

Carleton Pathways In STEM Constitution

It is hereby declared that Carleton Pathways in STEM (Science, Technology, Engineering, and Mathematics) exists to the following ends:

- To encourage and promote the pursuit of STEM-related fields of study among the individuals, communities, and organizations of Carleton University, while also fostering a deeper understanding of the multifaceted impacts of STEM on the City of Ottawa, Ontario, Canada, and the World;
- To cultivate and enhance the knowledge, skills, and confidence of all members of the organization, enabling them to actively and constructively participate in the discourse surrounding STEM;
- To represent Carleton University and contribute positively to its reputation through active engagement in STEM-related events, competitions, and initiatives at all levels.

We call into force this Constitution of Carleton Pathways in STEM on July 20, 2023.

Article I: Name of the Organization

The association shall be formally known as "Carleton Pathways In STEM", recognized as such in all legal documents, social media platforms, external communications, promotional materials, and at all affiliated events. Herein, it will be referred to as the "Organization".

Article II: Purpose of the Organization

The Organization exists to empower STEM students at Carleton University with tools, resources, and opportunities to explore diverse career paths. It aspires to break traditional boundaries of STEM professions, showcasing the various possibilities their unique skills can unlock. To actualize this vision, the Organization will hold workshops, invite speakers from diverse industries, conduct networking sessions, organize career fairs, and more. It aims to inspire innovation and entrepreneurial spirit among the members.

Article III: Structure

The structure of the Organization is comprised of two main bodies: The General Membership and the Executive.

The General Membership, composed of all members, acts as the legislative body. Their functions include voting on key organizational matters.

The Executive is responsible for the daily administration, including decision-making, planning events, and ensuring that the Organization's activities align with its mission.

Article IV: Membership

Membership within the Organization is bifurcated into General Membership and Executive Membership.

General Membership is open to all Carleton University students in STEM disciplines and all Carleton students with an interest in STEM subjects who show interest in exploring their career options. They are eligible to vote in elections, participate in all events, and can engage in any discussions organized by the Organization.

Executive Membership is held by individuals who have been elected to Executive positions and are responsible for guiding the Organization.

Article V: Executive

The Executive consists of six primary positions: the President, Vice President Finance, Vice President External, and Vice President Internal, Vice president Marketing & Social Media, and Vice President Events Coordination.

The President acts as the chief officer, overseeing operations, setting agendas for meetings, representing the Organization externally, and is the primary decision-maker.

The Vice President Internal assists the President and assumes their duties in their absence. They also manage internal affairs, including managing meeting agendas and minutes, and maintains the Organization's records.

The Vice President External is responsible for external outreach of potential speakers and other external bodies to the club

The Vice President of Finance handles the Organization's financial health, ensuring transparency and fiscal responsibility in budgeting, financial planning, fundraising, and maintaining financial records.

The Vice President of Marketing & Social Media is responsible for Upkeep of social media, creating posters, and promoting events on social media.

The Vice President of Events Coordination is responsible for facilitating speaker events and workshop events and serving as an MC.

Article VI: 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

Meetings of the General Membership can be called:

At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;

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

At the request of any five members of the Organization.

A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.

Quorum of the General Membership

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

Meetings of the Executive Committee shall

Be held at regular intervals and are for the purpose of running the club.

Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII: 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 President, Vice President Finance, Vice President External, Vice President Internal, Vice president Marketing & Social Media, and Vice President Events Coordination.
 - 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 VIII: Impeachment

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) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

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.

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. 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:

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.

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. 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

Amendments to the constitution can be proposed by any member of the Organization. Proposed amendments must be submitted in writing to the Executive, who will share them with the General Membership in advance. Approval of amendments requires a two-thirds majority vote of the General Membership.

Article X: Dissolution of the Organization

In the event of dissolution, all assets and properties obtained through CUSA must be returned to CUSA. Any remaining funds will be donated to a not-for-profit organization related to STEM education. The decision to dissolve can be made only by a two-thirds majority vote of the General Membership.

Article XI: Committees

The Executive can establish and dissolve committees as needed. Each committee will be chaired by an Executive member, and will include General Members. The committee chair will be responsible for the operation of the committee, and will regularly report to the Executive and the General Membership.

Article XII: Compliance and Constitutional Review

The Organization commits to comply with all local, provincial, and federal laws, as well as the rules and regulations of CUSA. This includes non-discrimination policies, intellectual property policies, and all other policies established by CUSA. The Organization will ensure its practices are ethical and transparent.

The Constitution shall be reviewed annually at a designated Constitutional Review Meeting. The review evaluates the Constitution's effectiveness and proposes amendments to better serve the Organization's mission.

Article XIII: Transparency and Accountability

The Organization commits to maintaining transparency in its operations. Meeting minutes, financial reports, and other significant documents will be accessible to all members. The Executive will regularly communicate with the General Membership about the Organization's activities, plans, and progress.

Article XV: Non-Discrimination

The Organization pledges to maintain a respectful, inclusive environment that welcomes diversity. Membership and participation are open to all, regardless of age, race, religion, sex, sexual orientation, disability, or national origin. Any act of discrimination or harassment can result in disciplinary action.