

IEEE Carleton Constitution 2024-2025

Article I: Name and Purpose

- Section 1
 - This organization shall be known as the Carleton University Student Branch of IEEE, and herein after shall be referred to as the Organization.
- Section 2
 - The purpose of this organization shall be to foster technological innovation and excellence in all branches of Engineering, or the related arts and sciences through dissemination of theory and professional development.
- Section 3
 - The Organization and its operation shall be in accordance with the Constitution and Bylaws that govern IEEE, and with the provincial laws of Ontario, Canada.

Article II: Structure

- Section 1
 - The General Membership shall be the legislative body of the Organization and shall be composed of all IEEE fee-paying members from the Carleton student population.
- Section 2
 - The Executive Committee shall be the administrative body of the Organization and shall be composed of members from the General Membership.
- Section 3
 - The Branch Counselor shall be the official representative of the IEEE (Region 7) that will oversee the Organization's activities and the decisions of the Executive Committee.

Article III: Membership

- 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.
- 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.
- Membership in the organization shall be valid from May to April each academic year.
- Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article IV: Dues

- Section 1
 - Nonpayment of annual IEEE membership fees for more than 10 days will automatically result in suspension of membership from the executive committee. Suspension of membership will result in the loss of voting rights and the right to hold office.

Article V: Officers

- Section 1
 - The Officers of the Organization shall be a Chair, up to two Vice-Chairs, a Treasurer, and a Secretary.
- Section 2
 - The Term of Office shall ordinarily be one year and shall begin on May 1st of each year.

Article VI: Duties of the Officers

- Section 1
 - The Chair shall be the official representative of the Organization. The Chair shall be in charge of all meetings and exercise general supervision of the affairs of the Organization in accordance with the policies and instructions of the Executive Committee. The Chair shall also preside over the Executive Committee.
- Section 2
 - The Vice-Chair shall perform all functions of the Chair in the latter's absence or upon the request of the Chair.
- Section 3
 - The Secretary shall keep an accurate record of the Organization's activities and shall record the number of members at each meeting or activity. The Secretary is responsible for filing the Annual Plan of Activities and the Annual Report of Activities with the IEEE Student Services, in a timely manner. The Secretary shall carry out all other communications necessary and ensure that all activities are in accordance with this Constitution.
- Section 4
 - The Treasurer shall be responsible for budget planning and proposal, shall receive all money and pay all debts of the Organization authorized by the Executive Committee, and shall keep an exact account of receipts and expenditures. The Treasurer shall also complete the year-end Financial Statements for inclusion in the Annual Report of Activities.

Article VII: Executive Committee

- Section 1
 - The Executive Committee shall consist of the Officers and other positions that are described in Article VII, sec.2.
- Section 2
 - Other Executive Committee positions shall be agreed upon by the current Executive Committee:
 - Have a duty relevant to the objectives of the Organization

- Hold a title agreed upon at the time of election or at the beginning of their Term of Office
- Section 3
 - All Executive Committee positions must be elected and filled by one member from the General Membership.
- Section 4
 - The Term of Office shall begin May 1st and end April 30th of the following year.
- Section 5
 - The Executive Committee shall be the administrative body of the Organization and shall transact all business it deems advisable, including the filling of vacancies in the Organization and authorization of expenditures.
- Section 6
 - A student who was elected/appointed during the last election, then later found a co-op placement outside of Ottawa for all or part of the academic year must inform of their resignation at least one month before the beginning of their work term, or as soon as possible.

Article VIII: Elections

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

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - 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. The Club will run a first past the post-style election to elect the executive positions of [insert 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 IX: Executive Roles:

We are a team of executives and volunteers at IEEE Carleton who learn to become leaders. We create events and initiatives by: utilizing resources; coordinating with other student clubs and IEEE branches; and reaching out to professionals in the Industry and Academia while collectively learning from the successes and mistakes of each other.

Officer Positions:

- Chair
- Vice Chair
- Co-Vice Chair
- Treasurer
- Secretary
- Webmaster
- Academic Director(s)
- Services
- Social Director(s)
- Publications Director
- Media Director
- External Director/ SPAC Lead
- Volunteer Director
- Competitions Director
- Technical Director
- Finance Director
- Women in Engineering Chair
- Women in Engineering Vice Chair
- Women in Engineering Social
- Women in Engineering Academic
- Women in Engineering External
- Women in Engineering Finance
- SLAM Lead
- SLAM Communications
- SLAM Hardware Technician

Article X: Meetings

Meetings of the General Membership, sometimes known as Annual General Meetings (AGMs), are necessary to accomplish important club business including elections and constitutional amendments. Meetings of the Executive Committee are necessary for day-to-day

operations and to accomplish the objectives/goals of the club.

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the Chair, 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 XI: Impeachment

Impeachment refers to the formal process of removing a club member or executive. In an impeachment procedure, the grounds and process for impeachment must be outlined.

Executive Impeachment

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, negligence in the role, and/or failure to fulfill executive duties.
 - a. Clubs who believe that an executive member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove a member from participating in a club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove an executive for the violation of the Student Rights and Responsibilities.
 - b. Clubs who believe that an executive member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
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. 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.

Member Impeachment

1. Grounds for impeachment of club members include any violation of the constitution, the governing documents of CUSA.
 - a. Clubs who believe that a member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove the member from participating in a club if necessary. The Organization cannot remove the member on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove a member for the violation of the Student Rights and Responsibilities.
 - b. Clubs who believe that a member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
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. 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 XII: McNaughton Resource Center

- Section 1
 - o The McNaughton Resource Centre (IEEE Office) shall be a place where students may come to use the services provided by the Organization. The current Executive Committee shall decide on the prices of all services provided.
- Section 2

- o Volunteers and Executive Committee members hold the right to ask any person in the McNaughton Resource Centre to leave if they are harassing other individuals and refuse to stop. If further security and control measures are deemed necessary, the Department of University Safety at Carleton University will be called. The McNaughton Resource Centre shall be a place where all well-behaved IEEE members and non-members feel welcome.
- Section 3
 - o Following procedures from Article XI, Section 2, the Executive Committee holds the right to ban any individual from the McNaughton Resource Centre who repeatedly harassed any other person.

Article XIII: Amendments

This section details the formal process to update your constitution.

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 XIV: Reimbursements

- Section 1
 - o All approved office and event expenses, incurred on any of the executive members or volunteers on behalf of the branch, shall be reimbursed by the treasurer in a timely manner.
- Section 2
 - o All expenses must be submitted with their physical and (if applicable) digital receipts. If no physical receipt was given by the merchant, a digital receipt will be sufficient.
- Section 3
 - o All expenses over \$100 must be pre-approved by the treasurer prior to incurring the expense. Failure to obtain treasurer approval may result in a reduced or denied reimbursement up to the discretion of the officers.
- Section 4
 - o All overages on pre-approved expenses must be appropriately justified to the treasurer by the claimant to be accepted for full reimbursement. The officers will mediate in the decision-making process when there is a dispute between the treasurer and the claimant.

Article XV: Standard of Care

- Section 1
 - o Standard of Care is loosely defined as due diligence from an executive when performing their role.
- Section 2
 - o All executive positions are privileged positions that require a minimum standard of care to be adopted by the executives to avoid negative consequences that could significantly impact the branch.
- Section 3
 - o By assuming an executive position, the candidate acknowledges their responsibility to uphold a standard of care. The candidate is also reminded to exercise forethought and communication throughout their term to promote the likelihood of the standard of care being met.