



CUSA Carleton Chess Club Constitution

Article I

Name of the Organization

The Organization shall be known as the Carleton Chess Club, and herein be referred to as "The Organization"

Article II

Purpose of the Organization

The organization shall work towards fostering a friendly community of chess players at Carleton

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

After October 24th, the Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership

Article IV

Membership

There shall be a single level of membership within the organization; General Membership

Membership in the organization shall be valid from September 1st to August 31st.

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

Executive

President

- Sets annual club goals and holds elections
- Delegates tasks to executives
- Holds official club records and administration
- Communicates and corresponds with club members and executives (facilitating and organizing individual *executive* meetings)

Vice President of Finance

- Applies for funding from CUSA each year with a presentation of Carleton Chess Club's
- Monitors budget and spending
- Keeps detailed financial records of club transactions

Vice President of Membership

- Upholds the legal and policy requirements of governing documents by CUSA, as well as enforcing internal club rules
- Upholds membership integrity and positive membership experience by monitoring the Carleton Chess Club complaint form and taking action on them if necessary
- Keeps a list of members with student numbers and emails, and keeps count of attendance at all Carleton Chess Club Events

Vice President of Events

- Books space for regular meetings and promotion across the university
- Collaborates and communicates with other organizations to hold chess events

Director of Social Media

- Runs all club social media to promote Carleton Chess Club to a large audience
- Assists the President and Vice President of Membership in recruiting and engaging with new members

Director of Public Relations

- Seeks out potential opportunities or sponsorships from large organizations that would benefit or promote Carleton Chess Club
- Assists in the organization of sending teams to national chess tournaments

Director of Club Property

- Purchases items on behalf of the club based on the directions of the President and Vice President of Finance (after a consensus has been reached by all executives for purchasing decisions)
- Monitors club assets and uses club funding for necessary equipment purchases

Article VI

Meetings

Meetings can be called by the President or any member of the executive and any meetings open to the general membership will be advertised in the Discord group.

Article VII

Leadership Succession

Elections

There will be a general election held October 18-24th after that, there will be an election in September every year. The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The executive will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer 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 Officer to be appointed on a consensus basis. 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. The Organization will work with the Succession Officer 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 of two (2) weeks of voting start date
 - f. Any club member can run for any position on the executive.
 - g. Club members who wish to run for executive positions must contact the Succession Officer to have their name put on the ballot.
 - h. Every voter has the right to cast their ballot in private
 - i. During counting, candidates may select an individual who is not a candidate to be present for counting and to scrutinise the process
 - j. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
 - k. 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

If a position on the executive becomes vacant or isn't filled after an election, the President will appoint a club member to fill the position.

2. The Clubs will run a ranked-choice-style election to elect executives to positions of the executive.
 - a. Candidates on the ballot shall be organized alphabetically by last name, with a blank row beside candidates names where sequential numbers can be placed to denote candidate preference, with "1" being first choice, "2" being second choice, and on.
 - b. Voters may cease ranking candidates at any point they wish
 - c. A final "no-confidence" option will be offered at the bottom of the ballot
 - d. Any ballot with a number in multiple boxes or multiple same numbers will only be counted until sequential order cannot be followed, and deemed "spoiled" at that point.
 - e. Counting of the votes
 - i. First round votes will be counted.
 - ii. If a candidates receives 50% +1 vote on the first round votes, they will be considered elected to the position
 - iii. If no candidate received 50% +1 vote on the first round vote, the candidate with the fewest votes will be eliminated and all votes preferencing that candidate as their first choice will tally second choice votes and add those totals to first round totals.
 - iv. The above process will be continued for as many rounds as necessary to arrive at a candidate receiving 50% +1 votes. That candidate will be considered elected to the position.

Article VIII

Impeachment

During a meeting of the executive, any executive can move to impeach another member of the executive. The executive will discuss and vote. If the motion to impeach is carried with more than 50% in favour, the member will be removed from their position and a by-election will be held to fill the position.

Article IX

Amendments

During a meeting of the executive, any executive can move to make amendments to the constitution. The executive will vote on the amendment, the amendment needs the support of more than 50% of the executive to be added to the constitution. The President has the right of veto over any 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