

Carleton University EngiQueers Constitution

9th Edition

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Definitions

1. An **executive resolution** is a vote of the current Executive on an issue, given that executive quorum is met as defined in the Policy Manual.
2. A **general resolution** is a vote of the Membership on an issue or motion to which CUE is mandated to follow through with, given that general quorum is met as defined in the Policy Manual.
3. A **special resolution** is a vote of the Membership meeting special quorum on an issue or motion of great importance such as, but may not be limited to:
 - a. A new partnership;
 - b. Revoking one's membership; or,
 - c. Impeachment of an Executive Officer.
4. An **academic year** is a period of time starting from May 1st of a given year, ending on April 30th of the following year.

Article I Society

- 1.1. The name of the Society shall be “Carleton University EngiQueers”, hereafter referred to as “CUE” or the “Society”.
- 1.2. The head office shall be located in Carleton University in Ottawa, Ontario.
- 1.3. The Society in its affairs shall strive to ensure equitable treatment of all individuals without discrimination based on personal beliefs or characteristics including but not limited to: race, political views, national or ethnic origin, colour, religion, gender, sex assigned at birth, sexual orientation, age, residency, language, or mental or physical disability.
- 1.4. The Society shall abide by and adhere to the human rights policies of Carleton University, and the Human Rights Code of Ontario.

Article II Purpose

- 2.1. The purpose of CUE shall be to create a community within Carleton University, primarily within the engineering community, where LGBTQ+ students and LGBTQ+ allies can network, socialize, and support one another.
- 2.2. CUE shall act as a safe space for members of the LGBTQ+ community and LGBTQ+ allies, primarily within Carleton Engineering and Design and secondarily to the interested public.
- 2.3. CUE shall strive to promote ideals of acceptance and respect primarily in regard to sexual and gender orientation.
- 2.4. CUE shall fulfill its purpose through the pursuit of the following:
 - 2.4.1. Preparation of seminars, workshops, or other opportunities to excite its members and the public about the LGBTQ+ community and culture;
 - 2.4.2. Encouraging participation of members and the public in CUE events; and,
 - 2.4.3. Organizing any other event or activity consistent with the purpose and goals of the Society.

Article III Structure

- 3.1. The General Membership shall be the legislative body of the Society and shall be composed of all members.
- 3.2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership, with exception to executives brought into office through the process outlined in [Article 8.13.2](#).

Article IV Governing Documents

- 4.1. The governing documents of the Society shall outline and guide CUE's operations.
- 4.2. The Society's governing documents shall consist of this document, referred to as the Constitution, and a collection of policies outlining best practices for the Society, referred to as the Policy Manual;
 - 4.2.1. In the event that the contents of the governing documents conflict, the Constitution shall take precedence.
- 4.3. All major Constitutional Amendments shall be documented in the appendices of the Policy Manual;
 - 4.3.1. Where major changes refer to non-language related changes unless those changes significantly affect the meaning.
- 4.4. Changes to the CUE Constitution shall be ratified only if the proposed amendment is read at a General Meeting and a majority of the members vote in favour via a special resolution.
 - 4.4.1. An exception may be granted to small changes in grammar, spelling, and/or punctuation if the executive team unanimously agrees that the proposed changes do not alter the meaning of the article.
 - 4.4.2. The effective date is changed with every update to the Constitution.
- 4.5. Changes to the Policy Manual can be made by executive resolution;
 - 4.5.1. A reading of the proposed changes to the Policy Manual must be done at an executive or general meeting prior to ratification;
 - 4.5.2. Changes cannot be made to the revision history of the Constitution as outlined in [Article 4.3](#) of the Constitution; and,
 - 4.5.3. Changes made to the Policy Manual do not need to be documented.

Article V Membership

- 5.1. CUE shall grant membership to any person who fulfills the following requirements:
 - 5.1.1. Shares an interest in the Society and furthering its goals;
 - 5.1.2. Is an undergraduate student at Carleton University; and,
 - 5.1.3. Pays the annual membership fee except for exemptions as per [Article 6.3.3](#).

- 5.2. Membership shall be valid from the date of registration to the end of the academic year of registration.
- 5.3. Membership fees shall be non-refundable except when the member is voted into an executive position within the period of the valid membership.
- 5.4. Members shall have the right to:
 - 5.4.1. Attend and speak at CUE meetings;
 - 5.4.2. Address the General Membership on any matter pertaining to the Society;
 - 5.4.3. Vote on General and Special resolutions;
 - 5.4.4. Vote during CUE elections; and,
 - 5.4.5. Access all CUE publications, upon request.
- 5.5. Membership may be revoked according to any reasons stated in Article 2.3 of the Policy Manual or if the Executive deems it appropriate repercussion.

Article VI Administration

- 6.1. An executive board, consisting of elected officers and appointed interim officers, shall govern CUE in service of its members in accordance with the CUE governing documents.
- 6.2. The Executive shall be composed of:
 - 6.2.1. The President;
 - 6.2.2. The Vice-President (VP) Finance and Administration;
 - 6.2.3. The Vice-President (VP) Publications;
 - 6.2.4. The Vice-President (VP) Awareness;
 - 6.2.5. The Vice-President (VP) Social;
 - 6.2.6. The Vice-President (VP) Services;
- 6.3. In addition to their rights as members, Executive Officers shall have the right:
 - 6.3.1. To vote on executive resolutions;
 - 6.3.2. To administer the Society and its assets; and,
 - 6.3.3. To an exemption of the membership fees for their term in office.
- 6.4. The term for executive office is one academic year;
 - 6.4.1. If an Executive is appointed, their term may be considered a full term only if the date of appointment is before October 1st of the current academic year.
- 6.5. The signatures of the President and VP Finance and Administration shall be sufficient to bind the Society.
 - 6.5.1. Either of these executives shall be referred to as the Administrative Executives.
- 6.6. The Officers of the Society shall consist of Members of the Society in elected and hired positions deemed to be critical to the functioning of the Society, who shall perform their duties in accordance with the governing documents of the Society.

- 6.6.1. The Officers of the Society shall be defined in the Policy Manual.
- 6.6.2. With the exception of the electoral officer, no executive may hold more than one officer position.
- 6.6.3. Hired officers may be removed from office by executive resolution or by the executive responsible for hiring them.

Article VII Meetings

- 7.1. There shall be at least two meetings of the General Membership – or General Meetings - during a year – A Fall Semester General Meeting (FSGM) and Annual General Meeting (Gay-GM).
- 7.2. The Executive Officers shall also meet regularly as outlined in Article 3.2 in the Policy Manual.

Article VIII Elections

- 8.1. The Executive shall call a general election each year, to be held between March 1 and March 31;
 - 8.1.1. By-elections may also be called to fill a vacancy at any time of the year as long as they follow Electoral Policy, as outlined in [Article VIII](#) of this document;
 - 8.1.2. All Executive Offices for the upcoming academic year are available for nomination during the general election.
- 8.2. The executive shall notify members at least one week in advance of the nomination period.
- 8.3. Prior to calling an election, the current VP Finance and Administration shall hire an Electoral Officer. If the VP Finance and Administration is unable to hire an Electoral Officer and is not running in the upcoming election, they are able to act as the Electoral Officer. The Electoral Officer cannot have a conflict of interest in the upcoming election. The Electoral Officer's duties shall be:
 - 8.3.1. To solicit candidates for executive office; and
 - 8.3.2. To run the election in accordance with [Article VIII](#) of the Constitution.
- 8.4. The nomination period shall last a period of two weeks and the campaigning period shall last a period of a single week ending the day before the election date.
- 8.5. The Electoral Officer shall accept the candidature for executive office of any member who submits a signed nomination form to the Electoral Officer stating their intent to run for election, at least one week prior to the election date. The Electoral Officer shall not accept the candidature for any executive office that is not in accordance with [Article VIII](#) and the following:
 - 8.5.1. The prospective candidate must meet the criteria outlined in [Article 5.1](#).
 - 8.5.2. The prospective candidate must submit with their nomination form with the valid signatures of at least five CUE members; and,
 - 8.5.3. Members may only nominate two candidates for each position.

- 8.5.3.1. If a member nominates more than two candidates for a position, all of their nominations for that position shall be void and no longer valid.
- 8.6. Where the number of candidates for an executive office:
- 8.6.1. Is one, a confidence vote shall be held;
 - 8.6.2. Is none, that office shall be deemed vacant; and,
 - 8.6.3. Is more than one, the membership shall choose the executive officer by election through ranked choice voting.
- 8.7. Votes shall be cast by secret ballot. Each member may cast only one vote per office up for election or confidence vote.
- 8.8. The ballots shall be tallied under the supervision of the Electoral Officer and two witnesses where:
- 8.8.1. The first witness be an CUE member who is not in conflict and approved by general resolution; and
 - 8.8.2. The second witness be any CUE member who is not in conflict and approved by executive resolution.
- 8.9. The candidate who receives the most votes for an office in a general election shall assume the office at the beginning of the following academic year, unless more No Confidence votes are received than the number of votes the candidate received.
- 8.9.1. For an unopposed candidate, they must receive a majority confidence vote otherwise the office shall be deemed vacant.
 - 8.9.2. For by-elections, the candidate who receives the most votes for an office shall assume the office immediately, unless more No Confidence votes are received than the number of votes the candidate received. In this instance, the office shall be deemed vacant.
- 8.10. Should there be a tie between candidates for an executive office, the tie shall be resolved first through a re-casting of the ballots by the members (less the current executive vote) and in the event of a second tie the tie will be resolved by way of executive resolution.
- 8.10.1. If there is no time left in March for a second casting of the votes by the members, the Society will move directly to a tie-break by way of executive resolution;
 - 8.10.1.1. The incoming executive and candidates for the relevant position shall have no voting privileges in this tie-break; and,
 - 8.10.1.2. The two candidates shall be given a forum to promote themselves directly prior to the vote.
- 8.11. The position of the President must be filled by a previous CUE executive, chair, or secretary in Carleton University's Faculty of Engineering and Design who will have held their office for a minimum of one full term, as defined in [Article 6.4](#), by the beginning of their potential term as President.
- 8.11.1. In the case that no previous executive officer, chair, or secretary in the Faculty of Engineering and Design chooses to seek nomination for the position of President, then any previous CUE executive, chair, or secretary who will have served a full term as defined in [Article 6.4](#) by the beginning of their potential term as President may seek nomination for the role.

- 8.11.1.1. In the case that no previous CUE member chooses to seek nomination for the position of President given the eligibility criteria outlined in [Article 8.11.1](#), then any of the current CUE Members may seek nomination for the role.
- 8.12. The Electoral Officer shall notify CUE of the election results within two days following the election.
- 8.13. In the event that an executive office is left vacant after an election, the incumbent executive will make their best effort to fill in the position by way of a by-election at a general meeting duly called for that purpose;
- 8.13.1. In the meantime, the incumbent executive may appoint a member of CUE to temporarily fill in the position.
- 8.13.2. In the event no candidates besides the interim executive are pursuing the position, the interim executive can be made the permanent office holder for the remaining duration until the end of the executive term by passing a general resolution at a general meeting.

Article IX Impeachment

- 9.1. A warning of impeachment may be issued by the Accountability Officer to an Executive Officer, hereafter referred to as the Executive-in-Question, given a petition submitted to the Accountability Officer, clearly containing the cause of impeachment, the executive to be impeached, and the signatures of either:
- 9.1.1. 10% of the membership; or,
- 9.1.2. All executive officers, barring the Executive-in-Question.
- 9.2. The Accountability Officer shall be responsible for carrying out the impeachment process, as outlined in this article, except in the following cases:
- 9.2.1. In the instance that the accountability officer has a conflict of interest regarding the executive-in-question, or the accountability officer was hired after the start of the impeachment process in question; or,
- 9.2.2. In the instance that the office of the accountability officer is vacant.
- 9.2.3. If either of the two previous cases is true, a non-biased Administrative Executive who is not the executive-in-question shall carry out the relevant duties of the accountability officer, with the order of priority being President, then VP Finance and Administration.
- 9.3. Within 14 days of the submission of the petition in [Article 9.1](#), the accountability officer shall deliver the warning of impeachment to the executive-in-question in a meeting with a non-biased administrative executive who is not the executive-in-question.
- 9.3.1. If a meeting is not able to be arranged with the executive-in-question, the accountability officer shall issue the warning of impeachment by email to their Societal email, with the aforementioned administrative executive CCed to the email.
- 9.3.2. If an administrative executive is performing the duties of the accountability officer, they may not act as the administrative executive in this meeting.
- 9.3.3. If there is no administrative executive able to act as the administrative executive in this meeting, any executive officer may take their place in this meeting.

- 9.4. If the cause for impeachment is exclusively failure to fulfill their executive duties, the executive-in-question shall be given 21 days from the start of the impeachment process to rectify any shortcomings in their position, after which the remaining executives may pass a 2/3rds vote to proceed with the impeachment process.
- 9.4.1. Otherwise, the executive-in-question shall immediately be suspended from their position pending the results of the relevant impeachment motion, and their duties performed by the remainder of the executive in the meantime.
- 9.5. The CUE executive must give notice to all the membership and the executive-in-question at least ten (10) business days prior to the meeting of the membership called duly for that purpose.
- 9.5.1. At the meeting of the membership, a special resolution shall be put forth to impeach the executive-in-question.
- 9.5.2. If the special resolution passes, the executive-in-question shall be removed from their office and lose membership with the Society subject to the membership reinstatement process outlined in [Article 9.6](#), and their office shall be deemed vacant.
- 9.6. An impeached Executive Officer may make a formal appeal emailed to the President and VP Finance and Administration to be reinstated during a meeting of the membership duly called for that purpose.
- 9.6.1. The CUE executive must give notice to the membership and the impeached Executive Officer ten (10) business days prior to the called meeting of the membership.
- 9.6.2. The Chair for the meeting of the membership duly called for this purpose must be elected in via general resolution, must be an unbiased third party and must adhere to the criteria laid out in [Article 5.1.1](#) and [Article 5.1.2](#);
- 9.6.3. The decision to reinstate an Executive Officer must be made via special resolution if their impeachment is seen to be unconstitutional;
- 9.6.3.1. The first agenda item of the reinstatement will be to present the cause for impeachment and then to give the impeached executive officer five (5) minutes to present the reason their impeachment was unconstitutional;
- 9.6.3.2. Followed by a discussion and debate period of fifteen (15) minutes before a resolution is made;
- 9.6.3.3. A general resolution may extend the impeached officer's time or the discussion and debate period by five (5) and fifteen (15) minutes respectively.
- 9.6.4. The final vote for the special resolution must be done by secret ballot.
- 9.6.5. Given the special resolution to reinstate the impeached executive officer passing, all consequences outlined in [Article 9.5.2](#) shall be reversed.

Article X Dissolution of the Society

- 10.1. The Society may be dissolved by amending the constitution to allow for the dissolution of the Society. This may be done at a general meeting by passing a special resolution.
- 10.2. In the event of dissolution, all remaining assets of the Society after payments of its liabilities shall be distributed to one or more recognized charitable LGBTQ+ organizations as determined by the Executive Officers prior to dissolution.