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## **Article I**

### **Name of the Organization**

The Organization shall be known as the Alice Wilson Palaeontology Society, and herein be referred to as “The Organization”

## **Article II**

### **Purpose of the Organization**

Our goal is to provide fem- and masc-identifying, nonbinary, and LGBTQI+ students, alongside faculty in the field of palaeontology at Carleton University with personal and professional development opportunities both within and outside the university.

Our mission is to provide AWPS members with the resources they need to feel welcome and equipped to succeed in the field of palaeontology.

Our vision is for all peoples in palaeontology to be connected to each other and to form long-lasting personal and professional support systems.

## **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**

1. The Organization’s General Membership shall be open to all students at Carleton University (undergraduate or graduate). The club’s membership cannot be exclusive towards any group of students at Carleton University.
2. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.
3. Non-Carleton students such as staff and faculty are able to attend and participate in all society events and activities but may not vote or be involved in club leadership.

4. Membership in the organization shall be valid from May to April each academic year.

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

To chair meetings, lead discussions, propose event activities. President also organizes distribution of polls relating to electing executive members with the collaboration of the Vice President.

#### Vice President

To co-chair meetings and propose event activities. The Vice President also organizes distribution of polls relating to electing executive members with the collaboration of the President.

#### Treasurer (VP Financial)

To control distribution of society grants and funds.

#### Social coordinator (VP Social)

To run the Organization's social media accounts and schedule proper meetings.

#### Secretary

To record meeting minutes.

#### Year Representatives (1st, 2nd, 3rd, and 4th)

To advertise the Organization and any society events to students in their classes in their respective years.

## **Article VI**

### **Meetings**

#### Meetings of the General Membership

1. Meetings of the General Membership can be called:
  - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
  - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
  - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
  - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

#### Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
  - a. Be held at regular intervals and are for the purpose of running the club.
  - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

## **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. 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, Start of voting
    - iii. Day 14 - end of campaign, End of voting
    - iv. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of Financial Officer, VP Internal, and year-representatives.
- 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.

## **Article VIII Impeachment**

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club

3. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

#### Impeachment for Removing an Executive Role:

4. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
5. 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.
6. 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.

- Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, 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**

If any member of the Organization wishes to make an amendment to the Organization's constitution they will draw this to the attention of the sitting President and they must call a meeting within one (1) month. Every member who attends this meeting will be eligible to vote on this amendment and the amendment will automatically pass if 50% of the attendees vote in favour. All amendments shall be recorded within the constitution in order to preserve the original intent of the constitution and so all members may review previous versions/amendments to the constitution prior to making new amendments.

## **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.