



CONSOLIDATED CONSTITUTION AND BYLAWS

Adopted:
4 November 2023



CU Archery Club 2023 Consolidated Constitution and Bylaws

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A. Constitution

Adopted: 2023-11-04

Preamble

This document is adopted by the members of the Carleton University Archery Club as the guide for the club's operations. It establishes the structure and outlines the fundamental procedures for running the club.

Additionally, this document creates a system for club staff to develop and implement bylaws and rules. These additional guidelines will serve to define specific procedures that align with the goals and objectives outlined in the constitution.

The Carleton University Archery Club is continued to promote recreational archery within Carleton University and wider community, fostering inclusivity, skill development, and an inclusive environment for archery enthusiasts.

With a strong emphasis on safety, cooperation, and respect, we provide a supportive and fun atmosphere where archers of all levels can learn, improve, and enjoy the archery experience.

This document supersedes all previous constitutions, including the 2013 Constitution (as defined below), in their entirety, as of the above adoption date.

Part 1 - Establishment

Name

- 1(1) The Club's name is the Carleton University Archery Club or the CU Archery Club.
- 1(2) The CU Archery Club may adopt logos or other identifying symbols to represent the club.

Interpretation

- 2(1) These following definitions are applicable in all CU Archery Club documents:
 - (a) **2013 Constitution** means the Constitution adopted on 2013-11-30, as amended in 2014, 2015 and 2023.
 - (b) **2014 Bylaws** means the Carleton Archery Club Bylaws 1 through 5 adopted on 2014-03-08, as amended.
 - (c) **Academic year** means September 1st to the last day of winter classes, excluding both reading weeks and the holiday break (between the end of fall classes and the start of winter semester classes), as published by Carleton University.

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- (d) **CU Archery Club** may also be referred to as club, or CUAC;
 - (e) **Carleton University Students Association** may also be referred to as CUSA;
 - (f) **Clubs and Societies office** means the part of CUSA responsible for student clubs;
 - (g) **Director** means Director of Elections, who is the club's succession officer;
 - (h) **General election** means the reoccurring spring annual election where all staff positions are contested;
 - (i) **Special election** means an election to fill one or more staff positions outside of the normal election cycle;
 - (j) **Staff** means all elected staff members and interim staff members acting as a group;
 - (k) **Summer** means May to August;
 - (l) **Signing authorities** means the members of staff appointed and authorized to sign agreements and approve financial transactions relating to the club. The signing authorities include the VP Finance and either the President or VP Internal.
- 2(2) In the event that any section of the Constitution, or any part of a bylaw of the club are inconsistent with an applicable CUSA policy or is found to be invalid or unenforceable as a matter of law, the invalid section shall be severed from the constitution or bylaw, and the remaining provisions shall continue to be valid and enforceable to the fullest extent permitted by law and as consistent with CUSA policy.
- 2(3) This document, subject to section 2(2), is binding on all members and staff of the CU Archery Club by their agreement through paying the prescribed fees and/or signing forms or waivers established by the club staff.

Purpose

- 3(1) The club will work towards teaching participants about archery and providing archery events for the Carleton community.

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- 3(2) The club will work to promote archery at Carleton University and within the surrounding community.
- 3(3) The club will have a strong focus on safety and ensuring a safe and inclusive environment for all participants.

Membership

- 4(1) The staff must set out which fees need to be paid to be considered a member in good standing.
- 4(2) There is only one class of membership, and all members enjoy the same voting and event participation rights. However, the staff may set out more than one fee amount (for example to set out different rates for equipment owners).
- 4(3) The VP Finance and the VP Internal are jointly responsible for maintaining a member register.
- 4(4) Membership is open to all Carleton students and the club will also be open to alumni and community members.
- 4(5) The club may grant graduate students at Carleton University and others in the community membership in the membership in the club, however they must not have voting rights in elections.
- 4(6) Membership is subject to fees and bylaws established by the staff.
- 4(7) Members have a right to participate in club governance, vote in general elections, special elections, and to attend general meetings.
- 4(8) The staff may allow non-members to participate in archery activities upon the payment of fees or other conditions established for non-members.

Part 2- Staff and Administration

Staff

- 5(1) The general management of the club will be carried out by the staff, who are responsible for all club activities and ensuring the purposes of the club are met.
- 5(2) The staff must be current undergraduate Carleton students.
 - (a) In extraordinary circumstances, and after no undergraduate students stepping forward, graduate Carleton students may be on staff. This provision expires

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upon the coming into force of CUSA rules restricting staff to undergraduate students only.

- 5(3) The staff is elected by a vote of the membership.
- 5(4) The staff consists of a President, VP Internal, VP Finance, and up to two other staff positions which may be established by bylaw. There shall be no more than five positions.
- 5(5) The President is responsible for the general management and administration of the club. This includes, but is not limited to:
 - (a) Leading staff meetings and ensuring all club activities align with the club's objectives.
 - (b) Representing the club in official functions and liaising with external bodies such as the university administration and other organizations.
 - (c) Overseeing the club staff to ensure they fulfil their roles effectively.
 - (d) Ensuring both members and staff comply with the club's constitution and policies.
 - (e) Any additional duties assigned by the Constitution or other bylaws.
- 5(6) The VP Internal is responsible for any additional duties assigned by the Constitution or other bylaws.
- 5(7) The VP Finance is responsible for the duties and responsibilities as outlined in the *Financial Control Bylaw*
- 5(8) The VP Communications is responsible for maintaining and improving the public image of the club including the recruitment of members and monitoring all communication methods of the club.
- 5(9) The VP Events is responsible for organizing events and managing rental contracts.
- 5(10) Staff roles and responsibilities may be defined by bylaw and amended as needed.
- 5(11) Staff authorities, duties and responsibilities, except signing authorities and the authority to delegate, may be delegated to any other person.

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- 5(12) All staff must serve with professionalism and act consistently with the constitution and other club bylaws, policies and procedures and in the membership's best interest.

Staff Terms and Vacancies

- 6(1) The regular term for the elected staff is May 1 to the following April 30.
- 6(2) Staff who wish to resign their position should inform the rest of the staff of their resignation and provide a date that they will vacate the position .
- 6(3) If a staff position becomes vacant:
- (a) A special election will be held to fill that position within 30 days of a vacancy occurring.
 - or;
 - (b) Any eligible member may be appointed by the remaining staff if the vacancy occurs in the summer (if sessions are being held), or after 28 February, or at any time until a special election if needed to maintain operations.
- 6(4) In the event a special election nomination is held and no qualified member runs, another special election will be held within the next 30 days.
- (a) In the event that the second special election nomination is held and no qualified member runs, the remaining staff may appoint an eligible member for the rest of the term.

General Meetings

- 7(1) General meetings will be organized on an annual basis to announce the general election and to discuss club matters. General meetings will also occur at other times in order to announce special elections or referendums to amend the constitution .

Discipline- Impeachment

- 8(1) To remove a member, our Club will first contact the CUSA Clubs Membership Removal Committee (MRC).
- 8(2) The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club.

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- 8(3) Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:
- a. Staff members may be removed by a two-thirds majority vote of the other staff members.
 - b. If a disciplinary vote is being debated against a member of the staff, that member has the right to present their case to the staff.
 - c. All votes of the staff are final, and all decisions must be in accordance with CUSA disciplinary rules.

Impeachment for Removing an Executive Role:

- 8(4) Grounds for impeachment of a staff 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 fulfil executive duties.
- 8(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.
- 8(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:

- 9(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.
- 9(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

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meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.

- 9(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.

Communications

- 10(1) The club endeavors to be transparent in its governance and finances and will post all documents applying to members, such as notices of member meetings, notices of elections and referendums, and an annual financial statement. We will post these on our website, through the membership email list, and through other means as appropriate.
- 10(2) Communication tools must be used professionally and for club business only.

Bylaws, policies, rules, and procedures

- 11(1) The staff must adopt policies on the following topics:
(a) Membership and fees, must be updated annually.
- 11(2) The staff may adopt any other bylaws, policies, procedures, or rules as needed to run the club.
- 11(3) The staff may repeal or amend documents adopted under s.11(1) or (2).
- 11(4) The constitution takes precedence over all bylaws, polices, procedures, and rules of the CU Archery Club in the event of a conflict.
- 11(5) Members are bound by bylaws, policies, rules and procedures adopted in accordance with this section.
- 11(6) The 2014 Bylaws, republished in August 2023, are revoked.

Part 3- Financial

- 12(1) A VP Finance must be in charge of all financial matters of the club.
- 12(2) The Club must have a financial bylaw.
- 12(3) Membership, instruction, or other fees will be set by the staff.

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- 12(4) The club may also accept occasional donations, sponsorships or other payments for services provided by the club.
- 12(5) The club may enter into agreements, including agreements with potential or real financial liabilities, upon the authorization of the signing authorities.
- 12(6) The signing authorities must always be currently registered Carleton students. In the event that an authorized signatory stops being a currently registered student, they must immediately cease acting as a signatory and return any club financial materials (such as the cash box, bank cards, etc.) immediately to the other signatory, or if none is appointed to the Clubs and Societies office.
- 12(7) All money, resources and equipment that is property of the CUAC and should not be used for personal gain by any staff or for any act that does not further the goals of the CUAC.

Part 4- Elections and Referendums

General

- 13(1) All members in good standing are eligible to vote in all general elections, special elections, and referendums.
- 13(2) Only persons eligible to hold a staff role are eligible to run.

Director of Elections

- 14(1) There shall be a Director of Elections, who is an independent officer of the CUAC, during election and referendum periods.
- 14(2) No other club position may have the title of director.
- 14(3) Any person, including an appropriate CUSA Official, is eligible to serve as Director of Elections
- 14(4) The Director of Elections is the CUAC's designated succession officer. They are responsible for overseeing all elections - both general and special elections - to staff positions, as well as referendums.
- 14(5) The Director must be a neutral party to the elections.

Referendums

- 15(1) Any general member may propose amendments to the constitution by announcing proposed changes at a member meeting and posting per section 7(1).
- 15(2) All amendments to the constitution require a majority vote of club members who vote.
- 15(3) Members in good standing may provide comment, and a period of at least 10 days will be provided where comments will be accepted. All comments will be considered by the staff and the staff may proposed amended proposed changes.

Part 5- Miscellaneous

Dissolution

- 16(1) The club will be dissolved if both a majority of staff and a majority of members vote to dissolve the club.
- 16(2) Upon a vote to dissolve the club to following steps will occur in order:
 - (a) First, any outstanding club liabilities must be repaid. The VP Finance may sell club assets if needed and is not required to seek authorization to do so in the event of a vote to dissolve under 16(2).
 - (b) Items donated to the club will be returned to the person who donated it, or delt with in the manner stipulated by the donor.
 - (c) Any property paid for with CUSA funding with more than a nominal remaining value will be transferred to CUSA.
 - (d) All other assets will be donated to an archery-related non-for-profit organization.

Financial Control Bylaw

This is a bylaw approved under Part 3, subsection 13(2) of the CUAC Constitution. This version replaces the previous *Bylaw No 1 Finances and Fees* (Bylaw 1) in its entirety as of 2023-11-04.

Part I: Officers, Budget, and Banking

VP Finance

- 1(1) There shall always be a VP Finance who shall always be a signing authority.
- 1(2) The VP Finance shall carry out the duties and responsibilities in section 3.
- 1(3) The VP Finance shall be the lead staff member for all matters related to finance and fees and shall work with the President to ensure the club has the resources it needs to effectively operate.

Duties of the VP Finance

- 2(1) The VP Finance shall do the following, the VP Finance may be assigned further similar duties with the agreement of staff:
 - a. Create a budget to be adopted by the staff on or before 30 June of each year,
 - b. Draft a membership fees policy each year for consideration by the staff,
 - c. Implement the budget and fees policy as approved by the staff,
 - d. Produce a full financial report to be presented to the club staff, once per semester on or before 31 January and 30 May of each year,
 - i. This report must contain all expenditures, revenue, a summary of all assets, and a summary of all accounts of the CU Archery Club.
 - e. Make available all financial documents including, but not limited to, copies of the budget, receipts, financial statements, financial reports and supporting documents without undue delay to any staff member, club member in good standing, CUSA, or agents of any of the above upon request,
 - f. Become familiar with the rules and regulations about finance as set out by CUSA, Clubs and Societies and the clubs funding committee,

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- g. Maintain up to date financial records at all times, as CUSA may request financial documents at any time.
- 2(2) Failure of the VP of finance to fulfil these duties will be grounds for removal.

President and VP Internal

- 2(1) The President shall act as the second signing authority.
- 2(2) The President shall ensure that the VP Finance meets important financial deadlines.
- 2(3) The President may also ensure that financial plans conform to their direction for the club.
- 2(4) The VP Internal shall act as a backup signing authority and maintain eligibility to step-in as a signing authority during an extended absence, ineligibility, or vacancy of one of the signing authority positions.
- 2(5) The VP Internal shall maintain an awareness of financial matters and financial procedures to be prepared to step-in.

Budget

- 4(1) All expenditures of club resources must be within CUAC budget or approved by a special vote of the club staff.
- 4(2) The budget shall be consistent with the rules as set out in the CUSA policies, as amended from time to time, if any are provided.

Banking

- 5(1) A bank account shall be maintained at the financial institution as set out by CUSA, or if none is set out at the Scotia Bank branch on the Carleton campus.
- 5(2) At all times at least 2 members of staff shall be signing authorities on the CUAC account. This shall consist of two of the President, Vice President of Finance and the Vice President Internal.

Part III: Spending Authorization

- 6(1) At least two authorized members of the staff must sign all cheques, contracts, agreements, and authorizations for the expenditure of resources of the club or the disposal of any club assets that have more than a nominal value.
- a. For instances where it is not practical to provide two signatures at the time of a transaction (such as retail purchases, rental contract, etc.), proof of approval of both signatories should be recorded in the club records.
- 6(2) Authorization shall never be provided to use Club funds shall for the purchase of alcohol or cannabis.

Part IV: Procurement and Payments

- 7(1) Staff may make payments to third parties on behalf of the CUAC and are entitled to reimbursement if the following conditions are met:
- a. Receipts must be original from the retailer, and only show expenses for the CUAC.
 - b. Staff must receive preauthorization from the VP finance, and expenses must be within budget or a special vote of the staff.
- 7(2) Any funds collected from members for the CUAC must be forwarded to the VP Finance without delay.

Part V: Reporting

- 8(1) Receipts must be issued for all payments made to the CUAC, both retained by the payee and the club.
- 8(2) The budget and the semi-annual financial reports must be posted on the website without delay after being adopted by the staff.
- 8(3) A financial statement must be published for the members by each general members meeting.

Elections Code, 2023

This is a bylaw approved under Part 4 of the CUAC Constitution. This version replaces the previous *Bylaw No 2 Elections Code* (Bylaw 2) in its entirety as of 2023-11-04.

Part I: General and Definitions

Definitions

- 5(1) The following definitions apply to this bylaw:
- a) Appropriate CUSA Official: is a CUSA staff member, agent or other officer who is not a member of the CUAC.
 - b) Bylaw 2: means the old Elections Code passed on 2014-03-08 and revoked on 2023-10-14
 - c) Clerk or Polling Clerk: means a person appointed under section 12 to assist the director
 - d) Member in good standing: means anyone who has paid a full membership fee in either the summer (May to August), fall (September to December) or winter (January to April) semester preceding the election

Part II: Director of Elections

Establishment and Requirements

- 2(1) The Director of Elections shall oversee all elections and referendums called by the CUAC.
- 2(2) The Director must be neutral, which means the Director is prohibited from standing for election or campaigning for any outcome or candidate. The director also cannot be a current member of staff.
- 2(3) The Director is prohibited from voting in the election or referendum they are overseeing.
- 2(4) The Director must act at all times in the best interest of the CU Archery Club and the membership.
- 2(5) The Director is independent of the staff but must be provided with appropriate support and access to needed information from the staff.
- 2(6) The Director is subject to the CUAC *Constitution*, bylaws and any relevant policies and procedures in the form they existed on the day of appointment or in the case of concurrent appointments (see 3(2)), the earliest date of appointment.

Appointment and Termination

- 3(1) The Director is appointed by the staff.
 - a) The staff must open a period of nominations for Director, unless reappointing a previous Director who remains eligible.
 - b) The staff are to attempt to appoint a Director by consensus.

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- c) If they are not able to appoint a Director by consensus, the staff must hold a first past the post recorded vote of the candidates and post the results.
- 3(2) The Director shall be appointed for a specific general or special election or referendum as needed. The Director may be appointed more than once and may oversee more than one election or referendum concurrently.
- 3(3) The Director may appoint any person who meets the requirements to be Director in the *Constitution* as a polling clerk to assist them in carrying out the duties of Director. Any person appointed under this section is subject to the same rules as the Director, however they may vote. Their terms terminate upon the termination of the Director that appointed them.
- 3(4) The Director shall not be terminated by the staff. Any issue of competency or good behaviour of the Director must be referred to the appropriate CUSA official.
- 3(5) The Director may terminate any clerk they appoint at any time.

Duties

- 4(1) The Director is responsible for:
 - a) Ensuring a fair, democratic, open, and accountable process is followed in all elections and referendums,
 - b) Ensuring all rules are followed, and using appropriate dispute resolution tools when needed,
 - c) Striving to resolve issues through consensus and informally while respecting and informing all parties about appropriate formal processes when needed,
 - d) Publishing timelines and information on nominations, deadlines, and how to complain or appeal in a timely manner,
 - e) Answering questions and monitor campaign activities,
 - f) Reporting any irregularities or concerns to CUSA, and
 - g) Compiling results and final reports for the membership and providing them for publication.

Part IV: Election Procedure

General

- 5(2) Elections shall be conducted using the ranked choice balloting system.
- 5(3) These procedures apply equally to general and special elections but do not apply to referendums.
- 5(4) Elections will be held by secret ballot, voting will be held in conjunction with regular session time for all drop-in sessions held by the CUAC in one week and it may additionally be conducted electronically. Members are only allowed to vote once for each position.

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- 5(5) During counting in the event of paper ballots, every candidate may appoint scrutineers to be present during the counting. Scrutineers are members who are not a candidate, director, or clerk.
- 5(6) If an electronic voting method is used, any member has the right to request details and explanations from the Director of Elections to satisfy themselves that the system is secure, accurate and is able to exclude third parties from voting.
- 5(7) Results must be posted electronically, and printed results posted at all of the regularly scheduled club meetings in the week following the vote.
- 5(8) No one shall bribe, intimidate, threaten or discourage any person from voting and no one shall coerce, or otherwise improperly influence anyone to vote in any particular way.
- 5(9) The staff may make policies regarding standardized ballots or layouts for electronic voting. Any such policy must provide at least the following:
 - a) Ballots must be organized alphabetically by last name with one line provided to the left of each name to allow the member to mark their ballot with their ranking choice. Preferred names may be used.
 - b) For paper ballots, a 'vote' is a clear and unequivocal number on one line for each position.
 - c) Electors may stop ranking at any point.
 - d) Any ballot with the same number repeated or written more than once, or where the ranking sequence cannot be determined is considered spoiled at the point which the director can no longer determine the ranking sequence.
 - e) A no confidence option will be included at the bottom of the ballot. In the event the no confidence option wins, a special election must be called and the position remains vacant.

Less than the number of open positions

- 5(10) If after the nomination period closes a position has one individual nominated, the club can run a vote of confidence.
- 5(11) If after the nomination period closes a position has no individuals nominated, the club must run a by-election to find a suitable nominee.

Campaigning

- 5(12) Members running for a staff position have the right to campaign and be given a reasonable opportunity to campaign during club activities or using club forums.
- 5(13) The Director must establish a campaigning period where campaigning is allowed. Campaigning must be open for at least the seven days that precede the start of voting but is prohibited during the voting period.

Part V: Timelines

General

- 6(1) After an election is called the date for that election must be at least three weeks after the announcement.
- 6(2) Nominations must be accepted for a period of at least one week after an election is called.
- 6(3) One week before the election, the club will be closed to new members until voting is completed.
- 6(4) Exact dates for each election are to be set in accordance with policies adopted by the staff before an election. Once an election commences, only the Director of Elections may alter a date or schedule and the Director is not permitted to shorten any timeline or schedule.
- 6(5) The Director of Elections must announce the results as soon as possible but no later than 24 hours after the voting period ends.

Calling a Special Election

- 7(1) In the event a position becomes vacant, the remaining executives may call a special election if they wish to fill the position.
- 7(2) If the President or VP Finance positions become vacant, the staff must call an election under this section within one month of becoming aware of the vacancy. Special elections do not have to be called when a regular election will occur within 60 days or if the vacancy occurs over the summer.

Part VI: Dispute Resolution

- 8(1) Appeals, complaints, or conflict may be made at any time to either the Director of Elections or the appropriate CUSA official per CUSA policy.
- 8(2) For further certainty, nothing prevents a member from bringing a complaint to CUSA even if they have attempted to resolve it informally or through the Director of Elections.

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8(3) In the event the Director of Elections feels unable to resolve a situation that has been referred to them, they may refer the matter to the appropriate CUSA official at any time.

Club Administration Bylaw

This is a bylaw approved under Part 2, section 12, of the CUAC Constitution. This version replaces the previous *Bylaw No 3 Staff Roles and Responsibilities* (Bylaw 3), *Bylaw No 4 Summer Committee* (Bylaw 4), and *Bylaw No 5 Meetings* (Bylaw 5) in their entirety as of 2023-11-04.

Part I: General

1(1) Staff positions may be added, removed, or changed by a vote of the staff effective for the next general election. Despite this, there must always be a President, VP Internal and VP Finance.

Part II: Staff Roles and Responsibilities

Terms and Conditions for all Staff

- 2(1) To accept and maintain a position on the executive all executives must;
- a. Adhere to and understand the Constitution and principles in which it was created;
 - b. Uphold the beliefs and ideals of CUAC as set out in the CUAC goals and constitution;
 - c. Be knowledgeable about CUSA and Clubs and Societies rules and regulations.
 - d. Be open and transparent in their actions;
 - e. Be politically neutral in their actions;
 - f. Monitor and respond to social media posts and emails in a timely manner;
 - g. Make a serious attempt to attend all club events and staff meetings;
 - h. Submit in writing, to the President, VP Internal or another designate, an excuse for not attending official club events during the academic year, within 48 hours of that completion of that event;
 - i. Maintain diligent contact with other staff members at all times;

President

3(1) Any additional duties assigned by the Constitution or other bylaws.

VP Internal

4(1) Any additional duties assigned by the Constitution or other bylaws.

VP Finance

5(1) See the *Financial Control Bylaw* for VP Finance duties and responsibilities. No additional duties are assigned at this time.

VP Communications

6(1) Be responsible for the public image and improving public knowledge surrounding the club.

6(2) Create innovative ways to attract members to CAC;

6(3) Monitor, initiate and respond to all means of communication in an attempt to recruit members including, but not limited to, Facebook, member updates, emails and public speaking;

6(4) Produce advertising materials and work to build sponsorship relationships, and other community relationships.

6(5) Any additional duties assigned by the Constitution or other bylaws.

VP Events

7(1) Be responsible for organizing events, managing the rental contract, and supporting the VP Communications in ensuring good attendance at club events.

7(2) Any additional duties assigned by the Constitution or other bylaws.

Part III: Meetings

8(1) Appropriate notice must be given to staff and/or members (as the case may be) of all meetings. This notice should never be shorter than five days unless all staff members agree.

Staff Meetings

9(1) Staff meetings should occur at regular intervals during the academic year.

9(2) The staff may invite any person to attend and/or present at any meeting, but only the staff may vote.

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- 9(3) Staff should attempt to make decisions on a consensus basis, but staff must hold a recorded majority vote if a consensus is not possible.
- 9(4) At least 3 staff members must be present for a staff vote to be valid.
- 9(5) The President shall chair all staff meetings. The VP Internal is the vice-chair and will act as chair in absence of the President.
- 9(6) The VP Internal is responsible for scheduling the meeting, sending notice, producing an agenda, keeping minutes, and keeping records of decision.
- 9(7) Minutes and records of decision must be sent to all staff within 5 days of the completion of the meeting.

General Meetings

- 10(1) General meetings include all members in good standing and others invited and permitted by the staff.
- 10(2) General meetings must be called at least once a year to call the general election. However, the staff may organize additional general meetings as needed.
- 10(3) The President shall chair all general meetings. The VP Internal is the vice-chair and will act as chair in absence of the President.
- 10(4) The VP Internal is responsible for scheduling the meeting, sending notice, producing an agenda, and keeping minutes.
- 10(5) Minutes must be made available to all members no later than 24 hours after the conclusion of the meeting.
- 10(6) All votes of the membership must occur in accordance with Part 4 of the *Constitution*. No votes may be taken at a general meeting.

Part IV: Summer Committee

- 11(1) A committee of staff may be formed to run the club during the summer months (May-August), in the absence of the full staff if the club plans on running summer events.
- 11(2) This committee shall be made up of all the staff who will be present in Ottawa for the summer.
- 11(3) The committee will have much less power than the staff as a whole;
 - a. The committee will not pass policies or motions;

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- b. Will not draft constitutional amendments or bylaws;
- c. Will not alter the budget;
- d. Cannot call a general meeting.

11(4)The committee will;

- a. Accept memberships and other payments;
- b. Organize events;
- c. Purchase items and spend club resources within the CUAC budget and with authorization of the signing authorities;
- d. Advertise the club and club events;
- e. Meet at least once every two months during the summer months.

11(5)The committee will follow the rules for staff meetings in section 9, with the following exceptions;

- a. There is no minimum number of staff to form a quorum; and
- b. The committee shall nominate from among its members a chair, vice-chair and member to fulfill the duties under s.9(6) & (7) (committee secretary) unless the staff member who usually fulfills that role is already on the committee. Staff fulfilling one of the chair roles may also be committee secretary.