

Constitution for the Carleton High Tea Society.



The Carleton High Tea Society.

Article I.

Name of the Organisation.

The organisation shall be known as the Carleton High Tea Society, and herein be referred to as “The Carleton High Tea Society”.

Article II.

Purpose of the Organisation.

The organisation shall work towards fostering a community where we can exchange cultural traditions and regimens with tea and hors d’œuvres. This society will create a space for people to meet others and create new long-lasting friendships with like-minded people.

Article III.

Structure.

The General Membership (guests) shall be the legislative body of the Organisation and shall be composed of all members.

The Executive shall be the administrative body of the Organisation and shall be composed of members elected by the guests, Maître’d’s, and executive members (Chief/Master Maître’d’s).

Article IV.

Membership.

There shall be 3 levels of membership within the Organisation.

1. Chief Maître’d/Master Maître’d (Executive Members)
 - a. Elected through leadership succession program and merit review board.
2. Volunteer Staff (Maître’d)
 - a. Chosen volunteer staff to aide in Event operations and service.
3. General Members (Guest)
 - a. General member, \$5 term membership fee. Volunteers for events will be selected from general members.

Membership in the Organisation shall be valid from the **Beginning of September to Middle of April.**

If a guest violates the Organisation’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.

Executive Membership (Chief/Master Maître'd) include:

1. Chief Maître'd:
 - a. President/CEO of the CHTS, works alongside Master Maître'd's.
 - i. Same responsibility as Master Maître'd, regarding workload.
 - b. Fully ceremonial role.
 - c. MC for Events.
 - d. Branding Designer for the Society.
2. Master Maître'd:
 - a. Managing Staff, managing the guests, booking rooms,
 - b. Administration, Attendance, Recipes, Front-of-House operations.
 - c. Finances, food logistics (phase 3), Back-of-House operations.

Article VI. Meetings.

Meeting Classifications:

1. Emergency.
 - a. Called by the University, CUSA, or any Executive Members.
 - b. Emergencies include: Public health, Security, Violations, Questionings, and others that may arise.
 - c. At least one executive member will be attending an emergency meeting.
2. Planning.
 - a. Called by one of Executive members (Chief/Master Maître'd)
 - b. All members are invited.
 - c. Two or more executive members attending.
 - d. To discuss future Event Receptions, Planning meetings, logistics, and scheduling.
3. Event Reception.
 - a. Called by Executive member(s)
 - b. Planned by Executive and General members.
 - c. Anyone who has RSVPed may attend.
 - d. Advertised by Invitation card, social media, paper posters.

Article VII.

Leadership Succession.

All executive roles will go through a leadership succession (outlined in Elections) each year. The merit review (outlined in Merit Review Board) board process will be done as an "election event" where the general membership is able to watch the event take place. Merit review board doesn't serve as a barrier of entry- but serves its purpose for letting members know who is knowledgeable about club operations.

Merit Review Board.

Executive members along with CUSA representatives shall be placed into a position of power through these 4 steps.

1. General Members and/or current Executive member(s) shall apply to a role.
2. They will be forgoing a merit review board process. The board includes CUSA representatives and current executives who are not running for elections.
 - a. Criteria of merit review board include.
 - i. Active member/attendance (10)
 - ii. Leadership (5)
 - iii. CV (5)
 - iv. At least 3-4 months of experience with the club (5)
 - v. General interview questions.
 - vi. Theory questions on manners and cultural teatime traditions (10)
 - vii. Good standing academically. (10)
3. The merit review board is not a hurdle in election process and will complement the overall election process (for example if there is a tie between two or more candidates).

For Maître'd roles.

1. Recommended by Chief/Master Maître'd for a role. (Late February)
 - a. Unless no one has been chosen by Executives.
2. Member shall apply to a role.
3. They will be forgoing a merit review board process.
 - a. Criteria include.
 - i. Active member/attendance (10)
 - ii. Leadership (5)
 - iii. CV (5)
 - iv. At least 3-4 months of experience with the club (10)
 - v. Theory questions on manners and cultural teatime traditions (10)
 - vi. Good standing academically. (10)
4. Once the member has passed the merit review board 35/50 minimum points, they will be accepted as a Maître'd

If an executive position may be vacant:

1. The executive member shall give a notice on the 1st of January of every year.
2. The executive member shall make an announcement at the next reception.
3. The executive member shall make note of possible candidates.

Elections.

The Organisation has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. A Chief/Master Maître'd and CUSA will appoint a Succession Officer to run elections for the Club.
 1. A Succession Officer may be anyone (1) of the following individuals:
 1. A member of the Clubs Oversight Committee
 2. A member of the CUSA Clubs Office
 3. A club member approved by all executive members.
 2. 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.
 3. The Organisation will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 4. Students-at-large will have the opportunity to join the club before the start of voting.
 1. All guests may vote.
 5. Every voter has the right to cast their ballot in private.
 6. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 1. After approval of outgoing executives and CUSA.
 7. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

Timeline of Elections.

Day 1 - Announcement of campaign, voting, and results announcement dates. – called by Master Maître'd(s), Chief Maître'd.

Day 7 - Start of campaign.

Day 10 - last day to register for voting.

Day 14 - end of campaign.

Day 15 - start of voting.

Day 16 - end of voting.

Day 17 - Results announced.

2. The Society will run a ranked choice to elect the executive positions of Master Maître'd, and Chief Maître'd, after applications and review boards are complete.
 - a. 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. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.
 - d. Results will be calculated by the mean.
 - i. Adding all candidate's ranking, divided by number of ballots.
 - ii. Candidate with the closest decimal to 1 will win the election.
 - e. If there are any ties, all executive members (3 members) will break the tie and choose the candidate of choice.

Article VIII. Impeachment.

Any executive can call the meeting in case the Chief Executive President was called for impeachment. Grounds for impeachment are included below . 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, and the complainant / respondent will have an opportunity to speak. A vote for impeachment with the general membership will be conducted. A simple majority will be needed to impeach the member.

1. Attempted/been convicted of criminal activity
2. Deserting of meetings, activities, receptions, or any CHTS rendezvous without 4 hour notice
3. 5 or more absences of meetings, activities, receptions, or any CHTS rendezvous without notice
4. A GPA lower than 6.0/12 (50%)
5. Any complaint of harassment, unprofessionalism (outside of private meetings, to an extent, in planning meetings, profanity is allowed)
6. Lack of leadership (as evaluated by all guests of honour, fellow executive members)
7. Has been named unfit by the Chief/Master Maître'd.
8. Has been deemed a "nuisance" by more than 10 guests.

Article IX. Amendments.

Amendments will occur only if:

- a. A way-of-operations/implementation amendment.
 1. Any member has an idea brought up through chain-of-command.
 2. The Chief Maître'd is intrigued and finds it compelling.
 3. A proper proposal is requested.
 4. A proper proposal is presented to the executive members and guests of honour, If a majority vote is positive, an amendment will be passed.
- a. A legal/emergency amendment.
 1. There has been a recent impeachment or significant negative event.
 2. An emergency meeting is called by the Chief Maître'd or highest-ranking executive member in the society.
 3. A draft of the amendment is made.
 4. If a majority vote is positive, an amendment will be passed.

Article X. Dissolution.

Upon dissolution of the Organisation, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the 640 Cameron Highlanders of Ottawa Army Cadet Corps.

The outgoing Maître'd's and executive members who have chosen to dissolve the society must make an estate sale of all physical assets acquired. All profits will go to CUSA and 640 CHofO

RCACC. The dissolution process will commence if one or more of the following situation(s) appears.

1. There is less than 12 active members per session for more than 3 sessions in-a-row.
1. Lack-of-interest in leadership, as well as succession.
2. Difficulty of management has become too overwhelming for more than 3 executive members, and no succession could be found.

If this process commences,

1. An emergency meeting is called by the Chief Maître'd or highest-ranking executive member in the society.
2. A plan of the dissolution and letter of apology is made for the guests, and CUSA.
3. If a majority vote is positive, a dissolution will commence.

Article XI.

Future Growth of Society.

Outlined are the three phases of the growth of this society. Phase three is the final and goal/vision for this society.

Phase 1.

- 20+ Members.
- Bring your own teacups, tea, and hors d'œuvres to share.
- Free memberships
- Booking of 25+ capacity rooms
- Growing of community.

Phase 2.

- 50+ Members.
- Bring your own teacups, tea. hors d'œuvres provided via funding.
- Guest-of-honour membership available for purchase
- Funding from CUSA, Outside non-profits
- Instagram, website, diverse social media.
- Higher arrange of special guests, and public figure appearances.
- Guest membership fees: (\$5 per term)
- Guest of Honour membership fees: (\$30 per term)
- Goal: By September 2024

Phase 3.

- 100+ Members.
- Develop a reputation as an elite society at Carleton.
- Invest in fine China, silverware, tablecloths.
- Funding will allow us to provide tea, hors d'œuvres by Aramark (or equivalent caterer) and sourced by the CFO/Master Maître'd.
- Guest membership fees: (\$20 per term)
- Guest of Honour membership fees: (\$50 per term)
- Planned elaborate annual Gala (black tie event) with red carpet, live jazz band, performances/skits, celebrity appearances, members of the legion, and Aramark

catering. (with additional fee, as this would be an extravagant affair.). There will be an arts display, silent auction, and candlelit dinner, at Richcraft hall.

- Non-member price: \$100
- Guest-member price: \$50
- Guest-member with +1 price: \$75
- Guest of Honour price: \$25
- Guest of Honour with +1 price: \$40
- High tea would occur at a highly-desired location with an abundance of lighting, and accommodation for such vision.
- Maître'd staff of 5, butler staff of 2 (hired)
- Annual spring garden party with outdoor seating, elaborate table set and tea.
- Goal: By September 2026.

Signed by order and behalf of all executive members and maître'd's,



Santiago Bélanger,
Chief Maître'd, founding member of The Carleton High Tea Society, 2023-2024.

The 11th of October 2023.

Edited on the 7th of March, 2024.

Bibliography.

Carleton University Student's Association. (n.d.). The CUSA Constitution Template. *CUSA* (pp. 2-6). Ottawa: Carleton University.