Carleton University
Ottawa

Carleton Communications Society

Constitution



Article I
Name of the Organization
The Organization shall be known as the Carleton Communications Society or "CCS" and, herein, shall be referred to as the Organization.

Article II
Purpose of the Organization
Carleton Communications Society (CCS) is a social and academic group of Communications students at the undergraduate level. The council is run by students, for students. Members in the council participate in fundraising initiatives, social activities, professional development workshops, and networking nights throughout the year. The council works towards creating networking and social opportunities for Communications students, as well as providing insight into where a degree in Communications can take you.

Article III
Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV
Membership
General Membership
The General Membership shall be the Organization's legislative body and be composed of all undergraduate, fee-paying members. Those members in the general construct shall attend meetings and participate actively throughout the year. Membership is valid from September of a given academic year to April of the same academic year. Annual membership fees must be paid to retain standing, and exclusive to undergraduate students.

Article V
Executive

President
The President oversees, plans, organizes and executes all student society activities throughout the academic school year. They are the primary liaison between the Carleton Communication Studies department and the Carleton Undergraduate Student Association. The President is also responsible for planning Pop In with Profs, Bake Sales, Field Trips and various presentations throughout the academic year. The President will host monthly executive team meetings where

the President will delegate tasks, as well as one-on-one meetings with executives as needed. Finally, the President serves as the first of the club's two signing authorities. The average weekly time commitment can vary from 10 to 20 hours per week.

Vice-President
The Vice President coordinates events with the CCS President and is a critical contact with the Communications Faculty and the Carleton Undergraduate Student Society. They work with the President on various events throughout the year. Finally, the Vice President acts as a leader in executive meetings and as a point of contact for executive members. The average time commitment can vary from 10 to 15 hours per week.

Vice President Finance
The Vice President of Finance serves as the second of the club's two signing authorities. They are responsible for keeping monthly account balances, preparing a budget presentation for club certification, recording sales from events, and withdrawing and cashing funds. The VP of Finance also oversees managing all funding opportunities. The average weekly time commitment can vary from 5-7 hours per week.

Vice President Special Events
The Vice President of Special Events is responsible for creating, planning, and following through with all events throughout the year, such as pub nights, fundraisers, bake sales, and society meetings. This includes setting up, taking down all events, and purchasing/preparing necessary materials. The Vice President of Special Events coordinates with Carleton bookings to ensure all rooms are adequately scheduled for society and executive meetings. The Vice President of Special Events is also responsible for planning our biggest event of the year, the Gala. This includes the management of the COMS gala event, hiring the gala committee, high-level financial management and vendor coordination. Tasks include creating a committee, visiting the venue, communicating with the venue, arranging a price, handling finances, organizing ticket selling, ticket promotion, getting in touch with a photographer and a graphic designer to make tickets and any other miscellaneous tasks. The average weekly time commitment can vary from 5-10 hours per week.

Special Events Collaborator
The Special Events Collaborators work closely with the Vice President of Special Events in terms of planning and following through with the society's social initiatives. Their responsibilities are similar in nature, where they set up, take down, purchase and prepare materials, and coordinate bookings. Special Events Collaborators offer valuable insights, contributions, and coordination to the Special Events team and the society in general. The average weekly time commitment varies from 1-3 hours.

Vice President Communications
The Vice President of Communications is responsible for maintaining the CCS Facebook, Twitter, Linkedin, and Instagram Social Media Pages throughout the year. They are responsible for posting relevant communications material, student society announcements and reminders, and sorting and responding to promotion requests via the social media email account. This also includes creating digital content, which will be used to promote student society events, milestones, and announcements. The average weekly time commitment can vary from 2-5 hours per week.

Digital Content Designer
The Digital Content Designers work closely with the Vice President of Communications. They contribute to planning and publishing content, and keeping the society's social media platforms engaging and up-to-date, acting as important bridges to the student body. The expected weekly time commitment is between 1-3 hours.

Vice President Community Outreach
The Vice President of Community Outreach is responsible for connecting with external organizations and companies through strategic outreach efforts. This includes planning and implementing outreach initiatives, securing sponsorship agreements, and enhancing CCS's presence in the surrounding community. They contribute to the visibility of CCS by updating photos and event information for the CUSA newsletter and website on a monthly basis. In collaboration with the VP Communication and the Creative Collaborator, they co-create the monthly newsletter and support social media efforts to promote CCS events and partnerships. This individual plays a key role in fostering relationships between CCS and external organizations, and helps integrate those organizations into CCS events and initiatives.

Representatives: 1st Year, 2nd Year, 3rd Year, 4th Year
The Class Representative is responsible for directly communicating student society events and updates to the students in their year of study. They communicate with students by making announcements in classes and making themselves available as a point of contact between society and the general members. They are additionally responsible for fundraising, ticket sales, and online social promotion. Skills in public speaking are essential for this role. The average weekly time commitment can vary from 1 to 3 hours weekly.

Article VI
Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:

a. 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;
b. 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
c. At the request of any five members of the Organization.

2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. 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

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
    a. Be held at regular intervals and are for the purpose of running the club.
    b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII
Leadership Succession

Elections

The Carleton Communications Society (CCS) has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The executives will appoint a Succession Officer to run elections for CCS.
    a. A Succession Officer must be a neutral party and may be any one (1) of the following individuals:
        i. A member of the Clubs Oversight Commission.
        ii. A member of the CUSA Clubs Office.
        iii. 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 in the Executive Committee. 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. CCS will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
2. Students-at-large will have the opportunity to join the club before the start of voting.
3. Every voter has the right to cast their ballot in private.

4. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
5. Appeals, complaints, or conflict may be made to the Clubs Oversight Commission by way of emailing the Student Groups Administrator.
6. Timeline:
    a. Day 1 - Announcement of campaign timeline, membership registration deadline, voting period, and results announcement dates.
    b. Day 7 - Start of campaign
    c. Day 10 - Last day to buy voting memberships for the club
    d. Day 14 - End of campaign
    e. Day 15 - Start of voting
    f. Day 16 - End of voting
    g. Day 17 - Results announced
7. CCS will run a preferential-style election to elect 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

Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
    a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
    b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The

member bringing forward the complaint and the accused executive shall be given time to speak.

c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

5. Membership Impeachment:
    a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
    b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
    c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX
Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

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.