



CONSTITUTION OF THE

Carleton Cork & Taste Society

Presented this day June 22nd, 2023, by

Ali Al-Saady, Jill Goldenberg

Amendment History

AUGUST 30, 2023; AUTHOR(S): ALI AL-SAADY; APPROVED

Removed “Honorary Membership” (pursuant to request from the CUSA Clubs Commission).

OCT. 12, 2023; AUTHOR(S): ALI AL-SAADY; APPROVED

Removed “Social Media Officer,” replaced with “Communications Officer.” Replaced Elections procedure with Application & Interview procedure.

MAR. 31, 2024; AUTHOR(S): ALI AL-SAADY; APPROVED

Section 5. Succession: Modified Succession Period timeline. Modified Hiring Panel composition and eligibility. **Section 4. Annual General Meeting:** Section Removed. **Section 3. The Executive:** Added additional Risk Management responsibility to Logistics Officer.



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1 *Mandate*

The Carleton Cork & Taste Society (“Cork & Taste” or “Society”) is Carleton University’s dedicated wine society. The Society aims to enlighten students about the vast and complex world of wines through social and educational events. The ultimate goal of the Society is for students to enjoy themselves, network with colleagues and field experts, and expand their knowledge of wines.

2 *Membership*

2.1 Levels of Membership

Membership with the Cork & Taste Society shall be measured in one way:

(a) General Membership

A member of the Society who is a current Carleton University student is considered a **General Member**. These members may vote in executive elections and participate in any Society event (subject to space restrictions and fees).

2.2 Member Expectations

As a member of the Cork & Taste Society, you shall conduct yourself appropriately. While the Society encourages a relaxed and friendly atmosphere, we do not encourage reckless inebriation, excessive consumption of alcohol, or other misuse of alcohol at Society events. Moderation is mandatory.

The Society is not a haven for partygoing behavior. Members shall instead focus on exploring and learning about wine, testing your taste palate, and networking with fellow students and field experts.

3 *The Executive*

3.1 Roles

3.1.1 Co-Presidents

The Co-Presidents shall manage the Society Executive and are ultimately responsible for the operations of the Society.

Responsibilities include:

- a. Organize the Society’s events.
- b. Determine the events itinerary for the year.
- c. Task the rest of the Executive to fulfill the Society mandate.
- d. Establish the strategy of the Society Executive.
- e. Collectively possess the final say of all Society business.
- f. Possess co-signing authority for the Society bank account.
- g. Be the point of contact for CUSA- and university-related affairs.



- h. Alongside the Treasurer, determine the membership fee (if any).
- i. Alongside the Treasurer, determine the entry fee for Society events.

3.1.2 Treasurer

The Society Treasurer shall manage and track the Society finances. The ultimate responsibility of the treasurer shall be to maintain the financial wellbeing of the Society.

Responsibilities include:

- a. Create the annual budget for the Executive to approve.
- b. Apply for funding from CUSA, CASG, Carleton University, and others.
- c. Possess co-signing authority for the Society bank account.
- d. Track expenditures by maintaining a record of receipts and bills.
- e. Possess ultimate responsibility of Society finances.
- f. Alongside the Co-Presidents, determine the membership fee (if any).
- g. Alongside the Co-Presidents, determine the entry fee for Society events.

3.1.3 Communications Officer

The Communications Officer shall manage the general communications of the Society for the purposes of promotion and engagement. They shall manage all communications on social media and other platforms.

Responsibilities include:

- a. Manage the Society social media accounts.
- b. Be the primary point of contact for members, including responding to member inquiries.
- c. Manage the promotion of Society initiatives with members on social media and direct channels such as email.
- d. Determine the primary form(s) of media communication to the membership (other than email).
- e. Assist in other administrative duties relating to Society communications.

3.1.4 Logistics Officer

The Logistics Officer shall direct the logistics that bring Society events to life. They do not determine events, but execute the vision of the Co-Presidents by coordinating with external contractors.

Responsibilities include:

- f. Book venue space for events.
- g. Be the primary point of contact for event contractors.
- h. Fulfill Risk Management obligations for events, such as submitting approval forms.
- i. Pursue financially favourable options for Society events.
- j. Help organize Society events.
- k. Organize transportation and/or accommodation where applicable.
- l. Aid the Treasurer and Co-Presidents in determining the entry fee for Society events.



4 Succession

4.1 Application & Interview

The Society will follow an Application & Interview process (“the process”). The process shall be held to fill vacancies or when an executive’s term is elapsing.

4.2 Hiring Panel

4.2.1 Composition

The Hiring Panel (“the Panel”) shall be composed of three members, of which shall be the following members:

- 1) The Co-Presidents, which shall both assume the role of Panel Chair.
- 2) An Outgoing Executive of the Panel Chair’s choosing.

If the position interviewed involves the presidency (or a position the Co-Presidents are applying for), the Hiring Panel shall be chaired by the Outgoing Executive.

If there is no Outgoing Executive, the Panel Chair may select a Society Member of their choosing.

Under no circumstances shall a sitting executive be involved in the process of hiring for a position they themselves are applying for. The Panel Chair, which may be the Outgoing Executive under certain conditions, shall select a temporary replacement(s) from the remaining Executive first, and the Society Membership second, accordingly.

4.2.2 Date of Formation

The Hiring Panel shall be formed no later than three weeks before the planned hiring date. The Chair may delay the hiring date at any point on their discretion.

4.3 Application Period

The Hiring Panel shall release a public call for applicants. The application window shall be 7 days.

If no applicants are in the applicant pool, or an insufficient number of applicants have presented themselves, then the Chair may extend the window to their discretion.

4.4 Interview Period

4.4.1 Interviews

The Hiring Panel shall conduct interviews of candidates for a position of their choosing. Interviews must be conducted equitably between all applicants (interview questions must be identical).

4.4.2 End of the Interview Period

The Interview Period ends when the Hiring Panel has completed all planned interviews and has reached a consensus (all Panel members in concurrence) on a candidate.

A chosen candidate shall be appointed for a term lasting no longer than the end of the next Succession Period (see 5.5.1).

4.4.3 Re-Initiation



If the Hiring Panel is unable to reach consensus, the Chair may re-initiate the Interview Period or the Application Period on their discretion.

4.5 Frequency

4.5.1 Succession Period

There shall be an annual Succession Period. The Succession Period shall commence no later than two weeks and no earlier than six weeks before the end of the winter term. The Succession Period shall end on June 1st of each year.

The Hiring Panel's appointments shall be made no later than six weeks after the end of the winter term. The appointments, together as the Incoming Executive, do not come into effect until the end of the Succession Period.

Upon the Hiring Panel's appointments, the Outgoing Executive shall assist with onboarding and transition for the Incoming Executive until the end of the Succession Period.

All executive terms, regardless of appointment date, shall elapse at the end of the Succession Period.

4.5.2 Vacancies

The Application & Interview process shall also be used for vacancies that occur outside of the Succession Period.

5 Impeachment

5.1 Reasons to Impeach

A Society executive may be impeached at any time for the following reasons:

- a. Dereliction of duty.
- b. Misconduct, be it physical or verbal.
- c. Use of position to unethically benefit a friend, family member, partner, or others (conflict-of-interest).
- d. Gross negligence in fulfilling their duties.

5.2 Procedure

5.2.1 Petition

To impeach an executive, a petition must be brought forward in one of two ways:

- (a) General Member Petition

A General Member may bring a signed petition consisting of no fewer than one third of the Society membership.

- (b) Executive Petition

An executive may bring a signed petition consisting of no fewer than two thirds of the Society Executive.



5.2.2 Impeachment Meeting

Once a valid petition has been presented to the Society Executive, the Executive shall hold an Impeachment Meeting no later than two weeks after the presenting of the petition.

The Meeting shall be structured as such:

- a. A neutral debriefing of the impeachment (and the reasons brought by the petition).
- b. Two members will speak in favour of the impeachment, and two speakers will speak against the impeachment, in alternating order.
- c. More speakers may be accepted if attending members desire further debate.
- d. A final vote on the impeachment will be held, with a two-thirds majority required to impeach.

6 Amendments

6.1 Executive Prerogative

Amendments to the Constitution of the Carleton Cork & Taste Society shall be made exclusively by the Society Executive.

6.2 Procedure

6.2.1 Proposing an Amendment

Any executive may present an amendment to the Society Executive, who shall then consider the proposal for a maximum of 30 days.

6.2.2 Voting on Amendments

Once a proposal has been submitted to the Society Executive, they shall then vote on the proposed amendment during a meeting. A 2/3 majority is required for an amendment to be adopted.

6.2.3 Presidential Veto

The Co-Presidents shall retain individual veto power, requiring any proposal to amend the Constitution to have the support of all Co-Presidents.

7 Dissolution

Though dissolution is an unfortunate and unwanted reality, the Society must prepare for the possibility.

The Executive must have exhausted all methods to rescue the Society before considering dissolution, including but not limited to:

- a. The sale of Society assets to stabilize finances.
- b. Rectifying any preconditions that may have resulted in club decertification by CUSA.
- c. Contacting the CUSA Student Groups Administrator for emergency assistance.



If no reasonable means may be taken to prevent dissolution, then all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to a charity of the Co-Presidents' choice, after which the Co-Presidents shall contact the CUSA Clubs Office to provide notification of dissolution.

