



Carleton University Biomedical Engineering Society (CUBES)

Constitution of the Carleton University Biomedical Engineering Society

Passed into action as of March 6th, 2023



Carleton University Biomedical Engineering Society (CUBES)

Article I

Title of the Organization

The organization shall be known as the *Carleton University Biomedical Engineering Society*, and herein be referred to as the “Society”.

Article II

Purpose of the Society

The Society shall exist for the purpose of:

- 1) Creating a unified body for students of Biomedical Engineering programs to engage in through the form of events, merchandise, and representation,
- 2) Uniting the departmentally separated Biomedical Engineering programs’ students, and
- 3) Giving a voice to Biomedical Engineering programs’ students in fellow affiliated engineering societies.

Article III

Structure

The General Non-Voting Membership shall be composed of all current Carleton University students who wish to be members. The General Voting Membership shall be composed of all students currently registered as members of the Carleton University Biomedical Engineering Society and all Biomedical and Mechanical Engineering and Biomedical and Electrical Engineering students. General Non-Voting members are separated from Voting members as only students registered as members of the Carleton University Biomedical Engineering Society or in one of the two Biomedical Engineering streams are eligible to vote during council elections. The Council Membership shall be the administrative body of the Society and shall be composed of elected members from the General Non-voting or Voting Membership, except the President position which must be filled by a General Voting Member (see [Article VII](#)). The Alumnus Membership shall be composed of all alumni of Carleton University’s Biomedical Engineering programs.

A Society year shall commence the first day of May in one year and terminate the last day of April in the next year. An academic year shall commence the first day of September in one year and terminate the last day of April in the next year.

Article IV

Membership

There shall be 4 levels of membership within the Society:

- 1) General Non-Voting Membership,



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- 2) General Voting Membership,
- 3) Council Membership, and
- 4) Alumnus Membership.

General Membership shall be valid at all times in which criteria is met (see [Article III](#)). Council Membership shall be valid for one society year or less, renewably. Alumnus Membership shall be valid at all times in which criteria is met (see [Article III](#)).

Article V

Council

The Council Membership shall be comprised of:

- 1) Three members of the Primary Elected Council for the Society year following their election,
- 2) Five members of the Representative Elected Council for the academic year in which they are elected

The Council Membership shall be the administrative body of the Society, reserving the right to fill vacancies in Council Membership. No Council Member shall hold more than one Council role at any given time.

The Primary Elected Council shall be comprised of 8 General Voting Members with roles:

- 1) President
- 2) Vice-President Internal
- 3) Vice-President External
- 4) Vice-President Finance
- 5) Vice-President Events
- 6) Vice-President Media
- 7) Vice-President Merchandise
- 8) Vice-President Publications

The Representative Elected Council shall be comprised of 5 General Voting Members with roles:

- 1) [2] First Year Representative
- 2) Second Year Representative
- 3) Third Year Representative
- 4) Fourth Year Representative



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The specific duties of each role shall be:

- 1) President:
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of conversation,
 - b) Write and submit a transition report by the end of the society year,
 - c) Be the face of the Society in matters of faculty and public announcements, and
 - d) Fulfill every duty not otherwise acquired by the Council roles, or delegate the duty appropriately.
- 2) Vice-President Internal:
 - a) Operate all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Manage the membership of the Society,
 - d) Maintain the office's cleanliness and order, and
 - e) Maintain the affiliate relationship of the Society and the Carleton Student Engineering Society.
- 3) Vice President External:
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Manage networking events of the Society alongside the Vice-President Events, and
 - d) Develop and maintain relationships with companies and businesses that supply the Society with either sponsorship, representatives for networking events, or both.
- 4) Vice-President Finance
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Prepare a budget report for the first meeting of each semester of the academic year, and provide a complete financial report for every meeting and upon the request of any Council member, and
 - d) Submit financial documents in the pursuit of gaining funding or admitting funding to governing bodies.



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- 5) Vice-President Events
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Plan and operate all of the events with the appropriate aid of other Council members, and
 - d) Submit event proposals with budgets for each event.
- 6) Vice-President Media
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Maintain the social media sites through constant posts and frequent updates, and
 - d) Develop graphics and promotional materials for events and posts.
- 7) Vice-President Publications
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Write and submit a transition report by the end of the society year,
 - c) Develop and distribute the Council newsletter, and
 - d) Maintain the communication channels of the Society.
- 8) Vice-President Merchandise
 - a) Attend all formal meetings, engaging with the minutes and speaking to all topics of expertise,
 - b) Maintain an active stock list of the Society's merchandise,
 - c) Collaborate with Vice-President Finance to submit proposals with budgets for all orders, and
 - d) Work with the Membership to develop designs and opportunities for merchandise.
- 9) First Year Representatives
 - a) Attend all formal meetings, giving a voice to your year's Membership,
 - b) Attend social events and activities with opportunity to hear from Membership,
 - c) Accept and share feedback from attendees of the Society's events, and
 - d) Work with the Vice-President Events and other representatives to plan an event for the Society.



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10) Second Year Representative

- a) Attend all formal meetings, giving a voice to your year's Membership,
- b) Attend social events and activities with opportunity to hear from Membership,
- c) Accept and share feedback from attendees of the Society's events, and
- d) Work with the Vice-President Events and other representatives to plan an event for the Society.

11) Third Year Representative

- a) Attend all formal meetings, giving a voice to your year's Membership,
- b) Attend social events and activities with opportunity to hear from Membership,
- c) Accept and share feedback from attendees of the Society's events, and
- d) Work with the Vice-President Events and other representatives to plan an event for the Society.

12) Fourth Year Representative

- a) Attend all formal meetings, giving a voice to your year's Membership,
- b) Attend social events and activities with opportunity to hear from Membership,
- c) Accept and share feedback from attendees of the Society's events, and
- d) Work with the Vice-President Events and other representatives to plan an event for the Society.

Article VI

Meetings

There shall be 2 types of formal meetings:

- 1) General Meeting – for the purpose of informing the General Membership and addressing the concerns of the General Membership. Any vote carried out at these meetings shall include all General Voting Members present with no opportunity to proxy vote. A General Meeting shall take place no less than once per semester in an academic year and be announced to the General Membership no less than 2 weeks before the date of the General Meeting. Attendance and voting shall be possible virtually as well as in person at a physical destination, the location of which shall be announced no less than 2 days before the date of the General Meeting.
- 2) Council Meeting – for the purpose of planning events, keeping Council Members updated on the dealings of other Council Members, and passing Council-level motions. Any vote carried out at these meetings shall include all Council Membership present with the



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opportunity for an absent and excused Council Member to submit a General Voting Member as a proxy voter. A proxy voter shall only vote on the behalf of one Council Member and must be submitted to the Vice-President Internal or President in the case of a Vice-President Internal absence by the absent Council Member no less than 2 days before the date of the Council Meeting. A Council Meeting shall happen no less than once a month in a society year and be announced to the Council Membership no less than 2 days before the date of the Council Meeting. Attendance and voting shall be possible virtually and can, but does not need to, be possible in person at a physical destination, the location of which shall be announced no less than 2 days before the date of the Council Meeting.

A meeting shall be classified by the type of membership invited regardless of the ability of the meeting to meet this specified criteria. Reasonable argument shall be documented for the failure to meet any given criteria within the minutes of the meeting.

Article VII

Elections

There shall be two elections per society year:

- 1) Primary Council Election
- 2) Representative Election

A Primary Council Election shall be conducted with the purpose of electing the Primary Elected Council for the following society year. A Primary Council Election shall be concluded by the last day of March. General Voting Membership shall be informed of the election at least 2 weeks prior to the election date. General Voting Members shall be enabled to vote for a 24 hour period through an online ballot on the election date. Eligible candidates for the role of President are General Voting Members of at least one year. Eligible candidates for all other Primary Elected Council roles are General Members.

A Representative Election shall be conducted with the purpose of electing the Representative Elected Council for the following academic year. A Representative Election shall be concluded on the last day of September. General Voting Membership shall be informed of the election at least 2 weeks prior to the election date. General Voting Members shall be enabled to vote for a 24 hour period through an online ballot on the election date. Eligible candidates for all Representative Elected Council roles are General Voting Members that hold the year standing of the year they are running to represent and are not currently part of the Council Membership.

Both elections will be first-past-the-post. For both elections, an Election Officer shall be appointed by the majority vote of the Council Membership. An eligible Election Officer is an impartial General Member choosing to abstain from voting and running in the election. The



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Election Officer shall be responsible for the running of a fair election in accordance with the Society's Constitution.

Article VIII

Impeachment and Discipline

In the case that a Council Member:

- 1) Is not fulfilling their duties as defined by contract,
- 2) Violates the Society's Constitution,
- 3) Or violates any of CUSA's governing documents

The President and Vice-President Internal maintain the right to add a strike to the Council Member's annual record. The Council Member in question shall be informed of an added strike to their record within 48 hours. In the case that a Council Member holds three strikes on the annual record, the Council Membership shall vote to impeach the Council Member.

Impeachment shall be conducted at a Council Meeting, scheduled within two weeks of a Council Member receiving their third strike. All general members will be made aware the meeting is taking place at least 1 week in advance, and invited to attend. An impeachment shall be the first item to be discussed at a Council Meeting. The Council Member in question shall be given the opportunity to speak to the motion. The Council Member in question shall not be present when the impeachment motion is voted upon. If a decision to escalate the impeachment is made the following steps shall be taken.

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
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Impeachment for Removing an Executive Role:

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.
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.



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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.

Membership Impeachment:

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.
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 IX

Amendments and Supplementaries

The Council Membership maintains the power to adopt amendments to the Society's Constitution. Amendments require a majority vote by Council Membership to be adopted.

The Council Membership maintains the power to adopt supplementary documents such as role contracts and event dossiers into the Society's law so long as they do not contradict the existing Constitution. Supplementary documents require a majority vote by Council Membership to be adopted.

The Council Membership maintains the power to adopt a new Constitution. This motion requires a majority vote to pass if it is the first Constitution discussed in the society year at the first Council Meeting of the society year, or unanimous agreement if it is a subsequent Constitution proposal.

The Constitution is to be read over and accepted by the Council Membership at the first Council Meeting of the society year, and accepted by every new Council Member added throughout the society year. The Constitution shall be understood by the General Membership at the first General Meeting of the academic year.



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Article X

Dissolution

The Society shall only dissolve upon a unanimous vote by the Council Membership at three consecutive Council Meetings. Upon dissolution of the Society:

- 1) All assets acquired through other organizations shall be returned to said organizations,
- 2) All property with an applicable owner shall be returned to said owner, and
- 3) All other assets shall be donated to the Carleton Student Engineering Society.