



**Sustainable and Renewable Energy
Engineering Society**

Constitution

Last Revised: 09 August 2024



Article 1: Society

1. The name of the society shall be “Sustainable and Renewable Energy Engineering Society”, hereafter referred to as “SREESoc” or “the society”.
2. “Membership” shall hereafter refer to the SREESoc membership.
3. SREESoc shall aim to promote the interest in sustainable and renewable energy-related fields and applications, serving primarily its membership and the Carleton University student population and secondarily the interested public.
4. SREESoc shall act as a bridge between students in the field of sustainable and renewable energy engineering and the industry.
5. SREESoc shall strive to promote professional excellence and a sense of community amongst its members while developing positive relations with other student and external groups.
6. SREESoc shall fulfill its purpose through the pursuit of the following:
 - 6.1. Preparation of seminars, lectures, conferences, workshops, or other opportunities to excite its members and the public about the sustainable and renewable energy industry;
 - 6.2. Making services available to support its members;
 - 6.3. Encouraging participation of the public and private sectors in SREESoc events; and,
 - 6.4. Organizing any other event or activity consistent with the purpose and goals of the society.

Article 2: Membership

1. SREESoc shall admit membership to any person who fulfills the following requirements:
 - 1.1. Shares an interest in the society and furthering its goals;
 - 1.2. Is a student at Carleton University; and,
 - 1.3. Pays the annual membership fee.
2. Membership shall be valid for a maximum of one academic year, from the date of registration until the following April 30th.
3. Members shall have the right to:
 - 3.1. Attend SREESoc meetings upon approval of the Chair (See Article 4: Meetings);
 - 3.2. Address the membership on any matter pertaining to the society;
 - 3.3. Vote at general meetings;
 - 3.4. Vote during elections (See Article 5: Elections); and,
 - 3.5. Access all SREESoc publications.
4. Grounds for impeachment of a SREESoc member include:
 - 4.1. Any violation of the constitution;



- 4.2. Any violation of the governing documents of CUSA; and,
- 4.3. Committing an act (or acts) which negatively affects and/or harms the interests of SREESoc and its members.
5. Any member can bring forward a request for impeachment to any executive.
 - 5.1. To remove a member, SREESoc will first consult the CUSA Clubs Membership Removal Committee (MRC).
 - 5.1.1. The MRC will advise on next steps. Should the MRC advise to proceed with membership removal, the following steps will take place.
 - 5.1.1.1. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed.
 - 5.1.1.1.1. The individual bringing forward the complaint and the person accused shall be given time to speak.
 - 5.1.1.1.2. A vote for impeachment within the executive will be conducted
 - 5.1.1.1.2.1. A simple majority will be needed to impeach the member
 - 5.1.1.1.3. Impeachment of a member results in their removal from SREESoc.
- 6.

Article 3: Executive

1. An executive board, consisting of elected officers, appointed members, and ex-officio advisors, shall govern SREESoc in service of its members.
2. The elected members of the executive board shall consist of the offices of:
 - 2.1. President;
 - 2.2. Vice President Internal;
 - 2.3. Vice President Finance;
 - 2.4. Vice President External;
 - 2.5. Vice President Social;
 - 2.6. Vice President Academic; and,
 - 2.7. Vice President Services.
3. The appointed members of the executive board shall consist of the offices of:
 - 3.1. Secretary; and,
 - 3.2. Year Representatives.
4. The ex-officio advisors of the executive board shall consist of the:
 - 4.1. Faculty Advisors; and,
 - 4.2. CSES Representatives.
 - 4.2.1. This position is to be elected via CSES General Elections. If no Stream Representative is elected, a SREESoc-specific Stream Representative may be elected through SREESoc in accordance with Article 6.



- 4.3. The Ex-officio advisors are non-voting members of the executive who shall be engaged when requiring feedback or guidance on the direction of the society and when endeavoring to liaise with their respective department or society.
5. The duties of an executive office shall be:
 - 5.1. To act in the society's name, following its purpose and furthering its goals;
 - 5.2. To not act in conflict with decisions made by general resolution or the constitution;
 - 5.3. To administer committees to make recommendations or implement resolutions;
 - 5.4. To perform any other duty, consistent with the above, and consistent with the purpose and goals of the society;
 - 5.5. To attend all applicable SREESoc meetings; and,
 - 5.6. Be familiar with the contents of the SREESoc constitution, in particular the duties of their specific office.
6. The **President's** duties shall be:
 - 6.1. To represent SREESoc to its members and the public;
 - 6.2. To lead the executive and the membership;
 - 6.3. To act as a spokesperson for the society;
 - 6.4. To act as the Chair at SREESoc Executive meetings; and,
 - 6.5. To ensure the society meets all requirements and deliverables outlined by the constitution and by the members at the Annual General Meeting, including the preparation of an annual report before the end of the term in office.
7. The Vice President **Internal's** duties shall be:
 - 7.1. To disseminate information regarding SREESoc business to its members;
 - 7.2. To act as a Chair in the President's absence at SREESoc meetings;
 - 7.3. To ensure the smooth inner functioning of SREESoc;
 - 7.4. To address any concerns regarding the elections or the constitution, including the appointment of a Chief Elections Officer (CEO);
 - 7.5. To record and manage the membership records of SREESoc; and,
 - 7.6. To collect, organize, and manage the storage of SREESoc files and records, ensuring the appropriate files are made available to the membership.
8. The Vice President **Finance's** duties shall be:
 - 8.1. To properly maintain financial records in accordance with generally accepted accounting principles;
 - 8.2. To prepare a budget and financial statements as outlined in Article 6;
 - 8.3. To collect receipts and issue reimbursements for pre-approved "out-of-pocket" expenses;
 - 8.4. To manage SREESoc's bank account and petty cash;
 - 8.5. To record and track SREESoc's assets; and,



- 8.6. To coordinate sponsorship requests, and funding sources.
9. The Vice President **External**'s duties shall be:
 - 9.1. To act as a liaison between the society and all organizations external to SREESoc;
 - 9.2. To maintain relations with the SREE Industry;
 - 9.3. To organize programs that will connect the SREE student body to the SREE industry, organizing one or more events which develop relations between the membership and related bodies external to SREESoc.
10. The Vice President **Social**'s duties shall be:
 - 10.1. To organize and run SREESoc's social events;
 - 10.2. To publicize and promote SREESoc and its events to the membership and public;
 - 10.3. To fabricate all SREESoc publications(s) approved by the SREESoc executive.
11. The Vice President **Academic**'s duties shall be:
 - 11.1. To liaise between SREE students and professors internal to Carleton University;
 - 11.2. To organize and run a SREE Design Competition; and,
 - 11.3. To organize and run study sessions, seminars, lectures, and workshops.
12. The Vice President **Services**' duties shall be:
 - 12.1. To maintain all online SREESoc documentation, resources, and information through the maintenance and functionality of the website;
 - 12.2. To facilitate the loaning of SREESoc assets to members; and,
 - 12.3. To manage the ordering and distribution of SREE products for members.
13. The **Secretary**'s duties shall be:
 - 13.1. To take detailed account of all votes and minutes at all executive and general meetings of the society;
 - 13.2. To distribute minutes to executive members within one week of the meeting date;
 - 13.3. Provide to any member in good standing, free of charge, any of the following, under the direction of VP Internal:
 - 13.3.1. The Constitution;
 - 13.3.2. By-laws, rules, regulations, or policies of the society;
 - 13.3.3. Minutes from any general meeting;
 - 13.3.4. Minutes from any open executive meeting;
 - 13.3.5. Documents tabled at any general meeting; and,
 - 13.3.6. Documents tabled at any open executive meeting.
14. The **Year Representatives**' duties shall be:
 - 14.1. To act as a liaison between the SREESoc executive and their respective year's classes;
 - 14.2. To make class announcements regarding all SREESoc programs and events;
 - 14.3. To promote SREESoc in any capacity to their respective year's classes;



- 14.4. To organize and run the semester Year Representative event (i.e. Grilled SREEs); and,
- 14.5. To help where needed through directorships.
15. The **Faculty Advisor**'s duties shall be:
 - 15.1. Assist with advocacy efforts relating to the society or the SREE program; and,
 - 15.2. Offer guidance and make recommendations to executives, when requested.
16. The **CSES Representatives**' duties shall be:
 - 16.1. To act as a liaison between SREESoc and the Faculty of Engineering and Design, the relevant department, and the Carleton Student Engineering Society; and,
 - 16.2. To promote SREESoc's interests in Faculty and Department meetings.
17. In addition to their rights as members, executive officers of SREESoc shall have the right to vote on executive resolutions.
 - 17.1. The Ex-officio advisors are not eligible to vote on executive resolutions.
18. Executive offices shall be unbarred to students of Carleton University's Sustainable and Renewable Energy Engineering Program. For a student outside of the program to be an executive:
 - 18.1. Be an active member of the society, in good standing for one year;
 - 18.2. After one year of membership, that student may then pursue any executive office with the exception of:
 - 18.2.1. President; or,
 - 18.2.2. Year Representative.
19. The term for the executive office is one year, from May 1 to April 30th of the following year.
20. An executive office shall be deemed vacant if:
 - 20.1. Upon the passage of a resolution calling for the executive's removal, as outlined in Article 3 Section 22;
 - 20.2. If the executive ceases to be eligible to hold the position as defined in Article 3 Section 16;
 - 20.3. Upon the submission of a written resignation letter to the President;
 - 20.4. The expiration of the term, where no candidates are nominated for the office as outlined in Article 5; or,
 - 20.5. Upon death.
21. Grounds for impeachment of a SREESoc executive include:
 - 21.1. Any violation of the constitution;
 - 21.2. Any violation of the governing documents of CUSA;
 - 21.3. Committing an act (or acts) which negatively affects and/or harms the interests of the SREESoc and its members; or,
 - 21.4. Failure to fulfill executive duties



22. Any member can bring forward a request for impeachment to any executive.
 - 22.1. To remove a member, SREESoc will first consult the CUSA Clubs Membership Removal Committee (MRC).
 - 22.1.1. The MRC will advise on next steps. Should the MRC advise to proceed with membership removal, the following steps will take place.
 - 22.1.1.1. Within 10 days of receiving the request, the executive will host a meeting with the general membership.
 - 22.1.1.1.1. At this meeting the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 - 22.1.1.2. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote.
 - 22.1.1.2.1. A simple majority will be needed to impeach the executive.
 - 22.1.1.3. Impeachment of an executive results in their removal from office and as a member of SREESoc
23. The signatures of any two of the President, VP Internal, VP External, or VP Finance shall be sufficient to bind the society.

Article 4: Committees and Directorships

1. Any executive may create a temporary directorship within the bounds of their portfolio.
 - 1.1. A temporary directorship will last until the end of that executive's appointed term (See Article 3, Section 17).
 - 1.2. An executive may terminate a directorship in their portfolio at any time.
 - 1.3. Any temporary directorship and the candidate must be approved by executive quorum.
2. A committee may be formed by any executive upon approval of either the President or Vice President Internal.
 - 2.1. A committee must consist of three (3) members, including one executive.
 - 2.2. Each committee is required to make a minimum of one report to an executive meeting each year.
3. Special Committees:
 - 3.1. The Constitution Committee must be chaired by the Vice President Internal.
 - 3.1.1. The Constitution Committee shall be formed to aid the Vice President Internal in amending the constitution.
 - 3.1.2. Duties shall include but not be limited to, revising the constitution in a timely manner, and amending it whenever necessary.



Article 5: Meetings

1. General Meetings:
 - 1.1. The general meetings are open to everyone, but only members of the society may vote on resolutions.
 - 1.2. The executive shall call a general meeting at least once annually.
 - 1.3. The executive shall publish the general meetings' time, location, and agenda at least 14 days in advance of the meeting.
 - 1.4. The required number of members present at a general meeting shall be:
 - 1.4.1. At least half of the executive; and,
 - 1.4.2. At least 8 of SREESoc's members to constitute a general quorum; or,
 - 1.4.3. At least 12 of SREESoc's members to constitute a constitutional quorum.
 - 1.5. SREESoc's decisions shall be made:
 - 1.5.1. By general resolution, if the majority of a general or constitutional quorum votes in favour.
 - 1.5.2. By constitutional resolution if at least $\frac{2}{3}$ of a constitutional quorum votes in favour.
 - 1.6. Notwithstanding the right of the membership to attend general meetings, the executive may deliberate in private before voting on any resolutions or consult the constitution.
2. Executive Meetings
 - 2.1. Executive meetings shall be open to members of SREESoc.
 - 2.2. Only executive officers may vote on motions or executive resolutions.
 - 2.3. Any executive officer may call an executive meeting, but the meeting must be approved by the President, VP Internal, or VP External.
 - 2.4. At least 50% of executive officers, including at least two of the President, VP Internal, VP External, and VP Finance shall be present at all executive meetings to constitute an executive quorum.
 - 2.4.1. Appointed executives shall not count against quorum should they be absent from an executive meeting.
 - 2.5. SREESoc's decisions shall be made by executive resolution if the majority of the present executive quorum votes in favour.
 - 2.6. Notwithstanding the right of the membership to attend executive meetings, the executive may deliberate in private before voting on executive resolutions.
 - 2.7. The executive shall publish the meeting minutes within one week following an executive meeting.
 - 2.8. If an executive must miss a meeting, the absence must be reported to the Secretary or VP Internal at least 24 hours prior to the meeting.



Article 6: Elections

1. The executive shall call an election at the end of its term in office, to be held between March 1 and March 31.
2. Upon calling an election, the executive shall appoint a Chief Elections Officer (CEO). The CEO shall not be implicated in a conflict of interest by running for a position within said election.
 - 2.1. The CEO shall be appointed through executive resolution.
 - 2.2. The CEO's duties shall be:
 - 2.2.1. To solicit candidates for executive office; and,
 - 2.2.2. To run the elections pursuant to Article 6: Elections.
3. The executive, in conjunction with the CEO, shall notify members of SREESoc at least two weeks in advance of the election date, including a formal writ of election.
4. The CEO shall accept the candidature for executive office of any person eligible under Article 3 Section 18, who submits a signed notification stating their intent to run for election, at least one week prior to the election day.
5. Candidates may run for only one executive office.
6. Where the number of candidates for an executive office is:
 - 6.1. One, a confidence vote must be taken by the membership;
 - 6.2. None, that office shall be deemed vacant and the position will be appointed by the new executive before the following September; or,
 - 6.3. More than One, the membership shall choose the executive officer by election.
7. Votes shall be cast by secret ballot. Each member may cast only one vote per elected office.
8. The ballots shall be tallied under the supervision of the CEO and witnessed by any member in good standing without conflict, or administered by the Carleton University Senate Office, through coordination with the CEO.
9. The candidate who receives the most votes for an office, and accepts, shall assume the office on May 1st.
10. Should there be a tie between candidates for an executive office, the tie shall be resolved through a re-casting of the ballots by the members.
 - 10.1.
 - 10.2.
11. The CEO shall notify the current executive of the election results two days following the reception of the election results.
12. The membership shall be notified of the election results at the Annual General Meeting (if possible), and through electronic announcement.



Article 7: Finance

1. SREESoc’s fiscal year shall correspond with the executive term in office, from May 1 to April 30.
2. The fiscal year shall be divided into halves for accounting purposes, to correspond with the Carleton University Fall and Winter semesters.
3. The executive shall approve a budget for the year by the end of September.
4. The executive shall set the membership fee at the beginning of September.
5. Upon dissolution of the society, any remaining SREESoc assets shall be donated to a Carleton University-based non-profit organization, at the discretion of the executive officers, in conjunction with discussion with the Department of Electronics, and Department of Mechanical and Aerospace Engineering.
6. SREESoc financial records shall be made available for third-party audit by general resolution.
7. SREESoc executives shall be expected to follow the guidelines set by the current Vice President Finance.

Article 8: Amendments

1. Changes to the SREESoc Constitution shall be ratified only if:
 - 1.1. The proposed amendment is read at an Executive meeting and the amendment is approved by executive resolution as defined in Article 5; or,
 - 1.2. The proposed amendment is read at a General Meeting and the amendment is approved by constitutional quorum as defined in Article 5.

24 Aug 2024

Date

President, Alexandria MacDonald

25 Aug 2024

Date

Vice President Internal, Akeel Samji