

**The Carleton Undergraduate
Economics Society (CUES)
Constitution**

Article I: Name of the Organization

The Organization shall be known as the “Carleton Undergraduate Economics Society” (“CUES”), and herein be referred to as “The Organization”.

Article II: Purpose of the Organization

The purpose of the Organization is to build a community within Carleton’s Department of Economics outside of the classroom. The Organization shall strive to represent the collective interest, promote the general welfare, and encourage social and intellectual interactions among Economics students at Carleton University.

Article III: Structure

The General Membership shall be the legislative body of the Organization and shall be composed of all members who do not hold a President, Vice President Internal, Vice President Finance, Vice President Events, or Vice President Social position. The General Members are eligible to run for executive positions.

The Executive Board shall be the Administrative body of the Organization and shall be composed of members elected by the General Membership. Executive Members are eligible to run for Executive positions in the following year.

The Senior Advisors shall be any member who has graduated from Carleton University and shall be members who act as support and mentorship for the current members of the organization. Senior Advisors are non-voting members and are ineligible to run for executive positions. Carleton University alumni have the opportunity to nominate potential candidates for the Senior Advisor position, nominations may be submitted through a formal application or via recommendations. Senior Advisor shall be selected unanimously by the Executive Board.

The Undergraduate Supervisor in the Department of Economics at Carleton University shall act as the faculty advisor to the Organization.

Article IV: Membership

There shall be 3 levels of membership within the Organization: General Membership, Executive Membership, and Senior Advisor.

General Members are members who make up the majority of the Organization and participate in events. They have the opportunity to vote at monthly meetings.

Executive Members are members who organize events, manage the society’s finances, manage the club’s email and social media, and are in contact with staff of the University. They have the opportunity to vote at monthly meetings.

Senior Advisors are members who are there to provide support, guidance, and answer questions related to the Economics program and/or its concentrations. Senior Advisors are there to help facilitate future networking and provide support for the executive team should they require it. They do not have the opportunity to vote at monthly meeting

Membership in the Organization shall be from September to August.

In the event that a member of the Organization violates the Organization's Constitution or any of CUSA's governing documents, 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.

Article V: Members and their Duties

President

The President is responsible for representing the organization to the Economics faculty, calling and running executive and general meetings, and approving memberships and co-curricular records. The President will also be responsible for creating a timeline to ensure tasks are completed on time, and delegating work among executive members. The average weekly time commitment varies.

Vice President Internal

The Vice President Internal is responsible for taking minutes during both executive and general meetings, taking attendance during events and being the liaison between the co-curricular record and general members, and helping other executives with tasks as needed. The average weekly time commitment varies.

Vice President Finance

The Vice President Finance is responsible for creating and managing the yearly budget, ensuring it is followed, and presenting it to CUSA. As well as managing the bank account, keeping records of expenses, filling out monthly account/report sheets, and organizing fundraising opportunities. The average weekly time commitment varies.

Vice President Events

The Vice President Events is responsible for organizing and hosting all events, booking event spaces for upcoming events, and creating RSVP forms for upcoming events. The average weekly time commitment varies.

Vice President Social

The Vice President Social is responsible for managing and posting on all social media accounts, monitoring the email, promoting events through social media, creating visuals, both

digital and poster prints, and responding to messages. The average weekly time commitment varies.

General Member

General Members are members who attend at least 3 general meetings and/or events over the course of the school year and who do not hold a President, Vice President Internal, Vice President Finance, Vice President Events, or Vice President Social position.

Article VI: Meetings

Executive Meetings

Executive meetings shall be open only to members of the Executive and the Faculty Advisor. Executive meetings shall be called by the President. Members of the Executive shall be notified, by way of electronic notice, of any Executive meeting at least one week in advance of such meeting, unless otherwise unanimously agreed upon by the Executives.

General Meetings

General meetings shall be open to general members, members of the Executive, and the Faculty Advisor. General meetings shall be called by the President. General members shall be notified, by way of electronic notice, of any general meeting at least one week in advance of such meeting.

Article VII: Leadership Succession

The Organization has chosen to run elections for its Leadership Succession. Candidates will nominate themselves by contacting the current active President and/or at the last general meeting before elections begin. The following are the steps necessary to be taken to run elections.

1. The Club will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Office may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club
 - ii. A member of the Clubs Oversight Committee
 - iii. A member of the CUSA Clubs Office
 - iv. A club member or an external student non-member
 - b. All efforts should be made for a Succession Office to be appointed on a consensus basis. When that is not possible, a recorded vote in a first past post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Office to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.

- d. Students-at-large will have the opportunity to join the club before the start of voting.
 - e. Members must be given notice two (2) weeks of voting start date.
 - f. Every voter has the right to cast their ballot in private.
 - g. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - h. Appeals, complaints, or conflict may be made to the Club Oversight Committee by way of emailing the Student Groups Administrator.
 - i. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 10 - Last day to buy voting memberships for the club
 - iv. Day 14 - End of campaign
 - v. Day 15 - Start of voting
 - vi. Day 16 - End of voting
 - vii. Day 17 - Results announced
2. **First Past the Post:** The Club will run a first past the post-style election to elect the executive positions of President, Vice President Finance, Vice President Events, and Vice President Social.
- 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. Results will be announced on social media by the current active Executive team.

A by-election shall be classed to fill the vacancy within one month of the seat becoming vacant.

Article VIII: Impeachment

Grounds for impeachment include any violation of the constitution, Carleton’s Rights and Responsibilities, and/or failure to fulfill executive duties, as well as any behaviour seen as inappropriate by the other Executive or the General members. These grounds shall qualify the issue to be brought up at a general meeting and be voted on by all General and Executive members present. A vote of 50% or more in favour of impeachment will result in the Executive being voted off. Once someone is voted off of the Executive board, they are not allowed to be involved as part of the Executive board in future years. However, these executives may appeal to the Clubs Oversight Commission if desired.

Article IX: Amendments

Amendments may be proposed at any general meeting. They must be voted on by the Organization before any changes are made, unless otherwise unanimously decided by the active Executive Board.

Article X: Dissolution

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