

University Bible Fellowship: The full name of the club.

UBF: The acronym or shortname of the organization. If your club does not have an acronym or shortname, enter your club name again.

August 11, 2026: The full, day, month, and year date of the last ratified amendment.

CONSTITUTION OF University Bible Fellowship

Date of Last Amendment: August 11, 2026

Amendments refers to any changes that the membership has officially ratified via vote.

Article I

Name

The Organization shall be known as “University Bible Fellowship”, and herein be referred to as “UBF.” No other name shall be used in the advertisement or representation of the club.

Article II

Mandate

UBF shall work towards:

1. The mandate of our club is to cultivate future leaders who embody biblical values, drawing inspiration from the messages and lives of leaders in the Bible. We aim to provide opportunities for personal and spiritual growth through conferences, group activities, and hands-on experiences in crafting and delivering impactful biblical messages or articles or sermons, whether in public forums or within the church. Our goal is to empower members to lead with integrity and wisdom, making a positive impact both within the university community and beyond.
2. Providing a social environment such as fellowship opportunities for students attending Carleton University, including weekly meetings, seasonal retreats and conferences organized locally or in conjunction with chapters located at other Canadian post-secondary institutions.
3. Providing activities for students to develop leadership in a Christian context.
4. Facilitating an interest in the study of the Bible to develop leaders.
5. Providing individual and group activities to write biblical messages, articles, sermons and to deliver them.
6. Maintaining and developing relationships with other student clubs and societies at Carleton University.

Article III

Membership

Membership in UBF Club is open to all undergraduate students regardless of race, colour, creed, gender, religion, sexual orientation, physical impairment, national or ethnic origin, or age. Only undergraduate students enrolled at Carleton University may serve on the Executive.

1. The General Membership shall be the legislative body of UBF and shall be composed of all members.
 - a. UBF's General Membership shall be open to all undergraduate students at Carleton University. Membership cannot be exclusive towards any group of students at Carleton University.
 - b. Membership in the organization shall be valid for a period that is no longer than a year in length. The dates this term will start and end shall be May to April of each academic year.
2. The Executive Membership shall be the administrative body of UBF and shall be composed of members elected by the General Membership.
 - a. Only undergraduate students enrolled at Carleton University may serve on the Executive.
3. UBF may grant membership to graduate students at Carleton University and others in the community, however, they must not have voting rights in elections and must have a separate membership classification under Article III - Structure.

Article IV

Executive

The officers of UBF shall be the President, Vice President/Treasurer. These officers shall perform the duties prescribed by the constitution and by the parliamentary authority adopted by the organization. Only students may serve as officers, and all of the officers must be undergraduate students.

1. The President shall:
 - a. Be responsible as the primary liaison for UBF's operations.
 - b. Oversee the other executives in the performance of their duties.
 - c. Provide updates to executive members and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient.
 - d. Represent UBF in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.
 - e. Have signing authority for UBF.
2. The Vice-President Finance/Treasurer shall:
 - a. Manage the finances and assets of the club.

- b. Prepare a budget for UBF each year, or more frequently as events require, and keep records of the financial transactions of UBF.
- c. Arrange the funding of social events of UBF.
- d. Have signing authority for UBF.

Article V

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 UBF.
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

4. 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 VI

Elections

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

1. The executives will appoint a Succession Officer to run elections for UBF.
 - a. A Succession Officer must be a neutral party and may be any one (1) of the following individuals:
 - i. A member of the Clubs Oversight Commission.
 - ii. A member of the CUSA Clubs Office.
 - iii. 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. UBF will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- 2. Students-at-large will have the opportunity to join the club before the start of voting.
- 3. Every voter has the right to cast their ballot in private.
- 4. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
- 5. Appeals, complaints, or conflict may be made to the Clubs Oversight Commission by way of emailing the Student Groups Administrator.
- 6. Timeline:
 - a. Day 1 - Announcement of campaign timeline, membership registration deadline, voting period, and results announcement dates.
 - b. Day 7 - Start of campaign
 - c. Day 10 - Last day to buy voting memberships for the club
 - d. Day 14 - End of campaign
 - e. Day 15 - Start of voting
 - f. Day 16 - End of voting
 - g. Day 17 - Results announced
- 7. UBF will run a preferential-style election to elect Executive positions.
 - 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 VII

Vacancies

In cases of vacancy of the positions with signing authority as outlined above, a line of succession and by-election process for re-filling a position with signing authority must be pursued, as follows:

- 1. A by-election process shall be pursued, aligning with the directions outlined in Article VI. This shall be pursued as soon as can be reasonably expected.
- 2. In the interim, vacancies of signing authority may be filled by other remaining Executive members as follows:

- a. Vacant Executive positions shall be filled according to the order in which the positions appear in Article IV.
 - b. Executive Positions are succeeded in the order of Executive seniority when Article IV cannot be used. The current Executive who holds the longest duration of experience sitting on the Executive team shall be eligible to fill the vacancy.
 - c. Unique lines of succession shall apply to each signing-authorized position. The present holder of the Vice President Finance role shall be the designated Acting-Executive for the President role.
3. An Executive member with signing authority may not concurrently hold a second position, interim or otherwise, with signing authority.
 - a. An Executive member with signing authority may take up a different Acting-Executive position with signing authority, if they completely and fully yield their current position to another Acting-Executive.
4. The Executive membership must nominate an Acting-Executive by consensus.
5. The nominee Acting-Executive must accept the nomination from the Executive membership, on written record.
6. The General membership must ratify any such succession via conducting a consensus through a vote of confidence.

Article VIII

Impeachment

Impeachment Process

1. To remove a member, UBF 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:
 - a. Executive Membership Impeachment:
 - i. Grounds for impeachment of a club executive 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.
 - ii. 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.
 - iii. 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.

b. General Membership Impeachment:

- i. 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.
- ii. 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.
- iii. 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

Amendment

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. Meetings to discuss and vote on proposed amendments to the constitution shall require a minimum of 1 week of notice to the membership, with that notice including the contents of the proposed amendment and details of the meeting date.
 - a. A simple majority will be required to pass the new amendment.
3. Any passed amendments which go beyond grammar, style, or clarity, shall only come into effect upon approval by the Clubs Oversight Commission.
 - a. A minimum of 2 weeks notice must be given to the Chair of the Clubs Oversight Commission for any amendment.
4. With explicit approval from the Clubs Oversight Commission, proposed amendments can take into effect immediately without it being taken to the membership.

Clubs Oversight Commission procedures shall supersede the constitution of the club.

Article X

Dissolution

Upon dissolution of UBF, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.

Article XI
Affiliation

1. The University Bible Fellowship Church of Ottawa, a registered charity organization, collaborates closely with the UBF Club at Carleton University.
2. The external group (University Bible Fellowship Church of Ottawa) ensures that Carleton undergraduate students hold the two executive positions with signing authority.