



Article I

Name of the Organization

The Organization shall be known as the **Ottawa Cobras**, and herein be referred to as “OC, Cobras, or Ottawa Cobras”

Article II

Purpose of the Organization

The organization shall work towards

- Creating a welcoming and safe environment for all dancers of any background, race, gender, heritage, ethnic group, etc.
- Always providing a learning opportunity to anyone who wishes to dance
- Focusing on various south asian dance styles such as Bharatanatyam (classical), Kuthu (Folk), Gaana, Hip-Hop, and more.
- Performing at all types of events that are feasible for the team

- Formals, Receptions, Showcases, Productions, and Competitions
- Creating a name for Ottawa in the South Asian dance scene, and bringing a positive reputation for the team and Carleton University
- Most importantly, making sure dance is enjoyable for all members and making sure our members are able to have fun, be creative, and feel safe.

Article III

Structure

The General Membership, the dancers, 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 holders.

Article IV

Membership

There shall be 2 levels of membership within the organization.

- General membership: Dancers

Students who are interested in joining the team are able to fill out a form showing interest, as well as contact the team via social media or email. Auditions will be held for dancer outreach as well as competitive recruitment.

- Executive Membership: Executive membership will help make decisions for the team whilst keeping the team's best interest in mind. Executive members will be able to vote on divided decisions and ensure all voices on the team are heard.
 - Co-Presidents (2)
 - VP of Finance
 - VP of Marketing
 - VP of External Affairs
 - VP of Internal Affairs
 - VP of Event Management
 - VP of Technical Affairs
 - Lead Choreographers (2)

All forms of membership in the organization shall be valid from May to April of the following year.

Article V

Executive

Duties of the Co-Presidents (2)

- Plan for what direction the team should be headed
- Oversee the other executives in the performance of their duties and provide/delegate support as needed
- Provide updates to executives and general members about plans and performance opportunities for the team
- Represent the organization when dealing with other organizations within the university and outside the university.
 - Representing the organization also includes getting PR trained and being able to talk to a camera so that the team and Carleton University are not reflected poorly. Only the Co-Presidents will talk to media on behalf of the team unless members are otherwise instructed
- Have signing authority for the organization (One of the Co-Presidents)

Duties of Finance

- Manage the finances for the team
- Prepare and evaluate budget for the organization
- Arrange funding based on the team's needs
- Have signing authority for the organization

Duties of Marketing

- Manage the social media of the team
- Ensure posts and reposts go online and are uploaded in a proper manner
- Ensure the team is up to date on all marketing tasks and making sure the team is engaging properly with the community
- Working with Technical to meet deadlines for when videos, posters, and advertisements need to go up

Duties of External Affairs

- Communicate with other students and organizations as directed via social media or email
- Ensures all emails are read and responded to, and informs the executive team of any important notices
- Inform the Co-Presidents when external organizations wish to talk to representatives of the team and work towards making plans and collaborations
- External Affairs will also ideally be a certain level of PR trained so that communication to media when needed will be demonstrated in a positive manner

Duties of Internal Affairs

- Maintain communication with all general members and executives
- Arrange practice schedules and google forms to collect information from the team
- Ensure that all voices on the team are heard and that everyone is treated fairly
- Take meeting minutes at both General and Executive meetings
- Uphold their executive right to complain to CUSA in the event that a member/executive misuses their role or power on the organization
- May call an executive meeting for *Impeachment* if necessary

Duties of Events

- Manage and keep track of all events and potential events the team has lined up
- Consult with Co-Presidents as to whether or not certain opportunities seem feasible for the team in certain time frames
- Consult with the team and gather information from members to see interest in performing at certain events to provide the Co-Presidents and/or the executive team so that an educated decision regarding performances can be made

Duties of Technical

- Work alongside marketing for providing digitally designed posters
- Work as a dedicated videographer for videos and reels the team wishes to put online
- Work towards editing videos and audio mixes for the team's online content and live performances
- Work with other members as needed for support in meeting the team's technical needs

Duties of Lead Choreographers (2)

- There must be 2 lead choreographers to avoid bias in decision making regarding dance performances
- Research different styles of dance
- Work with choreo team to have choreographies ready for practice
- Have formations planned online and on paper for efficient dance set management
- Work with other members as needed for support in having choreo ready for performance/competition practices

Article VI

Meetings

- General Meetings can be requested by any member of the team. It is the duty of VP of Internal affairs and/or Co-Presidents to uphold this request and officially announce meetings that will be held no sooner than at least 1 week from the announcement date.
- Executive Meetings will be held at least once a month for the executives to discuss both short term and long term plans. Provide input to the Co-Presidents and vice versa to make sure everyone is on the same page with the team's goals and ambitions

Article VII

Leadership Succession

Leadership succession would follow a consensus based process. When transitioning between leadership and executive positions, members must meet with their respective successors to explain roles and responsibilities, as well as help answer any questions that may arise.

The following steps are necessary to facilitate a consensus based leadership succession process:

1. All members will be informed at least 2 weeks in advance of a meeting to attempt to decide the future leadership of the club. All members must be conveyed date, time, and location at the time of announcement. Virtual accommodations must be met so that everyone has equal opportunity to be a part of this meeting.
2. The club's members may work towards consensus across multiple meetings and to discuss everyone's interest in every role.
3. Members who are not involved in the interest of a role will take a vote after hearing out candidates to decide who will fill in the leadership and executive positions.
4. If unsuccessful, the current club president may inform Student Groups administrator that the group wishes to pursue aid in an election based process.
5. Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process

Article VIII

Impeachment

Impeachment refers to the formal process of removing a club member or executive. In an impeachment procedure, the grounds and process for impeachment must be outlined.

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

This section details the formal process to update your constitution.

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 all other assets shall be given to the Carleton University Tamil Students Association (if still active). If CUTSA is not active, these assets shall also return to CUSA.