

# AND DESIGN CONSTITUTION

Revised: 2025/10/15



## Article I Name of the Organization

1. The Organization shall be known as “And Design”, and hereafter be referred to as “& Design” or the “society”.

## Article II Purpose of the Organization

1. The purpose of & Design is to represent Carleton University Bachelor of Architecture, Industrial Design, and Information Technology students, and provide opportunities for these students to connect with each other, get involved, and succeed in the Faculty of Engineering & Design.
2. & Design shall fulfill its purpose through the organization of activities and events.
3. & Design shall encourage student engagement within FED and coordinate with the Engineering and Design clubs and societies to foster a strong relationship between Engineering and Design.

## Article III Membership

1. The & Design General Membership shall be the legislative body of the organization and shall be composed of all members;
2. Membership shall be open to any person who fulfills the following requirements:
  - 2.1. Shows interest in the society and furthering its goals;
  - 2.2. is a current student attending Carleton University;
  - 2.3. fills out the membership form; and,
  - 2.4. pays the annual membership fee.
3. Membership in the organization shall be valid from the date of registration to the end of winter semester on April 30.
4. Members shall have the right to:
  - 4.1. Attend & Design General Meetings;

- 4.2. Address the General Membership and Executives on any matter pertaining to the Society;
- 4.3. Vote during General Meetings;
- 4.4. Vote during & Design Elections.

## **Article IV Structure**

1. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.
  - 1.1. Executives must be studying Architecture, Industrial design, or Information technology under the Faculty of Engineering and Design.
2. The executive board, consisting of elected officers, shall govern & Design in service of its members in accordance with the & Design constitution.
3. The Executive shall be composed of:
  - 3.1. The President who shall:
    - 3.1.1. Oversee the other executives in the performance of their duties.
    - 3.1.2. Provide updates to the executive and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient
    - 3.1.3. Represent the Organization in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.
  - 3.2. The Vice-President Finance who shall:
    - 3.2.1. Manage the finances and assets of the club.
    - 3.2.2. Prepare a budget for the Organization each year and keep records of the financial transactions of the Organization.
    - 3.2.3. Arrange the funding of social events of the Organization.
    - 3.2.4. Have signing authority for the organization.
  - 3.3. The Vice-President Internal who shall:
    - 3.3.1. Manage the internal administration and technical activity of the club.
    - 3.3.2. Update and maintain the Constitution.
    - 3.3.3. Schedule and run General and Executive meetings.
    - 3.3.4. Hire and oversee an Office Manager.
  - 3.4. The Vice-President External who shall:
    - 3.4.1. Manage communications across clubs and societies.
  - 3.5. The Vice-President Publications who shall:
    - 3.5.1. Manage Iron Times Article submissions.
    - 3.5.2. Manage means of advertisement such as the logo and social

media.

3.6. The Vice-President Social who shall:

3.6.1. Organize at least one event per semester.

3.7. The Vice-President Academic who shall:

3.7.1. Provide Academic supports geared towards students in Architecture, BIT, and ID.

4. In addition to their rights as members, the Executive shall have the right:

4.1. to vote on executive resolutions.

5. The term for executive office is one year, from May 1 to the subsequent April 30;

5.1. If an Executive is appointed, their term may be considered a full term only if the date of appointment is before October 1<sup>st</sup> of the current academic year.

6. The signatures of any two of the President, VP Internal or VP Finance shall be sufficient to bind the Society.

7. The council shall be composed of the following roles:

7.1. The board of directors, which includes:

7.1.1. Individuals appointed by an executive to perform specific duties within that executive's portfolio.

7.1.2. An Office Manager hired by VP Internal to oversee office maintenance, services, and volunteers.

7.2. Program Representatives, which includes:

7.2.1. A representative in their first year of study in each of, Architecture, Industrial Design, and Information Technology,

7.2.2. An additional representative studying each of, Architecture, Industrial Design, and Information Technology.

## **Article V Meetings**

1. Meetings of the General Membership can be called:

1.1. 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;

1.2. 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

1.3. 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 March for the purpose of elections.

3. Quorum of the General Membership

3.1. 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.

4. Meetings of the Executive Committee shall:

4.1. Be held at regular intervals and are for the purpose of running the club.

4.2. Votes by the Executive Committee on club business shall be declared by a simple majority.

### **Article VI Elections**

1. The Executive shall call an election each year, to be held in the month of March;

1.1 An additional election for first year representatives must be held in the month of September.

1.2. Elections may also be called to fill a vacancy at any time of the year as long as they follow Election Protocol;

1.3. All Executive Offices are available for nomination during elections

2. The executive shall notify the General Membership at least one week in advance of the nomination period.

2.1. The nomination period shall last a period of at least one week and be followed by the election.

2.2. This announcement shall also include the dates of: the end of nominations; the last day to purchase voting membership; and the voting period as determined by the executive.

3. Upon calling an election, the current VP Internal shall act as the Elections Officer unless they intend to run in the upcoming election. If the current VP Internal intends to run in the upcoming election, the current executive shall appoint an & Design General Member as the Elections Officer so long as they are not implicated in a conflict of interest by running for a position. The Elections Officer's duties shall be:

3.1. To solicit candidates for executive office; and

3.2. To run the election

4. The Elections Officer shall accept the candidature for executive office of any student who submits a signed nomination form to the Elections Officer stating their intent to run for election within the nomination period. The Elections Officer shall not accept the candidature for any executive office that is not in accordance with the following:

4.1. The prospective candidate must submit their nomination form and have at least one & Design member second their nomination.

5. Where the number of candidates for an executive office:

5.1. Is one, a confidence vote shall be held.

5.2. Is none, that office shall be deemed vacant; or

5.3. Is more than one, the membership shall choose the executive officer by election.

6. Votes shall be cast by secret ballot. Each member may cast only one vote per office up for election or confidence vote.

6.1. Candidates on the ballot shall be organized alphabetically by last name.

- 6.2. A final “no-confidence” option will be offered at the bottom of the ballot.
- 6.3. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
- 6.4. When voting for program representatives, only votes of members in the corresponding program will be counted.
- 6.5. When voting in an election only Carleton undergraduate student members are allowed to hold valid ballots. Any non undergraduate ballot will be discarded as spoiled.
7. The ballots shall either be counted by a reputable third party such as SimplyVoting or be tallied under the supervision of the Elections Officer and two witnesses where:
  - 7.1. The first witness be an & Design general member who is not in conflict and who is approved unanimously by all candidates;  
and
  - 7.2. The second witness be any & Design general member who is not in conflict and approved by vote by the current executive.
8. The candidate who receives the most votes for an office, and accepts, shall assume the office on May 1.
  - 8.1. For an unopposed candidate, they must receive a majority confidence vote.
  - 8.2. When an election is called to fill a vacancy, elected candidates assume office immediately.
9. Should there be a tie between candidates for an executive office, the tie shall be resolved first through a re-casting of the ballots by the members (less the current executive vote) and in the event of a second tie the tie will be resolved by way of a vote of the current executive.
  - 9.1. If there is no time left in March for a second casting of the votes by the members, the Society will move directly to a tie-break by way of a vote of the current executive;
    - 9.1.1. The incoming executive shall have no voting privileges in this tie-break; and
    - 9.1.2. The two candidates shall be given a forum to promote themselves directly prior to the vote.
10. The position of the President must be filled by a previous executive member who has held an executive office for a minimum of one full term as defined in Article V Section 4.
  - 10 .1. In the case that no previous Executive Member chooses to seek nomination for the position of President, then any of the current & Design general members may seek nomination for the role.
11. The Elections Officer shall notify & Design of the election results within two days following the election or within one day of receiving the results from a third party.
12. In the event that an executive office is left vacant after an election, the incumbent executive will make their best effort to fill in the position by way of a by-election

within the first month of the Fall Semester following the beginning of their term in office or be motioned by a majority vote to permanently occupy that office for the remainder of the academic year at a general meeting of the membership

12.1. In the meantime, the incumbent executive may appoint a general member of & Design to temporarily fill in the position.

12.2. In the event no candidates besides the interim executive are pursuing the position, the interim executive can be made the permanent office holder for the remaining duration until the next executive election by passing a general resolution at a general meeting.

13. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

## **Article VII Impeachment**

1. To remove a member, the society 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:

3.1. Impeachment for Removing an Executive Role:

3.1.1. 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;

3.1.2. 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.

3.1.3. Members who bring forward a request for impeachment must acquire the signatures of 5 other general members for the request to be accepted.

3.1.4. 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.

3.2. Membership Impeachment:

- 3.2.1. 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.
- 3.2.2. 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.
- 3.2.3. Members who bring forward a request for impeachment must acquire the signatures of 5 other general members for the request to be accepted.
- 3.2.4. 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 VIII Amendments**

1. Any member can propose an amendment to the constitution. This amendment will be presented at a general meeting and a vote will take place with the general membership to adopt the new amendment.
  - 1.1. An exception may be granted to small changes in grammar, spelling, and/or punctuation if the executive team agrees that the proposed changes do not alter the meaning of the article.
2. A majority of votes will be required to adopt the new amendment.
3. There must be at least 10 members present for an amendment to be passed.

## **Article IX Dissolution**

1. Upon dissolution, all assets gained through CUSA shall be returned to CUSA, all remaining assets of the society shall be distributed to one or more recognized charitable organizations as determined by the Executive Officers prior to dissolution.
2. Upon dissolution, all KEFC required assets will be returned to KEFC