

Carleton Great Northern Concrete Toboggan Race Team

1.0 The Constitution

Article I – Name

- The name of this club shall be the Carleton Great Northern Concrete Toboggan Race Team.

Article II – Purpose of Organization

- Carleton GNCTR is a club to facilitate the participation of Carleton University students in the Great Northern Concrete Toboggan Race (GNCTR), hosted by various universities each within Canada
- Carleton GNCTR will design, build, and race a concrete toboggan at the Great Northern Concrete Toboggan Race according to the competition's rules each year.

Article III – Structure

- The executives of Carleton GNCTR shall be the 2 Co-Captains, Spirit Subcaptain, Concrete Subcaptain and Superstructure Subcaptain. The creation of additional officer positions (e.g. Ski Design, Steering, ect.) must be approved by both Co-Captains present.
- Only undergraduate students may serve as officers.
- The following Committees will be established to support the purpose of the organization:
 - Sponsorship and Fundraising Committee
 - Technical Exhibition Committee
 - Mechanical Design Committee
 - Concrete Design Committee
- The committees will be composed of active members of Carleton GNCTR.

Article IV – Membership

- Membership in Team Carleton GNCTR is open to all undergraduate students
- Active members are those who attend meetings and assist with designing, building, or supporting the construction of the toboggan.
- Only actively participating members may participate in the GNCTR.
- Annual dues shall be paid by the competition registration deadline each year. The price can vary, dependent on the registration cost set by the host schools GNCTR Organizing Committee, as well as the location of the event.
- Members must serve on at least one (1) committee to be considered active.

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Article V – Executive

- The duties of the **Co-Captains** shall include:
 - Co-ordination weekly meetings of the executive and biweekly meetings of the club.
 - Chairing meetings of the club.
 - Providing leadership to the club.
 - Working with C&S to ensure that the club is operating within the guidelines of Carleton University.
 - Acting as the chief spokesperson for the club.
 - Coordinating all press relations for the club.
 - Establishing an effective relationship between Carleton GNCTR and Carleton University administrative departments, especially the Office of the Dean of Engineering and Design, and the Department of Civil and Environmental Engineering.
 - Encourage the completion of the toboggan by the date outlined at the first meeting of the executive.
 - Ensure the toboggan meets or succeeds all safety requirements of the GNCTR Host Committee and the Faculty of Engineering and Design.
 - Keeping records of all financial transactions
 - Preparing all budgets, financial budget requests/appeals, ect.
 - Maintaining membership records, including the amount of dues collected from each member.
 - Deposit all club monies in the club bank account within forty-eight (48) hours of receipt.

Article VI – Meetings

- Regular meetings of the club will be held on a weekly basis, or as deemed necessary by the Co-Captains.
- A listing of meeting dates shall be established by the Co-Captains and shall be posted.

Article VII – Future Team Carleton GNCTR Executive

- Future Officers shall be determined by the rules outlined by the Faculty of Engineering and Design. Information on the rules is available from the Office of the Dean of Engineering and Design.

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Article VIII – Impeachment

- Upon a valid motion for removal of an officer made by an active member, the officer in question will be notified as soon as possible. The officer in question may speak to the club membership at the next meeting prior to a formal vote on the motion for removal. Removal of an officer requires a two-thirds vote by secret ballot.

Article IX – Amendments

- This constitution may be amended at any regular meeting of the organization by two-thirds majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article X – Dissolution of the Organization

- Upon dissolution of the organization, all assets gained through FACCS funding shall be returned. All other assets shall be given to the charity of the club's choice.

Article XI – Succession

- The club's leadership succession procedure follows the "Consensus-based leadership transition" model outlined in the (June 2021) CUSA Clubs Leadership Succession Procedure