



Access Carleton: Disability Club
Constitution

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Article I: Name of Organization

The Organization shall be known as the Access Carleton: Disability Club, and hereinafter shall be referred to as Access Carleton: Disability Club or Access Carleton.

Article II: Purpose of Organization

The organization shall work towards:

- i) the inclusion and support of those with all types of disabilities at Carleton University.
- ii) There will be efforts to solve issues of inaccessibility and ableism at Carleton University, and amongst its students.
- iii) This organization will also work to increase allyship, accessibility and understanding between abled-bodied students and students with disabilities at Carleton University and its associated clubs and teams.

Article III: Structure

The structure of Access Carleton: Disability Club shall be as follows:

- i) The General Membership shall be the legislative body of the organization and shall be composed of all members.
- ii) The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership, except for the Presidency.

Article IV: Membership

Overview

- i) There shall be two levels of membership within the organization: general membership and executive membership.
- ii) There is a minimum of two events per semester that must be attended and a minimum of three general meetings, except for special circumstances (medical, grieving a loss, etc) for one to gain a Co-Curricular Record credit.

General Membership

- i) Any student who is currently attending Carleton University in undergraduate and graduate studies shall be able to become a member;
- ii) General members shall attend events and can request to hold workshops within the clubs with the permission of Executive Members. They can vote in any election, except for the Presidency.

iii) General Membership shall be valid as long as the requirements from Article IV ii) are fulfilled.

Executive Membership

i) Executive Members will be allowed to hold meetings, plan events, keep the budget and can vote in any election, including the Presidency.

ii) Membership in the organization shall be valid if elected each year. There is a minimum of three events per semester that must be attended and a minimum of three general meetings and four executives attended except for special circumstances (medical, grieving a loss, etc)

iii) Presidents have an Executive Member role, in order to keep the organization structure simple.

Violation of Constitution

In the event that 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 V: Executives

Presidency

i) If possible, there shall, at all times, be three co-presidents.

Each president will work closely with each Head or topic of the following:

- 1) Communications, Research, & Events
- 2) Administration & Finance
- 3) Outreach, Membership & Year Representatives

ii) The role of the presidency will entail the overseeing of all Executive Members, and ensuring timeliness within all events and meetings happening in the club. One in the presidency role shall attend the Fall and Winter Club Events to promote our club. A role within the executive team will be held along with the Presidency.

iii) The roles outlined in Article V i) are described as follows:

Communications

This role entails:

- i) updating the AC/DC social media, and
- ii) managing membership and posts on platforms that are used: Instagram, Facebook, Discord, etcetera.

Public Outreach - Internal

This role entails:

- i) sending emails notifying members of events and meetings coming up,
- ii) and outreach to other clubs and teams at Carleton University.

Public Outreach - External

This role entails:

- i) outreach to teams, clubs and organizations beyond Carleton University
- ii) establish relationships and partner with said teams, clubs and organizations

Finance

This role entails:

- i) keeping a budget for the financial needs of the club
- ii) tracking the funds and fundraising for ACDC

Membership

This role entails:

- i) the recruitment of members for AC/DC and,
- ii) engagement with the members to aid them as they join the club.

Administration

This role entails:

- i) the keeping of minutes during meetings
- ii) the creation of an agenda for all goings-on in AC/DC so members are updated and the club has organized events and meetings scheduled.
- iii) keeping of a calendar

Research

The role entails:

- i) research into all events, social media posts, and others to ensure complete fairness and truthfulness of the information presented by the ACDC.
- ii) The promotion of new and familiar resources for accessibility

Year Representatives

The representatives from Years 1 to 4 will take concerns, issues, and suggestions from people in their year standing, whether a General Member or not, and will update the Club when there is a specific issue within the year of standing.

Committees

Committees will be formed if:

i) If an Executive Member asks the Co-Presidents for General Members to form a team to aid them with their position by the end of September.

The process is as follows:

i) applications will open on October 1st and close on October 15th.

ii) Approved applicants will be informed of their acceptance into the committee they applied for on October 20th.

iii) Committee membership will be valid from October 20th to the next executive election called in April.

Article VI: Code of Conduct

Executive Members may report any transgressions that may break the code of conduct but are not explicitly stated within said conduct to the current Presidents if needed.

General Members

The code of conduct for General Members is as follows:

- 1) No discrimination of any kind.
- 2) There shall be no cheating of any kind on social media platforms.
- 3) There shall be no exclusion.
- 4) This is by no means an exhaustive list.

Executive Members

The code of conduct for Executive Members is as follows:

- 1) No discrimination of any kind.
- 2) Timely responses to questions and suggestions from other members.
- 3) Complete transparency throughout their time as executive Members.
- 4) There shall be no slander or libel during election time, nor thereafter.
- 5) This is by no means an exhaustive list.

Article VII: Meetings

General Meetings

i) General meetings shall be called at the beginning of each month.

ii) All General and Executive members are expected to attend (except for special circumstances).

iii) These meetings shall be called online by social media posts and email reminders.

iv) All general meetings will be public for anyone to join if they please.

v) There will be a public notice a week before meetings are called

Executive Meetings

i) There shall be executive meetings called biweekly and

ii) these meetings shall only include Executive Members with the exception of special guests.

iii) Executive Meetings will be private, again with the exception of special guests.

iv) There will be a public notice of a week before meetings are called.

Article VIII: Elections

Calling the Election

i) One may hold an Executive Position for one year maximum, but can continue if re-elected the next year. Both general and executive members of Access Carleton are eligible to vote for the incoming executive team.

ii) There shall be a month notice for those wanting to run for Executive Membership.

iii) Elections will be called each year by the end of April.

Campaigning

i) There shall be two weeks of campaigning beginning at the call of the general election.

ii) Campaigning shall include one speech and social media posts. There is not to be any debates.

iii) Those eligible to run are Executive Members running again and active General Members.

iv) There shall be no slander or libel amongst the candidates for nomination and election.

v) There shall be no monetary value spent by one campaigning for Executive Membership.

Nomination

The nomination will occur as follows:

- i) One may nominate another or may self-nominate if they wish.

- ii) If only one person has been nominated for a position, that person will automatically gain the Executive Member status for which they have been nominated for.

Voting

- i) Voting will take place exactly two weeks after elections are called to begin, and

- ii) voting will take place online in the form of a poll to ensure privacy and efficiency.

- iii) Members are only to vote once for each position.

Eligibility

Those eligible to run for Executive Membership include:

- i) Previous and Active Executive Members

- ii) Active General Members

Those eligible to run for president include:

- i) Newly elected Executive Members, that is if one has been elected, they then can run for president after their Executive run and victory.

- ii) Active members are eligible to run for Executive Positions in April. The first week of May, the presidential election is called for elected Executives, and three shall be voted in using majority votes.

Vacancy

i) If one of the Executive positions becomes vacant, a by-election shall be called within two months of the seat becoming vacant.

Article IX: Impeachment

Notice of Impeachment

- i) There is a two week notice needed to tell the Executive Member that there may be impeachment.

- ii) The impeachment will only occur if 75% of general and executive members vote to impeach.

iii) Everyone who has filled out the membership form is allowed to vote in an impeachment.

Article X: Amendments

Annual Amendments

A relook at the Constitution and updating amendments will be scheduled each year in August.

Emergency Amendments

There may be emergency amendments made throughout the academic year if:

- i) If there is a majority vote over 50% of club members, or
- ii) there is a serious issue needing to be solved in a timely manner

Article XI: Dissolution of the Organization

The dissolution of ACDC will occur when, and if:

- i) two out of three presidents call for dissolution, or
- ii) over 50% of general and executive members respectively call for dissolution for any reason

Upon dissolution of the Organization:

- i) all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Holland Bloorview Foundation.