

Constitution of K.A.M.

I. Name of organization

The organization shall be known as Kadosh Adamah Ministry, and herein shall be referred to as KAM.

No other name shall be used in the advertisement or representation of the club.

II. Purpose of The Organization

The Vision:

- I. The vision of KAM is to become a welcoming house of love that impacts the communities of students by consolidating in times of need and empowering individuals to reach their God-given potential in different areas of life.

Mission Statements:

- I. Create a community house where everyone feels loved and accepted (Ephesians 1:6)
- II. Provide a place of worship where students' talents, giftings, and abilities are utilized (1 Peter 4:10)
- III. Disciple and empower students, through the word of God, to bring positive impact in their different communities (1 Timothy 4:12)
- IV. Produce meaningful projects for the wellbeing of the student communities (1 John 3:18)

Values:

- I. **The Word** — We have as our foundation the word of God that is found in the Bible. We are grounded in the teachings of Jesus Christ (John 14:6)

- II. **Love** — Everyone deserves to be loved the same way that Jesus loved us, despite mistakes, despite shortcomings, and despite differences, even differences in belief. Everyone who comes is to be treated with the same love and respect (John 13:34–35)
- III. **No Judgment** — We believe that all have sinned, and therefore no one is in a position to judge anyone, as Jesus loved others, we also believe in loving above everything else. During our sessions where we will hold Bible studies, it is a MUST that individuals are not judged for their answers and opinions in the group topics that will be explored (John 8:7)
- IV. **Forgiveness** — People make mistakes, and disputes happen. In-house disputes will be monitored by executives, and forgiveness will be encouraged in circumstances where parties decide to speak with a member of the executive leadership (Matthew 18:21–22)
- V. **Fellowship** — We believe in the importance of fellowship between students, building connections from one person to another, and supporting one another. Fellowship nurtures an environment where students, whether domestic or international, can find other students who will be able to serve as effective moral support for them (Acts 2:44–46)

III. Structure

The structure of KAM will be as follows:

A. General Membership

1. This is the legislative body that is composed of all the members of the organization. They do not have any specific responsibilities, but they are registered members of the club.

B. Coordinating Team

1. This is the coordinating body for the club. It is composed of members that help with the seamless flow of gatherings and events by taking on given tasks and duties from the meetings.
2. These are the individuals that have volunteered for this position and are therefore approved by the Executives to take on this position.
3. These individuals are part of a working team under their respective executives and inspire a consistent and proper environment for the general members and the club.

C. Executive Membership

1. This is the administrative body that is composed of Executives chosen and approved by the Board of Executives and the members of the Coordinating Team.

IV. Membership

KAM's General Membership shall be open to all students at Carleton University. The club's membership cannot be exclusive to any group of students at Carleton University. The duties, eligibility, and rules required would determine the categories the members fall under.

KAM has the following categories of members:

1. General:
 - a. To be an eligible general member of KAM, an individual must attend 2 general services/meetings per month.
 - b. These individuals get to enjoy the benefits of receiving direct communications from the board of executives for events, giveaways, and club activities with chances to win a gift.

- c. They have no set responsibilities and they get to enjoy the benefits that come with being a member because of their attendance
- 2. Coordinators:
 - a. To be an eligible coordinator member of KAM, an individual must have 3 recorded monthly attendance to ensure their effectiveness in their group under their respective executive. These 3 recorded attendance include both the general bi-weekly services and the weekly group meetings.
 - b. Coordinators help out in the functions of their group. A coordinator in the Events Team would help with set up and other related needs, they can also replace the given executive in case of their absence because they are familiar with the processes. Each coordinator is assigned to be in a specific team where they will operate and facilitate. A coordinator has the right to request being transferred to another team in the club and also participate in a number of teams if needed.
- 3. Executive:
 - a. Only students enrolled at Carleton University may serve on the Executive.
 - b. Executive members must agree to contribute and promote the organization's purpose.
- 4. Extended:
 - a. We welcome all Carleton students at KAM, thus we recognize that there are various types of students that wish to attend this organization. This is a special type of membership available to individuals who are unable to attend on a consecutive regular basis, such as graduate students and gap-year students. They may be awarded membership in the organization; however, they must have an Article III - Structure membership classification and are not eligible to vote or be elected to an executive position.
 - b. They are only permitted to hold advisory, non-voting positions.

V. Executive

In the absence of the President, the Vice-President Finance/Treasurer takes over the duties of the President. In the absence of both the President and the Vice-President, the executives are to form a board of leadership in which decisions are made by a consensus.

1. The duties of the President include, but are not limited to:
 - a. Overseeing all organizational meetings.
 - b. Ensuring that the organization meets its given objectives and goals.
 - c. Provide updates to executive members and general members about the state of the club.
 - d. Signing authority of the organization.
2. The duties of the Vice-President Finance/Treasurer include, but are not limited to:
 - a. Be responsible for all financial transactions within the organization.
 - b. Keep current and accurate records and reports of the organization's financial matters and shall be jointly responsible with the President for approval of all financial transactions with or for the organization and its financial assets.
 - c. Make financial reports at least once a month at meetings.
 - d. Arrange the funding of social events for the organization.
 - e. Prepare a budget for the organization each year or more frequently as events and activities require.
 - f. Prepare a plan at the beginning of every semester that will uncover strategies to obtain funding for activities for the club
3. The duties of the VP Hospitality & Communications include, but are not limited to:
 - a. Ensuring the comfort and organization of all attendees during events and meetings.
 - b. Managing all the communication activities related to the organization, such as social media.
4. The duties of the VP Music & Entertainment include, but are not limited to:
 - a. Being responsible for the various musical activities, such as Praise and Worship.

- b. Being responsible for the various comfort and joy activities that bring about fellowship, such as games and other entertainment.
5. The duties of the VP Events/Activities include, but are not limited to:
- a. Being responsible for the activities and events that happen within the organization as well as community events such as food banks.

VI. Meetings

A. Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a) At the President's request, a meeting should take place no later than one week after the notice has been released;
 - b) At the Executive's request, a meeting should take place no later than one week after the notice has been released; or
 - c) At the request of any five members of the organization with the approval of the Executive.
2. The types of meetings of the organization entail:
 - a) Bi-weekly meetings:
 - (1) This is a way to get scheduling on board;
 - (2) To establish opportunities where the mission of KAM can be fulfilled.
 - b) Monthly meetings:
 - (1) To check the progress of the organization.
 - (2) To discuss future activities for the organization.
3. A minimum of one meeting of the General Membership will occur once per semester for the purpose of consensus-based leadership succession.
4. Quorum of the General Membership:

- a) For the purpose of exercising its powers, the presence of at least five members, or majority of the members, shall be necessary to constitute a meeting of the general membership.

B. Meetings of the Executive Committee

1. Meetings of the Executive Committee shall:
 - a) Be held at regular intervals and for the purpose of running the club.
 - b) Be held with their Coordinators to make sure they are adhering to their weekly tasks.
 - c) Take place after General Membership meetings to give reports for feedback and maintenance.

VII. Leadership Succession

The KAM organization has chosen to run a consensus-based succession plan for the executive leadership positions. Eligible members for leadership include current and former executives, current coordinators, and current members.

Executive leadership positions run from the fall semester to the winter semester every academic school year and are renewed every fall semester. An executive would have a full academic school year for their first term, and when their term is over, their spot would be open for candidates for the Annual Consensus. In the event that an executive wishes to continue for another full academic school year, they would be presented with the option of being reinstated by a performance-based consensus that would be performed by the executive board at least 14 days prior to the Annual Consensus. An executive can serve a maximum of 2 terms. In the event where an executive position has not been filled, then it will be made available for previous executives (even those who have done 2 terms already) and current general members to submit their candidature.

The succession plan goes as follows:

- I. At the end of every winter term, the executives will choose a date, through consensus, for the following fall term on which the Annual Consensus for executives will be held. The board of executives will also need to decide a deadline date for the beginning of the fall semester for the executives that wish to continue in their position for a second full-year term. These executives will need to express their desire to serve a second term on the board of executives.
- II. At the beginning of the fall term, the President, along with the board of executives, will make sure that a date has been set for a Consensus Performance Continuation amongst executives for the members of the executive board that wish to do a second term.
- III. In that same period of time, which is at least 14 days before the Annual Consensus, the executive leadership will appoint a Succession Officer by method of consensus. The location and the plan of meeting are to be announced by the VP to the executives and the coordinators. Accommodations are to be made for members of the executive leadership, of the coordinator teams and of the general membership if they are unable to attend in person. All will be notified at least 14 days before the date.
- IV. Eligible individuals casting their candidacy are to do so at least 7 days prior to the Annual Consensus.
- V. Once the committee has come to a consensus, the newly appointed executives will be presented to their teams and go through a series of meetings with the board of executives. Additional training may be required from the CUSA office; therefore, all newly appointed executives are to meet a CUSA agent accompanied by a more experienced member of the executives board.
- VI. This meeting will have its minutes recorded by the VP Finance and when this cannot be done then a volunteer executive will step up in their place and send the record of these minutes to the Clubs Oversight Commission the day after the meeting. The minutes and report are to be sent to the Student Groups Administrator.

- VII. The club membership may work towards consensus across multiple meetings if necessary.
- VIII. 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.

VIII. Impeachment

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC). The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

I. Impeachment for Removing an Executive Role:

- A. 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.
- B. 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.
- C. 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.

I. Membership Impeachment:

- D. 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.
- E. 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.
- F. 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.

IX. Amendments

1. The Constitution is binding for all members of KAM.
2. Amendments to the Constitution must be proposed in writing by any voting member of the three membership structures stated in Article III of the Constitution of KAM.
3. All proposals must be submitted no later than 7 days before the yearly General Meeting.
4. Members will be notified one week prior to the general meeting to maximize participation
5. In order for a proposal to be implemented, three quarters of the votes must be in agreement.
6. Thereafter, approved amendments will become effective and be implemented in the following semester.

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 the external affiliation of the organization, All Nations Full Gospel Church

Gatineau. This process will be handled by the board of executives, with the assistance and guidance of CUSA.