



Landscape Lab Constitution

Article I

Name of the Organization

The Organization shall be known as *Landscape Lab*, and herein be referred to as “The Organization”

Article II

Purpose of The Organization

Landscape Lab is a student-run green initiative consisting of architecture students from Carleton’s Azrieli School of Architecture and Urbanism that also welcomes students from across the university. Landscape Lab aims to work with and learn from related disciplines to promote green and sustainable design. Landscape Lab’s goals are:

1. To promote an interdisciplinary approach to environmental design
2. To create projects that allow students to explore ecological design in a sustainable and collaborative way
3. To bring awareness to the discipline of landscape architecture as a separate but vital field in architecture and design, as well as other related environmental fields.

Article III

Structure

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

The Executives 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 2 levels of membership within the organization:

1. General membership
2. Participating membership

Membership in the organization shall be valid from September to August. Landscape Labs General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.

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

1. President - In charge of all main organization matters, overseeing other executives and members, coming up with main ideas and initiatives, and other managerial tasks.
2. VP Finance - In charge of event budgets, project budgets, keeping track of cash flow.
3. VP Social Media and Advertising (up to 3 members) - In charge of creating and disseminating social media posts, event and project posters.
4. VP Community Outreach - In charge of spreading the word outside the architecture school, reaching out to sponsors and the public, bringing in speakers.

Article VI

Meetings

Meetings are held once a week, or once every two weeks, depending on the needs of the club and as decided by the President and Executive members. Notice for meetings are sent out via email to a list of members who registered to be part of the email list. Notice is also posted on the instagram account, via story or feed post. Notice should be provided one week in advance of the meeting. Meetings are open to all.

Article VII

Leadership Succession

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 executives 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 in the Executive Committee. 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. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. 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. The Club will run a first past the post-style election to elect the executive positions of [insert executive positions]
 - 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. If an Executive position becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.

Article VIII

Impeachment

Executive Impeachment

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, negligence in the role, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Member Impeachment

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, Carleton's Rights and Responsibilities, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX

Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

Article X

Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA, and assets gained through the Azrieli School of Architecture and Urbanism shall be returned to the Azrieli School of Architecture and Urbanism, and all other assets shall be given to a relevant charity as voted on by most recent co-presidents of the Organization.