

CONSTITUTION OF Food For the Capital

Article I

Name of the Organization

The Organization shall be known as “**Food For the Capital**”, and herein be referred to as “FFTC.” No other name shall be used in the advertisement or representation of the club.

Article II

Purpose of the Organization

The organization shall work towards:

1. **Mission:**

To combat food insecurity in Ottawa through youth-led initiatives that mobilize Carleton students to create meaningful change, foster community engagement, and provide support to local food banks and food cupboards.

2. **Vision:**

To create a community where no individual faces hunger, and students are empowered to take leadership roles in addressing societal challenges through compassionate action and collaboration.

3. **Objectives and Goals:**

1. **Organize impactful food drives:**

Host regular food drives on and off campus, ensuring all proceeds are directed to local food banks and community organizations in Ottawa.

2. **Foster student engagement:**

Provide Carleton students with hands-on volunteer opportunities that enable them to make a direct impact on the community while building leadership, teamwork, and event coordination skills.

3. **Strengthen community partnerships:**

Collaborate with local charitable organizations such as the Ottawa Food Bank to maximize the reach and effectiveness of our initiatives.

4. **Raise awareness:**

Educate Carleton students and the broader community about food insecurity and inspire them to take action to address this critical issue.

5. **Build a sustainable club framework:**

Develop a structure that ensures the longevity and growth of the club, with clear roles, processes, and succession planning for future student leaders.

Article III

Structure

General Membership:

General Membership: The General Membership shall consist of all general volunteers who join Food for the Capital. General members will have the opportunity to participate in club activities and events, contribute to initiatives, support the success of the organization, and vote in decision-making processes. They will make up the legislative body of the organization and shall be composed of all members.

Executive:

The Executive shall function as the administrative body of the organization and will be composed of members elected by the General Membership. The Executive team will include the following roles:

1. **President:**

Responsible for overseeing the club's overall operations, setting strategic goals, and serving as the primary liaison between the club and external organizations, including CUSA.

2. **Vice President:**

Assists the President in administrative duties, manages club activities, and ensures smooth coordination among the team.

3. **Treasurer:**

Oversees financial planning, budgeting, and management of club funds, ensuring compliance with CUSA requirements.

4. **Secretary:**

Maintains records of meetings, tracks member participation, and manages club communications.

5. **Community Engagement Coordinator:**

Focuses on building partnerships with local organizations and ensuring the successful implementation of community-focused initiatives.

6. **Volunteer Lead:**

Coordinates with general volunteers assigns roles during events, and ensures that all volunteers are supported and informed. They serve as the bridge between the Executive team and the General membership, facilitating smooth event execution.

7. **Public Relations (PR) Director:**

Develops and executes media strategies to grow the club's presence and educate the student body about food insecurity. Responsible for creating content for social media platforms (e.g., Instagram, TikTok) and managing outreach campaigns to raise awareness and recruit new members.

Article IV

Membership

1. The Organization's 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.
2. The Organization may grant graduate students at Carleton University and others in the community, membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April each academic year.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V

Executive

1. The President shall:
 - a. Oversee all executives in the performance of their duties.
 - b. Provide updates to executive and general members about the state of the club and recommend necessary and expedient measures for consideration.
 - c. Represent the club in dealings with external organizations, including other clubs, Carleton University, and the Carleton University Students' Association (CUSA).
 - d. Set strategic goals for the club and ensure alignment with its mission and mandate.
2. The Vice-President shall:
 - a. Assist the President in administrative duties and decision-making processes.
 - b. Manage club activities, ensuring smooth coordination among the team and general members.
 - c. Act as a secondary representative for the club in external matters in the absence of the President.
 - d. Ensure adherence to club policies and procedures.
3. The Treasurer shall:
 - a. Manage the finances and assets of the club, including tracking income and expenses.
 - b. Prepare an annual budget and keep records of all financial transactions.
 - c. Ensure that funding is allocated appropriately for club activities and events.

- d. Collaborate with the Vice President and Community Engagement Coordinator to secure funding or sponsorships.
 - e. Have signing authority for the club and ensure compliance with CUSA financial guidelines.
- 4. The Secretary shall:
 - a. Maintain accurate records of all meetings, including minutes and attendance.
 - b. Track member participation and maintain membership records.
 - c. Oversee internal communications and ensure information is distributed to members in a timely manner.
 - d. Assist the President and Vice President with administrative tasks as needed.
- 5. The Community Engagement Coordinator shall:
 - a. Build and maintain partnerships with local organizations, charities, and food banks.
 - b. Coordinate the logistics of community-focused initiatives, such as food drives and volunteer events.
 - c. Ensure club activities align with its mission to address food insecurity.
 - d. Collaborate with the PR Director to promote events and community initiatives.
- 6. The Volunteer Lead shall:
 - a. Coordinate with general volunteers, assign roles during events, and ensure they are supported and informed.
 - b. Act as the primary point of contact for volunteers, addressing their questions and concerns.
 - c. Provide feedback to the Executive team about volunteer experiences and suggestions for improvement.
 - d. Work with the Community Engagement Coordinator to ensure events run smoothly.
- 7. The Public Relations (PR) Director shall:
 - a. Develop and execute media strategies to grow the club's presence and educate the student body on food insecurity.
 - b. Create and manage content for the club's social media platforms (e.g., Instagram, TikTok).
 - c. Promote club events and initiatives through digital and in-person outreach campaigns.
 - d. Work with the Community Engagement Coordinator to amplify the impact of community initiatives.
 - e. Track analytics and engagement metrics to refine the club's online presence.

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

Leadership Succession Process:

The leadership succession process for Food for the Capital will be conducted through **elections**.

Elections

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

1. The FFTC executives will appoint a Succession Officer to run elections for FFTC.
 - 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. FFTC will run a first past the post-style election to elect the executive positions of [President, Vice-President, Treasurer, Secretary, Community Engagement Coordinator, Volunteer Lead, and Public Relations (PR) Director]
- 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

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) advises that the club proceed with membership removal, the following steps will take place:
4. 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.
5. Membership Impeachment:
 - a. 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.
 - 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. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
 - c. 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 all other assets shall be given to the Ottawa Food Bank.