

Carleton Engineers Without Borders



engineers without borders
ingénieurs sans frontières
Carleton University Chapter

CONSTITUTION

Date Revised: March 27th, 2024

Part 1 – Chapter

Article 1 – Organization

1. The name of the organization shall be "Engineers Without Borders, Carleton University Chapter," hereinafter referred to as "EWB Carleton" or "the Chapter".
2. Each operational year shall begin on the first day of May in one year and end on the last day of April in the next year.
3. The office of the Chapter shall be at 3397 Mackenzie Building at Carleton University, located at 1125 Colonel By Drive, in Ottawa, Ontario.

Article 2 – Affiliation

1. EWB Carleton shall maintain an affiliation in good standing, renewed every operational year, with Engineers Without Borders Canada/Ingénieurs Sans Frontières Canada, hereinafter referred to as “EWB Canada”.
 - a) All actions and policies of the Chapter shall respect the Charter and By-Laws of EWB Canada.
 - b) The Mission and Vision of the Chapter should align with the Mission and Vision of EWB Canada.
 - c) The Chapter shall strive to annually renew and abide by the Chapter Affiliation Agreement co-signed between the Chapter and EWB Canada.
2. EWB Carleton shall maintain an affiliation in good standing, renewed every operational year, with the Carleton Student Engineering Society, hereinafter referred to as “CSES”.

Article 3 – Purpose

1. The mission of EWB Carleton is to organize impactful initiatives that address current challenges in the system, especially with regards to climate change and sustainability, fostering cooperation and promoting diverse partnerships for sustainable development, while tackling the intricate challenges associated with these efforts.
2. The vision of EWB Carleton is to see successful collaboration with actively engaged individuals from all backgrounds that supports the implementation of engineering solutions and policies addressing issues related to climate change and sustainability.
3. All actions and policies of the Chapter shall advance the mission and vision of the Chapter.

Article 4 – Equal Treatment

1. The Chapter, in its actions and policies, shall strive to ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics. In particular, but not limited to, discrimination based on race, political views, national or ethnic origin, colour, religion, sex, gender, sexual orientation, age, residency, language, or mental or physical disability.
2. The Chapter shall create a form for Members or the Community to anonymously disclose or report violations or concerns. **The submission of this form does not qualify as a request for removal but may be used as a catalyst for one.**

Article 5 – Governing Documents

1. The term Governing Documents shall include this document, hereinafter referred to as the “Constitution”, ~~as well as a set of policies adopted by the Chapter representing best practices, hereinafter referred to as the “Policy Manual”~~
 - a) The Constitution defines the Chapter’s fundamental principles and fully establishes the power and duties of its Council;
 - ~~b) The Policy Manual includes the entirety of the Chapter’s operational policies and procedures which must be followed by all Members;~~
 - c) The Constitution ~~and Policy Manual~~ of the Chapter may be amended through an affirmative vote of at least 2/3 of the Members present ~~alongside 50% quorum and sanctioned by a majority vote~~ of the Council at a General Meeting. ~~All Members may propose amendments.~~

Article 6 – Interpretation

1. In the Governing Documents, the following definitions shall apply:
 - a) “Constitution” refers to the present Parts and Articles of the Chapter;
 - ~~b) “Councillor” are members of the council which includes the Executives and Directors~~
 - c) “Good Standing” refers to Chapter Members who comply with the constitution;
 - d) “Portfolio” refers to the totality of an executive’s role within the chapter in terms of its ~~Councillors and~~ responsibilities;
 - e) “Community” refers to the Chapter’s community on the Carleton University level;
 - f) “Quorum” refers to the minimum number of Members that must be present at a Meeting to make the proceedings valid. This number is specified in Part 6, Article 5.2 for Elections, and Part 8, Article 4.2 and 4.3 for Meetings; and
 - g) “Legacy Project” refers to an undertaking by the Chapter that lasts longer than an operational year.

Article 7 – Dissolution

1. In the event of the dissolution of the Chapter, the Chapter President(s) shall be responsible for the termination of the Chapter Affiliation Agreement as per the terms agreed upon therein.
2. The Chapter Executive at the time shall strive to ensure that funds raised while affiliated with EWB Canada are dealt with in the following manner:
 - a) External granting bodies who have donated to the Chapter such as foundations, corporations, student unions, faculty, etc. shall be informed of the dissolution and the funds must be dealt with by the explicit consent from the granting body;
 - b) Funds raised through general or public fundraising activities, or activities where the donor is unknown will be transferred to EWB to ensure compliance with CRA direction and control measures;
 - c) Any funds obtained through Carleton University Students’ Association (CUSA) shall be returned to CUSA.

Part 2 – Members

Article 1 – Classes of Membership

1. There shall be three classes of Membership in the Chapter, namely:
 - a) Regular;
 - b) Alumni;
 - c) Honourary.
2. Regular Membership shall be given to any undergraduate student at Carleton University who shares an interest in the chapter and furthering its goals.
 - a) Any Members of the Executive or Directorship are automatically included in the Regular Membership.
 - b) EWB Carleton may, ~~at its discretion,~~ require a membership fee for Regular Membership. ~~in the event that the Chapter provides services for Members. A fee must be approved through an affirmative vote of at least 2/3 of the Members present alongside 50% quorum of the Council at a General Meeting.~~
3. Alumni Membership shall be given to all **graduated** former Regular Members that are no longer an undergraduate student at Carleton University.
4. Honourary Membership shall be given to those individuals nominated by the Members and passed by at least two-thirds (2/3) of the Regular Members at any Meeting.
 - a) Honourary Membership shall be given to those persons who share an interest in the chapter and furthering its goals but are ineligible for Regular or Alumni Membership.

Article 2 – Term of Membership

1. Regular Membership shall commence upon completion of the Membership Form and shall expire at the end of each operational year.
2. Alumni Membership shall commence when the Member ceases to be an undergraduate student at Carleton University **if the individual is in good standing and shall expire at the end of each operational year.**
3. Honourary Membership shall commence immediately following the Meeting in which the Membership was approved **by at least two-thirds (2/3) of Councillors present at the meeting with quorum** and shall expire at the end of each operational year.
4. A Member may request to withdraw their Membership from the Chapter by submitting a written resignation to the Vice-President Internal.
5. The Council may, by a resolution adopted by at least two-thirds (2/3) of the Councillors present at a Meeting with quorum, suspend a Member for the remainder of the Society year.
 - a) **Grounds for suspension or 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.**
 - b) A Member may be suspended if their conduct or activities are deemed detrimental to the well being or functioning of the Society.
 - c) The Council must provide written notice to the Member in question at least one (1) week before the General Meeting, or Special Council Meeting duly called for the purpose of suspension.

- d) The Member in question shall be given the opportunity to present submissions or be heard during the debate of suspension.
 - e) Once the Council has adopted the resolution, the suspension can be subject to appeal once.
 - f) A Member ceases to be in good standing when suspended.
6. For the removal of any club member, the CUSA Clubs Membership Removal Committee (MRC) shall be consulted. Council shall act on their recommendation.
- ~~a) A motion to expel a Member from the Society shall be moved only by the Council.~~
 - ~~b) The Council must provide written notice to the suspended Member in question, and the Executive at least two (2) weeks before the meeting of the Members where the resolution will be discussed.~~
 - ~~c) The Member in question shall be given the opportunity to present submissions or be heard during the debate of expulsion.~~
 - ~~d) Once the resolution to expel a Member has been adopted during a meeting of the Members, the expulsion will not be subject to appeal.~~
 - ~~e) A person previously expelled from the Society shall be ineligible for any class of membership.~~
7. Membership in the Chapter terminates:
- a) At the completion of the Term of Membership;
 - b) Upon withdrawal of their Membership;
 - c) Upon Expulsion from the Chapter Membership;
 - d) Upon the Member's death; or,
 - e) Upon the dissolution of the Chapter.

Article 3 – Rights of Membership

- 1. Every member of the Chapter in good standing, ~~regardless of membership class~~, shall be entitled to:
 - a) Attend any Meeting;
 - b) Speaking rights at any Meeting.
- 2. In addition to the rights listed above, every Regular Member of the chapter in good standing shall be entitled to:
 - a) Move, second or vote on any motion or resolution at any General Meeting;
 - b) Vote in elections for any elected position of the Chapter;
 - c) Seek to hold any position, whether elected or otherwise, within the Chapter.

Article 4 – Freedom of Information

- 1. The Vice-President Internal shall provide to any Member in good standing on request, free of charge, any of the following:
 - a) The Constitution;
 - b) The Policy Manual;
 - c) The Minutes from any Meeting;
 - d) The Chapter Affiliation Agreement with EWB Canada;
 - e) Semesterly financial statements or documents, as determined by the Vice-President Finance.

Part 3 – Council

Article 1 – Composition

1. The property and business of the Chapter shall be managed by a Council, consisting of:
 - a) The Executive Portfolio Leads, hereinafter referred to collectively as “Executive” and individually as “VP” or “Vice-President”.
 - b) The Portfolio Directors, hereinafter referred to collectively as “Directors” and individually as “Director”.

Article 2 – Eligibility

1. Councillors must be Regular Members in good standing.
2. An individual may hold more than one office, with the exception of President(s) and VP Finance, which must be held by individuals independently of each other.

Article 3 – Term of Office

1. An Executive’s term shall commence on the first day of the next operational year in which they were elected, except in the case of an Executive elected in a by-election.
 - a) When an Executive is elected in a by-election, their term shall commence immediately following the ratifications of the results at a General Meeting.
2. A Director’s term shall commence on the day of their hire.
3. A Director’s removal shall be treated as the removal of membership.
4. ~~A Councillor may be removed at any time by a resolution passed by at least of two-thirds (2/3) of Councillors Regular Members present at any Meeting with quorum. The resolution may be raised by any Regular Member.~~
5. The office of Councillor shall be automatically vacated:
 - a) At the end of the operational year
 - b) If the Councillor resigns the office by delivering a written resignation to the President;
 - c) Upon passage of a resolution calling for that Councillor’s removal;
 - d) If the Councillor ceases to be eligible to hold that office under Article 2;
 - e) Upon death.
6. If a vacancy shall occur in the office of a Councillor for any reason, the Council by resolution may appoint an eligible replacement till a by-election occurs.
7. 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.
8. 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.

Article 4 – Powers

1. Without restricting the generality of the foregoing, the Council may:
 - a) Administer the property and funds of the Chapter;
 - b) Authorize expenditures on behalf of the Chapter, in consultation with the Vice-President Finance, and limited by the financial rules stated in Part 7 of the Constitution;
 - c) Take such steps as it deems requisite to enable the Chapter to acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the Objectives of the Chapter.

Part 4 – Executive

Article 1 – Composition

1. The Executive of the Chapter shall consist of:
 - a) President;
 - b) Vice-President Advocacy;
 - c) Vice-President Communications;
 - ~~d) Vice-President Equity, Diversity, & Inclusivity, and Indigenous Reconciliation (EDI-IR);~~
 - e) Vice-President Fairtrade;
 - f) Vice-President Finance;
 - g) Vice-President Fundraising;
 - h) Vice-President Global Engineering;
 - i) Vice-President Internal;
 - j) Vice President Legacy Project;
 - k) Vice-President Relations;
 - l) Vice-President Strategy & Support; and
 - m) Vice-President ~~Youth-Outreach~~.
2. Each of the positions listed in Article 1, Paragraph 1 can be filled by up to two individuals working as co-Vice-Presidents or co-Presidents.

Article 2 – Duties

1. Each VP shall:
 - a) Perform all duties inherent and incident to their office, or delegate relevant duties to their Directors;
 - b) Execute any mandate handed to the VP by the Members at any Meeting, unless that mandate is later revoked by the Members or the Council;
 - c) Be required to attend Council Meetings as described in Part 8 of the Constitution;
 - d) Conduct themselves in a manner which aligns with the Chapter's mission and vision;
 - e) Transition the incoming VP-Elect into their role prior to the completion of the first month in the operational year. This includes the transfer of all documentation, resources, and insight as deemed necessary by the outgoing VP; and
 - f) Produce a transition report and year plan with the VP-Elect for the upcoming operational year in accordance with Chapter and EWB Canada guidelines.

2. The duties of the Executive are not limited to the duties listed in this Article and may be modified at the discretion of the Council.
3. The President shall:
 - a) Represent the Chapter to its members, members of EWB Canada, and to the public;
 - b) Lead and manage the Executive and Chapter;
 - c) Represent the Chapter as Chapter President in all communications with EWB Canada;
 - d) Ensure the Chapter meets all requirements and deliverables as stipulated by EWB Canada;
 - e) Be responsible for upholding the integrity and image of the Chapter; and
 - f) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
4. The Vice-President Advocacy shall:
 - a) Act as, or select, an Advocacy Distributed Team (DT) Representative to serve as the Chapter's Representation at EWB Canada;
 - b) Oversee Chapter activities to create, plan, and promote campaigns in relation, but not limited to, the EWB Canada Advocacy Strategy;
 - c) Work with the Council to develop Chapter advocacy goals in relation to the mission and vision of EWB Canada, the Chapter, and its members;
 - d) Seek to build understanding within the Chapter Community and among Chapter Members of the issues for which the Chapter is advocating; and
 - e) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
5. The Vice-President Communications shall:
 - a) Be responsible for promoting the Chapter's events and campaigns through the Chapter's social media platforms, within the Community, and around Campus;
 - b) Create graphics, including but not limited to merchandise design, event posters, and social media content posts, and do so in a quick and professional manner;
 - c) Publish and design monthly email newsletters to all Members that promote upcoming events and initiatives;
 - d) Maintain the Chapter's social media presence on all relevant platforms through event posts, summaries, promotions, and online interaction with the Community;
 - e) Work with other VP's on the vision for Portfolio events and effectively promote them to increase event engagement;
 - f) Update and maintain the Chapter website; and
 - g) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
6. The Vice-President Fairtrade shall:
 - a) Promote Fair Trade products and practices within the Chapter and the Community by increasing knowledge and awareness about certification methods and availability;
 - b) Sit on the Fair Trade Steering Committee, which is comprised of representatives from administration, students, faculty, and food service providers, and attend their meetings regularly;

- c) Champion the strategic advancement of Fair Trade offerings on campus and explore pursuing higher levels of Fair Trade Campus designation;
 - d) Plan and run events for Fair Trade Campus Week (FTCW) and other collaborative Fair Trade events throughout the operational year;
 - e) Work with other VP's to implement Fair Trade products and information in their Portfolio events;
 - f) Work with CUSA and CSES to increase Fair Trade product availability across campus;
 - g) Act as the liaison between the Chapter, Community, and Fairtrade Canada; and
 - h) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
7. The Vice-President Finance shall:
- a) Have custody of the Chapter's funds, whether they be in cash or deposit, throughout the duration of their Portfolio;
 - b) Keep full and accurate accounts of all receipts and disbursements of the Chapter in writing, whether physical or digital;
 - c) Communicate with other Portfolios to determine and draft the Chapter's general budget and anticipated expenses by the month of September;
 - d) Approve or deny all Chapter-based expenses based on the budget for reasons including but not limited to: Tabling, Chapter Events, and Miscellaneous Costs;
 - e) Provide refund method to Executives, Directors, and General Members for expenses made on behalf of the Chapter in accordance with Part 7, Article 2.6(d);
 - f) Meet with the (co)President(s) monthly to discuss funding opportunities and whether these should be explored;
 - g) Collect and secure funds raised during Chapter fundraising events;
 - h) Draft a Chapter ledger detailing expenses and income and send to National Office at the end of each month;
 - i) Run monthly a Student Levy committee to discuss opportunities for sustainable and equitable use of student levy funding; and
 - j) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
8. The Vice-President Fundraising shall:
- a) Ensure that the Chapter meets its required revenue as outlined by the general budget by organizing fundraising events and initiatives;
 - b) Establish and maintain partnerships with collaborators and sponsors;
 - c) Lead the Chapter in participating in EWB Canada fundraising events;
 - d) Obtain and secure external donations for Chapter events, including but not limited to coffee, tea, and food; and
 - e) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
9. Vice-President Global Engineering shall:
- a) Be responsible for promoting the use of engineering and design to advance the U.N. Sustainable Development Goals, and the practice of sustainability in engineering;
 - b) Organize events related to sustainability and sustainable engineering;

- c) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
10. Vice-President Legacy Project shall:
- a) Pursue a sustainable engineering Legacy Project;
 - b) Oversee the design vision, ensuring that the Project remains within the Mission framework of both EWB Canada and the Chapter;
 - c) Hire a team to lead specific technical aspects of the design;
 - d) Maintain a good relationship with EWB Canada and collaborating with other Chapters if possible to advance the Project;
 - e) Attempt to establish connections with professionals to develop and complete the Project design; and
 - f) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
11. Vice-President Internal shall:
- a) Initiate collaboration between Portfolios and council members with the intent of encouraging Portfolios to collaborate on applicable events and campaigns;
 - b) Organize meetings based on the availability of the council, prepare and share meeting minutes document prior to the meeting and take minutes during the meeting;
 - c) Design and/or order merchandise for the council as well as general members, keep an updated merch inventory;
 - d) Maintain and update an EWB calendar of events with potential dates and conflicts as well as important observable dates; and
 - e) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
12. Vice-President Relations shall:
- a) Maintain communication and facilitate relationships with department heads, faculty deans, and the chapter's faculty advisor;
 - b) Find resources for funding for chapter initiatives, specifically but not limited to conference reimbursements and EWB Canada fellowships;
 - c) Actively pursue relationships and partnerships with people and organizations both within and external to the Carleton community;
 - d) Maintain the Chapter's contact database; and
 - e) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
13. Vice-President Strategy & Support shall:
- a) Support Chapter Members, including the Council, and advise on procedure, protocol and general management of Chapter activities;
 - b) Be a Member who previously held an Executive position on the Council, unless this requirement is waived by Council for exceptional cases;
 - c) Play a supporting role in Chapter initiatives and events;
 - d) Develop and advise on Member recruitment and retention strategies;
 - e) Provide guidance to Members regarding the Chapter's past events;
 - f) Undertake the planning and coordination of the annual Student Leadership Summit;

- g) Coordinate general member retention and membership promotion between the different VPs of the Chapter; and
 - h) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.
14. Vice-President Outreach shall:
- a) Be responsible for collaborating with high schools and youth organizations to promote our mission and vision to future generations;
 - b) Advocate to community groups about the chapter's mission, vision, and goals with efforts such as events, campaigns, and collaborations;
 - c) Organize and facilitate the annual Carleton International Development Symposium at Carleton University;
 - d) Conduct tabling events at Carleton University outreach events; and
 - e) Undertake any other duty consistent with the above and consistent with the mission and vision of the Chapter.

Part 5 – Directors

Article 1 – Composition

1. Every Executive, ~~excluding (co)President(s)~~, can hire Directors for their Portfolio as necessary during a specific operational year.
 - a. The VP(s) of any Portfolio may decide, at their discretion, to not hire any Directors for the operational year.
2. There is no limit on the number of Directors that a VP may hire for their Portfolio.

Article 2 – Director Role

1. Directors are tasked with aiding their Portfolio. These tasks are defined by the VP of their respective Portfolio.

Article 3 – Hiring

1. Director applications shall be opened in the month of September by the Executive.
2. The initial round of Director interviews shall take place between late September-early October.
 - a) Interviews shall be conducted by the Executives leading the Portfolios to which the prospective Directors have applied to.
3. A Directorship Interest Form shall be opened after initial hiring and remain for the remainder of the operational year.
4. Any Executive may specifically call for Directors, at their discretion, as needed for the operation of their Portfolios.
 - a) These candidates may be pulled from the list compiled from the Directorship Interest Form or from a separate round of applications as necessary.

Part 6 – Elections

Article 1 – Time and Place

1. A Presidential Election shall be called to elect the next President(s) of the Chapter between February 1 and March 1. The specific dates for the Election shall be determined by the current President(s), in consultation with the VP Internal and VP Strategy and Support.
 - a. The current President(s), or anyone delegated by them for this purpose, shall notify members of the Chapter at least two weeks in advance of the election date. On this date, applications for President shall be released.
 - b. The Writ of Election shall be released at the same time as applications are released.
2. A General Election shall be called to elect the next Executive team of the Chapter between February 15 and March 30. The specific dates for the Election shall be determined by the VP Internal, in consultation with the President(s) and VP Strategy and Support.
 - a. The current Executive, or anyone delegated by them for this purpose, shall notify members of the Chapter at least two weeks in advance of the election date. On this date, applications for Executive shall be released.
 - b. The Writ of Election shall be released at the same time as applications are released.
3. Both Presidential and General Elections shall be fully concluded, including candidate application, campaigning, and voting, prior to the Chapter's Annual General Meeting.
4. A By-Election may be called at any General Meeting of the Chapter to fill a vacancy in the Executive.
 - a. The VP Internal shall provide a minimum of one (1) week notice to Regular Members of the intent to run a By-Election unless the Executive Vacancy arises within two (2) weeks of the General Meeting.
 - b. A Writ of Elections is not required for a By-Election.

Article 2 – Chief Electoral Officer

1. The Chief Electoral Officer shall be selected a minimum of one (1) week prior to applications for President(s) being released. They are to serve for the execution of the Presidential and General Elections, and any By-Election that may occur.
2. ~~The Chief Electoral Officer shall be appointed by members of the Executive, and must not be a member of the Chapter.~~
3. The Chief Electoral Officer shall:
 - a. Administer the Election, in consultation with the VP Internal, President(s), and/or VP Strategy and Support;
 - b. Finalize the Writ of Election, in consultation with the VP Internal, President(s), and/or VP Strategy and Support.
 - c. Tabulate and verify Election Results;
 - d. Release the Election Results as per Part 6, Article 4 of the Constitution.
4. ~~The Chief Electoral Officer:~~
 - a. ~~May not be a current Councillor;~~
 - b. ~~May not be seeking an elected office in the Chapter for the upcoming operational year;~~

~~e. Must be a Member in good standing.~~

Article 3 – Candidate and Voter Eligibility

1. The candidates for any elected position shall be eligible to run and be elected by Regular Members in good standing.
2. Every candidate for an elected position must be a Regular Member of the Chapter.
3. Any Regular Member is eligible to vote in any Election of the Chapter.

Article 4 – Election Results

1. Immediately following the voting period, the Chief Electoral Officer shall tabulate and verify the results of the Election.
2. In the event of a Presidential Election or General Election, results shall be released within seven (7) **business** days of the closure of voting and certified at the next Council meeting.
3. In the event of a By-Election, results shall be released **within seven (7) business days** ~~immediately~~ following tabulation and verification of the results, and certified ~~immediately~~ following release.
4. Any ~~uncontested~~ candidate must receive a majority vote **of confidence** to be elected.
5. ~~Any contested candidate must receive a majority of the votes from all the Members present and must also additionally receive a majority of the votes from the Council.~~

Article 5 – Election Rules

1. The Writ of Election shall govern all rules relating to the execution of Presidential and General Elections.
2. Quorum for an Election shall be 50% of the current Council rounded down to the nearest whole number.

Part 7 - Financial Matters

Article 1 – Fiscal Year

1. EWB Carleton's fiscal year shall correspond with its operational Year;
2. The fiscal year shall be divided into thirds to account for the academic year's format;
 - a. First term: May-August, Second term: September-December, Third term: January-April;
3. The Chapter must provide a summary of its annual financial statements to its members at its Annual General Meeting.

Article 2 – Banking

1. Signing Authorities shall be assigned to the Chapter's current (co)-President(s), **and (co) VP Finance;** ~~and VP Strategy and Support;~~
2. All Chapter-related banking transactions must be approved by a minimum of two signing authorities.

Article 3 – Budget

1. The (co)-President(s) and VP Finance of the Chapter shall approve the budget prior to the deadline detailed in Part 4 Article 2.8(c);
 - a) This budget shall be presented to Members at the FSGM (see Part 8, Article 2.1).
2. Upon budget approval for the Fiscal Year to which the budget relates, the Council shall be entitled to carry out any actions contemplated by the budget and in compliance therewith without further authorization by the Council;
3. Any expenditure not contemplated in the budget and in excess of seven-hundred and fifty dollars (\$750.00) must be authorized by a resolution passed by at least two-thirds (2/3) of the Council present at a Council Meeting with quorum;

Article 4 – Gains

1. Revenues greater than expenses, referred to as “gains,” in one operational year may be carried forward into the next operational year and classified in the revenue section of the budget as ‘previous year’s gains’ and used for activities of the Chapter.

Article 5 – Debt

1. The Chapter shall be prohibited from accruing debt.

Part 8 - Meetings

Article 1 – Scheduling and Location

1. All meetings of the Executives, Directors, and Members shall be held in a room on campus prescribed by the Chapter.
 - a) Responsibility for the booking of the Meeting room shall fall to the Internal Portfolio;
 - b) Accommodations must be made, wherever possible, to facilitate the participation of Members through an online platform. Such accommodations must be notified to the Members in advance.
2. The Meeting minutes template shall be shared to Council prior to the Meeting.
3. The time and date of each General Meeting of the Executives, Directors, and Members subject to this Part, shall be determined by Council.
 - ~~a) Each General Meeting must be held on a weekday during the Academic Year.~~
4. The time and date of each Council meeting shall be determined by the VP Internal, in consultation with the Executive.

Article 2 – General Meeting

1. There shall be three General Meetings held each operational year as follows:
 - a) The Fall Semester General Meeting (FSGM) within the first two weeks of October;
 - b) The Winter Semester General Meeting (WSGM) within the last two weeks of January; and
 - c) The Annual General Meeting (AGM) within the last two weeks of March.

2. At every General Meeting, in addition to any other business that may be transacted, the following business shall be conducted:
 - a) The financial statements shall be presented;
 - b) The activities of the Chapter since the last General Meeting shall be reviewed.
3. Other business that may be conducted during the General Meeting:
 - a) Suspending or Expelling a Member of the Chapter;
 - b) Removing a Councillor of the Chapter from office;
 - c) Putting forth motions or resolutions on Chapter activities or Governing Documents.

Article 3 – Council Meetings

1. The Chapter shall hold Council meetings throughout the operational year, all of which should be held at a minimum frequency of:
 - a) Once per month from May-September;
 - b) Once per week from September-April.
2. At every Council Meeting, in addition to any other business that may be transacted, the following business shall be conducted:
 - a) Motions regarding the activities and events of the Chapter may be raised by the relevant VP; and
 - b) The activities of the Chapter since the last Council Meeting shall be reviewed.
3. Where special business is to be conducted, any notice shall contain sufficient information to permit a Councillor to form an informed judgment on the issue at hand.
4. A Special Council Meeting must be called by the Executive, with two (2) weeks notice, to bring up the following matters of business:
 - a) Suspending or Expelling a Member of the Chapter;
 - b) Removing a Councillor of the Chapter from office.

Article 4 – Meeting Rules

1. Quorum for a General Meeting shall be 50% of the current Council rounded down to the nearest whole number.
2. Quorum for a Council Meeting shall be 50% of the current Executive rounded down to the nearest whole number.
3. Minutes shall be taken at all Meetings; the responsibility of recording minutes shall fall to the Internal Portfolio.
4. The VP Internal shall chair at Council Meetings and General Meetings unless the Council elects another Member to preside.
5. Members have the right to add agenda items any time before the Meeting.

Article 5 – Notice

1. Notice of any General Meeting shall be given to all Members of the Chapter by:
 - a) telephonic, electronic, or social communication facility; or
 - b) any other official medium of the Chapter.
2. A form of proxy or a reminder of the right to proxy shall be included in all notices for a General Meeting.
3. The ability to attend the meeting by using a telephonic, electronic, or other communication facility shall be announced with all notices.

Article 6 – Voting

1. Every regular Member in Good Standing shall be entitled to exercise one (1) vote either in person or by proxy.
2. A regular Member in good standing may, by means of a written proxy, appoint a proxy holder to attend and act on that Member's behalf, at a specific meeting of the Members, in the manner and to the extent authorized in the proxy.
 - a. Individual giving proxy must inform the Chair of the meeting of their decision to do so.
3. A proxy holder must be a regular Member of the Chapter and shall be limited to holding one (1) proxy per meeting.

Part 9 – Revision History

Article 1 – Constitutional Amendments

1. Changes to the Constitution must be in accordance with Part 1, Article 6.1(c) of this document.

Article 2 – Revision History

1. February 15th, 2006
2. February 26th, 2008
3. August 16th, 2016
4. September 11th, 2018
5. September 13th, 2019
6. February 28th, 2020
7. March 22nd, 2022
8. September 29th, 2022
9. April 03rd, 2023
10. October 16th, 2023
11. January 31st, 2024
12. March 27th, 2024