

Hillel Ottawa at Carleton University Constitution

Article 1- Name

The Club's official name will be "Hillel Ottawa". No other name shall be used in the advertisement or representation of the club.

Article 2- Club Mandate

To enhance the Jewish cultural, religious and social experiences of all students through education, programming and representation, in a welcoming environment. To facilitate students in making an ensuring commitment to Jewish life, commemorating Jewish History, learning and Israel.

Article 3- Membership

1. All the members of the club are registered students at Carleton University
2. All executive board members of the club are registered Carleton University students.

Article 4- Executive

3. The Executive Board shall consist of the following:
 - i) President
 - ii) Vice President- Finance
 - iii) VicePresident- Social
 - iii) Vice-President- Engagement
- x. Communications
 - a. Amending the Structure
 - i) The adding of positions to Subsections A(i) , A(ii), orA(iii) above must be approved by 3/4 of the Executive Board present and voting
 - ii) The removal of positions from Subsections A(i), A(ii) or A(iii) above must be approved by 3/4 of the Executive Board present and voting
 - iii) Amendments to the constitution must win a 3/4 majority vote of the Executive members present.

Article 5- Responsibilities of the Executive

6) The President shall:

- a) Be the chief spokesperson for Hillel Ottawa
- b) Have previously served at least one full-term on the Executive Board
- c) Oversee the other Executive members in their duties
- d) Attend all meetings of the Executive Board

7) The Vice President-Finance shall:

- a) Supervise and responsible for all of the finances of Hillel Ottawa
- b) Act in accordance with campus club established guidelines for all club finances
- c) Have signing authority for the club
- d) Attend all meetings of the Executive Board

8) Vice President- Social shall:

- a) Oversee the implementation of an effective communications and promotions program
- b) Be responsible for communicating all events, programs and issues to the Membership via e-mail
- c) Be responsible for writing and submission of press releases and articles to campus and community newspapers regarding big events
- d) Attend all meetings of the Executive board

9) Vice President- Engagement shall:

- a) Facilitate outreach efforts
- b) Meet with and welcome new members
- c) Support and assist with planning and advertising events
- d) Attend all meetings of the Executive board

Article 6- Meetings

Executive Board Meetings

Executive Board Meetings shall:

- a) be chaired by an Executive Member to be collectively determined by the Executive Board be held on a monthly basis, unless otherwise specified by the President
- b) Host at least one annual general meeting (AGM) to be attended by the Executive officers, and any guest as approved by the Executive Board Members

- c) be open to all members of Hillel Ottawa
- d) be promoted to the entire membership at least 2 weeks in advance
- e) serve as a forum to discuss issues of substantial importance that are applicable to the entire membership
- f) vote on the incoming Executive Board
- g) be attended by all members of the Executive Board
- h) be held after March 1 and no later than April 15

Article 7- Elections

All Officers may attain office only through one of the following methods:

2. Elections

Elections may only occur at an AGM.

- a) In order for the results of an election to be deemed official, there must be quorum present and voting
- b) Elections are to be overseen by one Returning Officer who is to be a noncandidate and outgoing member of the Executive; they shall be assigned at an Executive meeting prior to the AGM
- c) All elections are secret ballot
- d) In order to be a candidate in elections, individuals must have been members of Hillel Ottawa for at least 14 days prior to elections
- e) In order to vote in elections, individuals must have been members of Hillel Ottawa for at least 5 days prior to elections
- f) Candidates for elections must submit, in writing, their intent to run in elections no less than 48 hours prior to the AGM; this letter of intent may include no more than one position
- g) The winner shall be the individual who tallies the highest number of votes; in case of a tie, Hillel Ottawa shall hold a run-off election.
- h) Elections for the executive shall take place in March of each year 2. The length of the mandate of executive members is from May 1st to April 30th of the following year.
- i) The executive positions shall be open to members of the club who are students at Carleton University.
- j) Candidates also have the opportunity to submit a platform for the position, which shall be circulated to club members prior to the vote. In the event that there is nobody contesting any one of the executive positions in advance of the vote, interested persons may indicate their interest in the position at the elections meeting.
- k) During the election, each club member shall have one (1) vote for each executive position. This vote shall be secret.

Article 8- Amendments

Any member can propose an amendment to the constitution. This amendment shall be presented at the general meeting at the beginning of each semester. A vote shall take place with the general membership to adopt the new amendment. A simple majority shall be required to adopt the new amendment.

Amendments to the constitution must win a two-thirds majority vote of the present members; and an amendment to the constitution must follow procedures outlined by the CUSA Clubs Committee.

Article 9- Impeachment

Any member of the club who commits an act negatively affecting the interests of the club and its members may be given notice of impeachment;

Grounds for impeachment include any violation of the constitution, Carleton's Rights and Responsibilities, and/or failure to fulfill executive duties. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive shall host a meeting with the general membership. At this meeting, the complaint shall be reviewed. A vote for impeachment with the general membership shall be conducted. A simple majority is required to impeach the member.

The impeached individual shall have the right to defend her actions; and,

A two-thirds (2/3) majority vote of member's present shall result in the removal of the impeached individual from the club and the loss of any privileges associated with the club.

Article 10- Finances

- b) The executive board will set a membership fee annually.

Article 11- Refund Policy

- b) Initiating a refund policy for club members which is to include the following format and minimum standard:
 - a) A member may apply to her club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:
 - b) There has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club.

- c) A member may only apply to her club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances.
- d) Extenuating circumstances include, but are not limited to: Serious organisational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and, any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.
- e) Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.

Article 12- Agency Clause

- 1) The Hillel Ottawa club is not an agent of the Carleton University Student Association and its views and actions do not represent those of the CUSA.

Article 13- Dissolution Clause

- 1) Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be used to pay any outstanding debts to CUSA, Carleton University, and reimburse Hillel Ottawa Executive board members and club members who purchased club materials with personal funds and have not been reimbursed.