

Carleton University
Ottawa

Carleton Communications Society

Constitution



Article I

Name of the Organization

The Organization shall be known as the Carleton Communications Society and, herein, shall be referred to as the Organization.

Article II

Purpose of the Organization

CCS is a social and academic group of Communications Students at the Undergraduate level. Students in the group participate in fundraising initiatives, social activities, professional development workshops, and networking nights throughout the year.

Article III

Membership

General Membership

The General Membership shall be the Organization's legislative body and be composed of all 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.

Executive Membership

The Executive shall be the Administrative body of the Organization and shall be composed of members elected by the General Membership. The Executive group holds the responsibility of planning events and fundraisers. Membership in the Organization shall be valid from September through to April. If a member of the Organization violates the Organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article IV

Membership

There shall be one level of membership within the Organization. Aside from attending events, professional development workshops, and professor events, members can join the Mentorship Program or write for the Website Blog if they wish for CCR credit.

Membership in the Organization shall be valid from September to April.

If a member of the Organization violates the Organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Member

A general member of CCS attends regular meetings, events, and field trips. They show an interest in engaging in the communication community beyond the classroom.

Blogger

A CCS blogger is a communication student who has contributed to the CCS blog once per semester at a minimum. These blogs are approximately 200-1000 characters and pertain to communication. This volunteer position allows students to exercise written skills and share information with their peers.

Mentor

A mentor is a third or fourth-year student in communication who has met with a lower-year student a minimum of four times throughout the academic year to offer guidance and insight on the field, course selection, or career opportunities.

Mentee

A mentee is a first or second-year student in communication who has taken the initiative to seek guidance from an upper year. They meet at least four times per academic year to discuss the field, career opportunities or course selection.

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 the annual Networking Night, Prof Pub Night, Bake Sales, Field Trips and various presentations throughout the academic year. The President will host bi-weekly executive team meetings where the President will delegate tasks. 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. The Vice President is integral to the planning process of the annual Networking Night and works with the President on various events throughout the year. 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 Administration

The Vice President of Administration is responsible for liaising with the student association, taking bi-weekly meeting notes, and posting them for the executive team online. The Vice President of Administration also composes monthly newsletter content for general members and is responsible for maintaining the membership database. The average weekly time commitment can vary from 5-7 hours per week.

Vice President Finance

The Vice President of Finance is 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 Winter 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.

VP Internal

The Internal Communications Coordinator coordinates all communications among executive members within the Communication Undergraduate Student Society. This includes but is not limited to making polls about volunteer and meeting times, ensuring members are up to date on events and deadlines, and staying informed with meeting notes to facilitate good communication among members. The Internal Communications Coordinator will be the main point of contact for any executives confused about upcoming CCS events and/or opportunities and is responsible for resolving any conflicts that may arise among executives. They are also responsible for recording and organizing meetings and event attendance. Another primary responsibility is facilitating the

CCS Executive Retreat, which will take place in early October. This includes but is not limited to coordinating housing, food, transportation and executive participation. The average weekly time commitment can vary from 4-6 hours per week.

Mentorship Director

The Mentorship Director facilitates the mentorship program, which entails matching mentors with mentees, keeping tabs on their progress, and hosting meetup events. They are the single manager of maintaining excellence in the mentorship program and promoting student engagement. The average weekly time commitment can vary from 2-4 hours per week.

VP Communications

The Vice President of Communications is responsible for maintaining the CCS Facebook, Twitter, LinkedIn, and Instagram Social Media Pages throughout the year, using the Hootsuite application. 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. They are responsible for facilitating student submissions to the CCS blog. 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.

VP Community Outreach:

The Vice President of Community Outreach is responsible for reaching out to external organizations and companies. This includes planning and implementation of outreach strategies. They are responsible for creating sponsorship agreements and making CCS known within the surrounding community. This individual also facilitates relationships between CCS and external organizations. They develop ways to involve external organizations in CCS events and create our monthly newsletter.

VP Social Events Coordinator:

The Social Events Coordinator is responsible for cultivating and organizing events and activities which encourage a close bond with the members of the executive team. It is vital to have activities outside of the society roles to connect on a personal level and strengthen the communication and relationships between members of the executive team. The social events coordinator acts as a liaison which keeps members happy, uplifted and offers support to those in need in order to ensure the team is able to run successfully and efficiently. The roles and responsibilities of the Social Events Coordinator are to coordinate any outings that take place amongst CCS as well as checking in on the mental and physical wellbeing of members and their interactions with others. They are expected to coordinate times/ dates, as well as plan bonding activities for all executive members. Additionally, they are expected to check in with individual

members and their assigned tasks and report back to the President and Vice-President on a members' progress and deduce the best course of action to take in order to provide support to a struggling team member. The Social Events Coordinator is also expected to work with the VP of Special Events as a second in command, in any area they are needed. The expected hours per week range from 5-10 hours.

VP Creative Collaborator:

The Creative Collaborator works as a main point of assistance for each role. In this role, the Creative Collaborator will be responsible for assisting other team members with any tasks that require an extra hand. For example, if the VP of Communications feels overwhelmed with their tasks of social media posts and outreach, the Creative Collaborator will assist them in the development of the posts and new ideas needed. Additionally, the Creative Collaborator will be responsible for the completion of side projects that the President and Vice-President delegate to them. For example, the President and Vice-President hope to begin an introductory YouTube series for incoming COMS students as well as aiding the VP of Communications in the implementation of CCS accounts on various additional communications platforms. Assistance in this is an example of the work that will be expected of the creative collaborator during their term. The expected hours per week range from 5-10 hours.

International Student Representative

The International Student Representative is responsible for directly communicating student society events and updates to the students in their year of study and the broader International Student Community. They communicate with students by making class announcements and emails and sharing event information with their peers. They will act as a point of contact between society, the general members, and the international student community. 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.

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 are called via Facebook and email notification. The meetings are also advertised through the student representatives. All members and non-members are open to attending.

Article VII

Clubs Running Elections

- Clubs may elect or appoint a Succession Officer for their club to run elections. Ideally, this decision will be made in a consensus manner. This person should be any one (1) of the following:
 - A neutral party to all elections being held within the club
 - A member of the Clubs Oversight Committee
 - A member of the CUSA Clubs Office
 - A club member or an external student non-member
- Clubs will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- Students-at-large must have the opportunity to join the club after the announcement of a campaign, but should not be allowed to join during a voting period.
- A rough guide to how to set the dates would be as such:
 - Day 1 - Announcement of campaign, voting, and results announcement dates
 - Day 7 - Start of campaign
 - Day 10 - last day to buy voting memberships for the club
 - Day 14 - end of campaign
 - Day 15 - start of voting
 - Day 16 - end of voting
 - Day 17 - Results announced
- Only paid members, in the case of clubs with membership fees, may vote
- Paid members must be given notice of two (2) weeks for elections.
- Every voter has the right to cast their ballot in private
- During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
- Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator

Article VIII

Impeachment

Impeachment will occur if a student presents inappropriate behaviour during their time on the CCS board. These actions would be evaluated and carefully discussed by the head executives on the council. Grounds for impeachment will include inappropriate behaviour, misappropriation of funds, not fulfilling their executive duties, or misrepresenting CCS, Carleton University, or the Communications Program. Any member of the organization can bring forward a complaint to any executive. This complaint will be discussed by the executives at the next executive meeting.

A vote will take place among the general members with a simple majority indicating if the individual will be impeached.

Article IX

Dissolution of the Organization

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

Article X

Amendments to the Constitution

The presently serving executive council may make amendments to the Constitution. All executives are invited to vote on amendments. The three options in voting on an amendment are as follows: "in favour of," "not in favour of," and "abstain." 50% of executive support is needed to pass an amendment, and votes must be cast anonymously.

Article XI

Past Amendments

It has been amended that there will be two active Presidents in the 2015-16 academic year. The additional position of the President will compensate for the position of Vice-President.

It has been amended that starting this 2017 academic year, CCS will change its usual elections process in April to an application process that will begin in March.

Please see the old way of selecting executive positions below; the new way is in Article VII.

Elections

The current executive team holds elections at the end of the year. The executive positions are elected for the year and are only renewable from one academic year to the next pending re-election. At least two weeks of notice is given for election positions, dates, and regulations. Any CCS member is eligible to run for an executive position. To run for President or Vice President, the student must have sat on the executive team for a minimum of one academic year. Students must submit a formal application for an executive position and present their platform to the general membership. At that time, the CCS's broad membership base will vote. If an Executive position becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.