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Preparing a Constitution

The following is a template that will help you better organize your constitution. Certain elements of this template can be changed to better suit the specifics of your Club. Please keep in mind that your constitution must comply with the CUSA Constitution, ByLaws, and Policies as well as the Clubs Oversight Committee Procedures. If you require assistance or have questions, contact the CUSA Clubs Office at clubs@cusaonline.ca.

Article I

Name of the Organization

The Organization shall be known as the Campus Rush, and herein be referred to as "Campus Rush"

Article II

Purpose of the Organization

The organization shall work towards
Purpose of the Organization

The primary purpose of our organization, Campus Rush, is to foster a welcoming and inclusive community on campus, centered around our shared Christian faith. Our organization shall work diligently towards the following mandate, mission, and goals:

1. **Mandate:** Campus Rush is dedicated to creating a supportive and nurturing environment for students from diverse denominations and cultural backgrounds. We seek to be a place where individuals can grow spiritually, engage in meaningful discussions, and cultivate lasting friendships.
2. **Mission:** Our mission is to provide opportunities for students to deepen their relationship with God and strengthen their Christian faith. We aim to accomplish this through a variety of activities, events, and initiatives that encourage personal growth, community engagement, and the integration of faith with academics and daily life.
3. **Vision:** Our vision is to be a vibrant and influential Christian community on campus, known for our spirit of love, compassion, and service. We aspire to be a place where students can find solace, encouragement, and inspiration, while also impacting the broader university community through acts of kindness and outreach.
4. **Goals:**
 - **Spiritual Growth:** We strive to create an environment that nurtures and supports students' spiritual growth. Through regular worship gatherings, prayer meetings, and Bible study sessions, we aim to deepen our understanding of God's word and strengthen our faith.

- **Inclusivity and Diversity:** Our organization seeks to embrace and celebrate diversity within the Christian faith. We are committed to fostering an inclusive space where students from different backgrounds can find a sense of belonging and acceptance.
- **Personal Development:** Campus Rush is dedicated to supporting the holistic development of our members. We aim to equip students with leadership skills, encourage emotional well-being, and provide resources for personal growth and self-discovery.
- **Community Service:** We believe in the transformative power of service and outreach. Campus Rush will actively engage in community service projects and charity initiatives, making a positive impact both within the campus and the local community.
- **Faith Integration in Academics:** We aim to encourage students to view their academic pursuits through the lens of Christian values and principles. Through discussions and study groups, we seek to explore how faith can enrich our understanding of various academic disciplines.

By adhering to these guiding principles, Campus Rush envisions creating a meaningful and lasting impact on the lives of students, as well as contributing to a more compassionate and caring campus community.

Article III Structure

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

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 one level of membership within the organization. (General membership)

Membership in the organization shall be valid 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

Executive

President: The President is the head of the club and is responsible for overall leadership and decision-making. They set the club's direction, preside over meetings. The President ensures that the club's goals are met and provides guidance to the executive team.

Vice President: The Vice President may step in for the President when necessary. The Vice President may have specific responsibilities, such as event planning, note taking and membership management. Their role is to help the club achieve its objectives and ensure its smooth operation.

Finance: The Finance executive is responsible for managing the club's finances. This includes creating and maintaining a budget, tracking income and expenses, and ensuring that the club operates within its allocated budget.

Article VI

Meetings

Meeting Procedures

Calling Meetings: Meetings of Campus Rush can be called by any of the following:

1. **The President**: The club's President has the authority to call regular, special, or emergency meetings.
2. **The Vice President**: The club's President has the authority to call regular, special, or emergency meetings.
3. **The Executive Board**: A majority decision of the Executive Board can call for a meeting.
4. **Club Members**: A member assigned by the president can book a meeting. President must inform CUSA prior to the meeting.

Public Notice and Advertising: To ensure transparency and inclusivity, Campus Rush follows these guidelines for public notice and advertising of meetings:

1. **Public Notice**: Notice of any regular, special, or emergency meeting shall be provided to all club members in writing/posters or through electronic communication (e.g., email, social media) within a reasonable timeframe before the scheduled meeting.
2. **Public Advertising**: In addition to notifying club members, Campus Rush shall publicly advertise the meeting's date, time, and location through official club channels (e.g., website, social media platforms). This public advertising is done to encourage participation and engagement from all interested individuals within the campus community.

Article VII

Leadership Succession

Consensus-Based Leadership Succession Process

Length of Executive Positions:

The term for each Executive Member of Campus Rush shall be one academic year from the date of their selection or appointment. Executive Members may be eligible for re-selection or reappointment for successive terms, subject to the club's leadership succession procedures.

Leadership Succession Timeline:

The leadership succession process, including the consensus-based approach, shall be initiated on the last month of the academic year.

Notice and Eligibility:

Prior to the leadership succession process, eligible club members will be given a notice period of three weeks regarding the commencement of the process. All members are eligible to be considered for an Executive position.

Consensus-Based Selection:

Campus Rush has chosen to adopt a consensus-based approach for selecting Executive Members. The following steps outline the process:

Notification and Participation: All club members will be informed two weeks prior to the meeting to attempt to decide the future leadership of the club in a consensus-based manner. The meeting location will be specified, with virtual options available for those unable to attend in person.

Consensus Building: The club membership will work collaboratively across multiple meetings to reach a consensus on the selection of Executive Members. Discussions will involve assessing skills, experience, and alignment with the club's mission.

Successful Consensus: If a successful consensus is reached during the discussions, the members shall also designate a member to inform and email the Student Groups Administrator with the report and meeting minutes Student Groups Administrator about the agreed-upon selection.

Unsuccessful Consensus: In the event that consensus cannot be achieved through discussions, the outgoing club president shall inform the Student Groups Administrator. The group will then have the option to pursue an election process or request permission to implement an application and interview process for Executive positions.

Vacant Executive Position:

In case an Executive position becomes vacant due to resignation, removal, or other reasons, Campus Rush shall take necessary steps to fill the vacancy through the consensus-based approach within one to two months of the position becoming vacant.

By adhering to this consensus-based leadership succession process, Campus Rush aims to ensure an inclusive, collaborative, and transparent approach to selecting its Executive Members, maintaining the organization's stability and effectiveness.

Elections

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 Club 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. [Only paid members may vote][Clubs without membership fees do not need to include this clause]
 - f. Paid member must be given notice of two (2) weeks of voting start date
 - g. Every voter has the right to cast their ballot in private
 - h. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
 - i. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
 - j. [proposal only, you can edit to fit your club] 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. [Option 1 - 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, Secretary.
- 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
3. [Option 2 - Ranked Choice] The Clubs will run a ranked-choice-style election to elect executives to positions of President, Vice President, Finance, Secretary.
- 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.

Application & Interview

The Organization has chosen to run an Application & Interview process for its Leadership Succession. The following are the steps necessary to facilitate an Application & Interview process.

1. The Club President shall request the right to run an Application and Interview selection process for President, Vice President, Finance, Secretary positions from the Student Groups Administrator or designate
2. The President, Vice President, Finance, Secretary positions will be posted to the CUSA Clubs or CUSA website to solicit applications
3. The posting will be up for at least two weeks
4. At the conclusion of two weeks, the Student Groups Administrator or designate, at the request of the Club President, will collect applications and ensure they are saved into similar formats in a Google Drive, and will facilitate a meeting with the outgoing club leadership who is not applying to the position to shortlist the candidates.
5. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least one neutral member of the club, the outgoing executive officer for the position being interviewed, and a member of the Clubs Oversight Committee.
6. Questions should be topical and situational where possible and taken from a question bank available from the Student Groups Administrator.
7. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position.
8. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Committee
9. Once a candidate has been selected, the Interview Panel will designate a member to inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel

Consensus Based

The Organization has chosen to run a Consensus Based process for its Leadership Succession. The following are the steps necessary to facilitate a Consensus Based process.

1. All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club in a consensus fashion and of a meeting location, with virtual options available for those unable to attend in person
2. The club membership may work towards consensus across multiple meetings
3. If successful, the members shall also designate a member to inform the Student Groups Administrator

4. If unsuccessful, the outgoing club president shall inform the Student Groups Administrator that the group will either pursue an election or ask for permission to have an application and interview process.

Article VIII

Impeachment

Impeachment Process for Executive Members

The impeachment process in Campus Rush is designed to address situations where an Executive Member's conduct or actions are deemed to be detrimental to the organization's values, mission, and objectives. The process allows for fair and transparent evaluation, ensuring that any decision to remove an Executive Member from office is made with careful consideration.

Grounds for Impeachment: Impeachment proceedings may be initiated against an Executive Member in the event of any of the following:

1. **Misconduct:** If an Executive Member engages in any form of misconduct, including but not limited to, violating the organization's code of conduct, acting dishonestly, or engaging in actions that undermine the integrity of Campus Rush.
2. **Negligence of Duties:** Failure to fulfill the responsibilities and duties assigned to the Executive Member as outlined in the club's constitution or agreed-upon expectations.
3. **Conflict of Interest:** If an Executive Member is found to have a conflict of interest that significantly compromises their ability to act in the best interest of the organization.
4. **Breach of Confidentiality:** Unauthorized disclosure of confidential information pertaining to the organization, its members, or any sensitive matters.

Initiating Impeachment Proceedings: To initiate the impeachment process, any club member or executive can submit a written complaint to the club's Executive Board. The complaint should outline the specific allegations and evidence supporting the need for impeachment. A minimum of 14 days' notice is required before proceeding with the impeachment attempt.

Impeachment Vote: Upon receiving a formal complaint, the Executive Board shall conduct an investigation to evaluate the validity of the allegations. If, after the investigation, the Board deems the complaints to be substantial, a vote for impeachment shall be scheduled.

1. **Voting Eligibility:** All club executives, excluding the Executive Member in question, are eligible to vote on the impeachment matter.
2. **Voting Quorum:** To proceed with the impeachment vote, a minimum of 100% of club executives must be present.

3. **Voting Threshold:** The impeachment vote will be decided by a 50% majority vote. If the vote results in favor of impeachment, the Executive Member shall be immediately removed from their position.

Article IX

Amendments

Amendments to the Organization's Constitution

As our organization, Campus Rush, continues to evolve and grow, it may become necessary to make changes to our constitution to reflect new goals, address emerging needs, or enhance the functioning of the club. The process for making amendments to our constitution is outlined below:

Proposal of Amendments: Any club member or executive can propose an amendment to the constitution. The proposed amendment should be submitted in writing to the Executive Board, detailing the specific changes and the reasons for the proposed amendment.

Review and Evaluation: The Executive Board shall review the proposed amendment to ensure that it aligns with the club's mission, values, and objectives. They may seek legal or organizational advice, if necessary, to ensure compliance with relevant regulations or bylaws.

Voting Process: Following the amendment meeting, a formal vote on the proposed amendment shall take place. The voting process will adhere to the following guidelines:

1. **Voting Eligibility:** All club Executive Board members are eligible to vote on the proposed amendment.
2. **Voting Quorum:** To proceed with the amendment vote, a minimum of 100% of eligible club members must be present.
3. **Voting Threshold:** The proposed amendment will be adopted if it receives a 50% majority vote.

CUSA Consultation: Once the Executive Board approves the proposed amendment, it will be presented to CUSA.

Implementation of Approved Amendments: If the proposed amendment is approved by the required majority, it will be incorporated into the constitution promptly.

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 CUSA.