meetings to be held depends on and must respect the Book Arts Lab and Book Arts Lab staff schedules. As such, the minimum 1 meeting per month is not guaranteed, nor will all meetings take place in the Book Arts Lab.

Meetings held in the Book Arts Lab must comply with the Book Arts Lab capacity guidelines. Please consult the Book Arts Lab supervisor for the most relevant, up-to-date information on Lab

policies. As such, event / activity meetings will be open on a “first-come-first-serve” basis and will require general members to register in advance with a cap on the number of members able to join. As all event meetings may not be the same, the number of members allowed to participate will depend on the nature of the event in question. Executive members must consult with the Book Arts Lab supervisor or staff to confirm the appropriate number of members for all activities (i.e.: binding a small pamphlet can accommodate more members than printing a large poster).

The Executive membership will use their discretion as to whether the general membership must register in advance / the number of members allowed to participate in activities not occurring in the Book Arts Lab.

Article VII: Leadership Succession

President and Vice-President Finance

Application & Interview

Executive members shall hold their position for 1) a maximum of 4 years, 2) until they graduate and are no longer students at Carleton University, or, 3) until they no longer wish to be in the executive position, whichever comes first.

Decisions on leadership succession must be finalized before the end of the Winter term (and before the examination period) in which the member will no longer be a part of the organization (for instance, if the President is graduating in Spring 2023, they must notify the organization and CUSA no later than March 2023).

The Organization will run an Application & Interview process for its Leadership Succession. The following are the steps necessary to facilitate an Application & Interview process:

1. The Club President shall request the right to run an Application and Interview selection process for any and all Executive positions that will become vacant from the Student Groups Administrator or designate.
2. The President and Vice President Finance positions will be posted to the CUSA Clubs or CUSA website to solicit applications.
3. The posting will be up for at least two weeks.
4. At the conclusion of two weeks, the Student Groups Administrator or designate, at the request of the Club President, will collect applications and ensure they are saved into similar formats in a Google Drive, and will facilitate a meeting with the outgoing club leadership who is not applying to the position to shortlist the candidates.
5. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least one neutral member of the club, the outgoing executive officer for the position being interviewed, a member of the Clubs Oversight Committee.
6. Questions should be topical and situational where possible and taken from a question bank available from the Student Groups Administrator.
7. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position.

8. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Committee.
9. Once a candidate has been selected, the Interview Panel will designate a member to inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel.

Article VIII: Impeachment

Executive members who do not follow the following University policies can be removed from office:

1. When in the MacOdrum Library, the Library's Code of Conduct.
2. Any of the Policies and Procedures outlined by the Department of Equity and Inclusive Communities, including but not limited to the Human Rights Policy and the Student Rights and Responsibilities Policy.
3. The mismanagement of funds.

A notice of at least 1 week is required before attempting to impeach an Executive Member. All general members are eligible to vote. There must be a 51% vote in favour of impeachment for the Executive member to be formally removed from office, unless the misconduct under question is also a question of criminal misconduct.

Article IX: Amendments

The constitution should only be amended once a year, at the beginning of the Fall term, if necessary. Amendments to the constitution should be decided upon in an informal meeting open to all organization members before the end of September of the term in which the amendments are to be made.

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 Canadian Bookbinders and Book Artists Guild (CBBAG) – Ottawa Valley Chapter.