

# **Constitution of the Carleton University Biomedical Engineering Society**

*Passed Sept 18, 2009*

## **Article I: Name and Purpose**

**Sec.1.** This organization shall be known as the Carleton University Biomedical Engineering Society (CUBES) and herein after shall be referred to as the Society.

**Sec.2.** The purpose of the Society shall be the dissemination of knowledge of the theory and practice of all aspects of biomedical engineering, and to facilitate social and academic growth.

**Sec.3.** The Society and its operation shall be in accordance with the bylaws of Carleton University and the provincial laws of Ontario, Canada

## **Article II: Structure**

**Sec.1.a.** The General Full Voting Membership shall be the legislative body of the Society and shall be composed of all undergraduate students in Biomedical & Electrical Engineering and Biomedical & Mechanical Engineering at Carleton University.

**Sec.1.b.** The Non-Voting membership shall be offered to all students at Carleton University.

**Sec.2.** The Executive Committee shall be the administrative body of the Organization and shall be composed of members from the General Membership.

**Sec.3.** The Society Advisor shall be a professor at Carleton University whose research interests are related to biomedical engineering.

**Sec. 4.** The Society year will commence on the first day of May in one year and terminate on the last day of April the subsequent year.

## **Article III: Membership**

**Sec.1.** Voting Membership shall be limited to undergraduate students of Carleton University who are currently registered in the Biomedical & Electrical Engineering or Biomedical & Mechanical Engineering.

**Sec. 2.** Non-Voting Membership may be granted to any undergraduate student at Carleton University.

**Sec.3.** Membership and participation in Societies activities shall be free from discrimination based on elements listed under the Charter of Rights and Freedoms of Canada.

## **Article IV: Dues**

**Sec.1.** Membership fees may be introduced or removed by majority vote of the executive committee.

**Sec. 2.** Membership fees will cover membership for one society year.

**Sec. 3.** Any changes to membership fees will take effect the following year, except in the case that the fees for the current year were \$0, in which case the fee may take effect immediately.

## Article V: Executive Committee

**Sec.1.** The Executive Committee shall consist of the members of the Society who have been elected by the general membership.

**Sec.2.** The executive committee must consist of at least the following positions: President, Vice-President Finance and Administration, Vice-President Social, Vice-President Internal and Vice-President External.

**Sec.3.** The President's duties shall be:

- a. Attend all meetings, or submit a written report prior to the commencement of the meeting.
- b. To represent the society to its members and the public
- c. To lead the executive committee
- d. To act as chairperson for meetings
- e. To ensure that all mandates from the members are carried out
- f. To perform any duties consistent with those above and with the goals of the society
- g. To ensure that all members of the executive committee are doing their assigned tasks in a satisfactory manner
- h. To perform any duties that may arise from time to time that are not listed as duties within Sec. 3 to Sec 7.; That is, any non-portfolio tasks.
- i. Any other duties as assigned by the executive committee

**Sec.4.** The Vice President Internal's duties shall be:

- a. Attend all meetings, or submit a written report prior to the commencement of the meeting.
- b. Provide members with information regarding the business of the society
- c. To act as chairperson and fulfill any other presidential duties in the event of the President's absence
- d. To ensure smooth inner functioning of the society
- e. Supervise the dissemination of information through the society's mailing lists
- f. Oversee the selection of an Elections Officer
- g. To post summaries of meetings within 7 days after its conclusion
- h. Any other duties as assigned by the executive committee

**Sec. 5.** The Vice President Finance and Administration's duties shall be:

- a. Attend all meetings, or submit a written report prior to the commencement of the meeting.
- b. To prepare an budget each term and provide financial updates for members and the executive committee at each general meeting, or upon request
- c. To ensure the financial records of the society are properly maintained in accordance with general accounting procedure
- d. To collect receipts and issue reimbursement when necessary for the society expenses
- e. To ensure proper representation at funding presentations and deal with funding applications with groups and funds such as CUSA, CSES, CUESEF and the Office of the Associate Vice President (Student Support Services)
- f. To manage the society's bank account and petty money.
- g. Any other duties as assigned by the executive committee

**Sec. 6.** The Vice President Social's duties shall be:

- a. Attend all meetings, or submit a written report prior to the commencement of the meeting.
- b. To organize and run events such as conferences, career fairs, and guest speakers in conjunction with the Vice President External
- c. To organize and run other events in accordance with the goals of the society
- d. Any other duties as assigned by the executive committee

**Sec. 7.** The Vice President External's duties shall be:

- a. Attend all meetings, or submit a written report prior to the commencement of the meeting.
- b. To liaise with other societies and organizations both within and outside Carleton University
- c. To organize and run events events such as conferences, career fairs, and guest speakers in conjunction with the Vice President Social
- d. To maintain and create new relationships with organizations in the Biomedical Engineering industry
- e. Any other duties as assigned by the executive committee

**Sec.8.** Other Executive Committee positions shall be agreed upon by the current Executive Committee such as year reps.

These positions shall:

- (1) Have a duty relevant to the objectives of the Organization and,
- (2) Hold a title agreed upon at the time of election or at the beginning of their Term of Office.
- (3) Perform any other duties as assigned by the executive committee

**Sec.9.** All Executive Committee positions must be elected and filled by one candidate or a maximum of two candidates running together who are both voting members of the society.

**Sec.10.** The Term of Office shall be one society year.

**Sec.11.** The Executive Committee shall be the administrative body of the Society and shall transact all business it deems advisable, including the filling of vacancies in the Society and authorization of expenditures.

## **Article VI: Elections**

**Sec.1.** All Executive Committee positions must be filled by election unless only one person runs for a position. In this case the person shall be approved by a majority vote of the current Executive Committee.

**Sec.2.** General elections must be held in March. By-elections can be held at any time provided the General Membership is notified at least two weeks in advance.

**Sec.3.** The General Membership shall be notified of the available positions, as well as the election dates, no later than two weeks prior to any election.

**Sec.4.** The election may be held online.

**Sec.5.** Eligible candidates for the position of President must have been vetted by a committee consisting of the graduating executives and the Society Advisor. Eligible candidates for president must also have been a voting member of the Society for one year.

**Sec.6.** Eligible candidates for all positions must:

- (1) be student(s) at Carleton University,

(2) be a full voting member of the Society

(3) complete a nomination form containing at least the name and signature of ten members from the General Membership.

**Sec.7.** Election candidates shall be announced at the Annual General Meeting (AGM) and may present speeches at this time. The AGM must be held no more than one month prior to the prior to when the elections begin.

**Sec.8.** Voting must be held for at least one week.

**Sec.9.** An impartial third party who is not a voting member of the Organization, who is to be appointed by the Society Advisor or majority vote of the executive committee, shall be appointed as elections officer (EO). The EO shall be responsible for ensuring a fair election.

**Sec. 10.** Election results will be posted within a week and all candidates shall be notified of the final results.

**Sec. 11.** An eligible candidate may only run for one position per election.

**Sec. 12.** Positions must be filled by one or two candidates. In the case of two candidates running together for a single position, they will be known as co-candidates.

## **Article VII: Meetings**

**Sec.1.a.** The executive committee shall hold at least two meetings per term. The time and location of each meeting must be announced at least one week prior to the event. If the time or location changes due to unforeseen circumstances, reasonable effort must be taken to ensure all executives are notified.

**Sec.1.b.** Executives sharing a position will only have a single vote for all matters at an executive committee meeting, but each will get a vote on matters at a general meeting.

**Sec.2.** A General Meeting shall:

- a. Be open to all voting members of the Society. Only Full voting members may vote on resolutions. Voting by proxy is possible but will not count towards quorum. A proxy can only be held by a full voting member who is present and can only be a proxy for one full voting member.
- b. Be held at least once per society year, and at least one month prior to general elections
- c. Have the location and time of a General Meeting must be published by the executive committee at least two weeks prior.
- d. Have the President, VP Internal, and VP Finance in attendance, or an adequate written report submitted prior to the commencement of the meeting.
- e. Have a voting quorum defined as 15 Full Voting members.

**Sec.3.** Voting quorum for the Executive Committee is defined as  $\frac{1}{2}$  of all Executive Committee members plus one. If an Executive Committee member cannot attend a meeting, voting by proxy is possible, but will not count towards quorum.

**Sec.4.** General meetings are open to all members, and all general voting members have votes at such a meeting.

**Sec.5.** Proof of membership may be required, and can be provided with a printout of the Carleton Central Change Program Form that specifies a student's current program.

## **Article VIII: Impeachment**

**Sec. 1.** An executive member who is not fulfilling his/her duties or behaves inappropriately leading to a misrepresentation of the goals and values of the Society

may be removed from his/her position by a 2/3 vote of the remaining Executive committee, with the endorsement of the Society Advisor.

**Sec. 2.** A formal warning can be issued to any executive committee member by the President. A warning is an indication that the Executive member who is not fulfilling his/her duties may be impeached. Circumstances that may be a basis for a warning include: missing 3 consecutive meetings without submitting a report, 50% of the meetings of the year or not fulfilling the duties of his/her position. General members who are concerned about a certain executive can bring forward their concerns to the President.

**Sec.3.** An executive member who receives a warning has 10 (ten) days to take corrective measures to fulfill his/her duties. If no action is taken after this period, a motion of impeachment may be called by the Executive Committee.

**Sec. 4.** During a motion of impeachment, the executive member in question shall be given the opportunity to speak to the motion. The executive member being impeached shall not be present when the impeachment motion is voted.

#### **Article IX: Amendments**

**Sec.1.** The Organization is empowered to adopt Bylaws consistent with this Constitution.

**Sec.2.** The Constitution may be amended by a two-thirds vote of the General Membership present and voting, provided the amendment has been proposed and publicized by the Vice-President Internal at least two weeks prior to the date of the General Meeting at which it is to be voted on. Amendments become effective upon the approval of the Executive Committee and the society advisor, but such approval shall not be unduly withheld.