

# Carleton University EngiQueers Policy Manual

4th Edition

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## Purpose

This document is meant to serve as a guide to the general functions of the Society to ensure consistency of procedure and continuation of best practices. This document may be revised and updated as the Executive sees fit.

## Definitions

1. An **executive resolution** is a vote of the current Executive on an issue, given that executive quorum is met given the definition 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 1<sup>st</sup> of a given year, ending on April 30<sup>th</sup> of the following year.
5. The **official communication** methods of the Society shall include the CUE executive discord channels and the Society's most updated email accounts.

## Article I Administration

- 1.1. The composition of the Executive shall be as outlined in the Constitution.
- 1.2. The duties of executive officers shall be:
  - 1.2.1. To act in the Society's name, following its purpose and furthering its goals;
  - 1.2.2. To not act in conflict with decisions made by general or special resolution of the Society's governing documents;
  - 1.2.3. To administer committees to make recommendations or implement its resolutions;
  - 1.2.4. To attend meetings;
  - 1.2.5. To direct the membership and the public to external guidance and counselling resources should the need present itself;
  - 1.2.6. To write, update and implement policy relevant to their portfolios where necessary;
  - 1.2.7. To be familiar with the governing documents of the Society; and,
  - 1.2.8. To perform any other duty, consistent with the above, and consistent with the purpose and goals of the Society.
- 1.3. The President's duties shall be:

- 1.3.1. To represent CUE to its members and to the public;
  - 1.3.2. To lead the executive and the membership;
  - 1.3.3. To act as a spokesperson for the Society;
  - 1.3.4. To act as the chairperson where the chair is either absent, vacant, or the subject of a discussion at executive meetings;
  - 1.3.5. To organize CUE's involvement with EngFrosh and EngWide;
  - 1.3.6. To oversee CUE's involvement in Capital Pride in conjunction with the Vice-President Social and Vice-President Awareness;
  - 1.3.7. To liaise with external groups such as, but not limited to, the Carleton Student Engineering Society (CSES) and EngiQueers Canada;
  - 1.3.8. To hire a director known as the Chair, whose duty shall be to act as a chairperson at CUE meetings;
  - 1.3.9. To hire a director known as the Accountability Officer, whose duties shall be:
    - 1.3.9.1. To anonymously disseminate constructive criticism to the Executive;
    - 1.3.9.2. To host an accountability session at the end of each General Meeting; and,
    - 1.3.9.3. To aid in the impeachment process, as outlined in the Constitution.
  - 1.3.10. To ensure the Society meets all requirements and deliverables stipulated by the CUE constitution and/or mandated by the membership at General Meetings, including the preparation of an annual report before the end of the term in office; and,
  - 1.3.11. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.4. The Vice-President Finance and Administration's duties shall be:
- 1.4.1. To disseminate information regarding CUE business to its members including but not limited to governing documents, membership registration and meeting minutes;
  - 1.4.2. To organize and give notice of all meetings;
  - 1.4.3. To fulfill the President's duties given the vacancy or absence of the President;
  - 1.4.4. To ensure adequate file organization for the Society;
  - 1.4.5. To manage CUE's technical portfolio, including but not limited to the domain;
  - 1.4.6. To keep CUE's governing documents up-to-date, free of errors, and in the best interest of the Society;
  - 1.4.7. To hire a director known as the Secretary, whose duties shall be:
    - 1.4.7.1. To record minutes during executive and general meetings; and,
    - 1.4.7.2. To ensure minutes are readily available to members once they have been approved.
  - 1.4.8. To hire a director known as the Electoral Officer, whose duties are outlined in the Constitution;
  - 1.4.9. To hire the First Year Representative(s), whose duties shall be:
    - 1.4.9.1. To help advertise all CUE events (both social and educational) to the first-year community as well as General Members and the public;
    - 1.4.9.2. To organize and run their very own event aimed towards the first-year community that is open to all (both members and public)

- 1.4.9.3. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
  - 1.4.10. To ensure the smooth inner functioning of CUE;
  - 1.4.11. To properly maintain financial records in accordance with generally accepted accounting principles;
  - 1.4.12. To prepare a budget and financial statements;
  - 1.4.13. To collect receipts and invoices, and issue reimbursements for CUE “out-of-pocket” expenses;
  - 1.4.14. To manage CUE’s bank account in conjunction with any relevant external organizations, and to manage petty cash;
  - 1.4.15. To refund the membership fee of a CUE member who has been elected in as an Executive Officer by way of a by-election;
  - 1.4.16. To apply for funding, including but not limited to CUSA C&S funding, Kostiuk Engineering Funding Collective, CSES Miscellaneous Conference Fund, and the Carleton Undergraduate Engineering Students’ Equipment Fund where necessary;
  - 1.4.17. To ensure that signing authority is passed down to the current President and VP Finance and Administration; and,
  - 1.4.18. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.5. The Vice-President Publications’ duties shall be:
- 1.5.1. To produce all CUE publications as approved by the CUE executive;
  - 1.5.2. To maintain and update the CUE website;
  - 1.5.3. To create and maintain a social media presence on behalf of CUE by means of social media platforms including, but not limited to: Facebook, Instagram, etc.; and,
  - 1.5.4. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.6. The Vice-President Awareness’ duties shall be:
- 1.6.1. To organize and run CUE events such as seminars, panels, lectures, conferences, or workshops for the purposes of educating CUE members and the public on the LGBTQ+ community;
  - 1.6.2. To advocate for LGBTQ+ issues on CUE’s behalf;
  - 1.6.3. To ensure CUE follows standards of accessibility;
  - 1.6.4. To publicize and promote CUE and its events to the membership and to the public with the help of the Vice-President Publications; and,
  - 1.6.5. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.7. The Vice-President Social’s duties shall be:
- 1.7.1. To organize and run all CUE social events such as but not limited to: The Film Festivals, Coffee Houses, Pub Nights;

- 1.7.2. To publicize and promote CUE and its events to the membership and to the public with the help of the Vice-President Publications; and,
  - 1.7.3. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.8. The Vice-President Services' duties shall be:
- 1.8.1. To manage and upkeep the CUE office, including the hiring of an office manager and volunteers;
  - 1.8.2. To manage the operations of the CUE Discord server;
  - 1.8.3. To implement and maintain any services in alignment with the purpose and goals of CUE;
  - 1.8.4. To procure merchandise for the Society given the availability of funds and member interest; and,
  - 1.8.5. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.9. The executive office shall be limited to students attending Carleton University who are enrolled in a minimum of 2 courses per semester;
- 1.9.1. This is with the exception of the roles of President and VP Finance and Administration which are to be available only to students enrolled in the Faculty of Engineering and Design as well as meeting the course requirement;
    - 1.9.1.1. An exemption to the faculty restraints may be granted to those students who have been official members for at least one month and meet any other requirements for the position they are interested in.
- 1.10. An executive office shall be deemed vacant if:
- 1.10.1. The incumbent Executive submits a written resignation;
  - 1.10.2. The incumbent Executive is incapacitated;
  - 1.10.3. The incumbent Executive ceases to be a member of CUE or ceases to meet executive requirements outlined in Article 1.10;
  - 1.10.4. The incumbent Executive meets any of the following criteria:
    - 1.10.4.1. The incumbent Executive does not respond to official communication methods for a period greater than fourteen (14) days;
    - 1.10.4.2. The incumbent Executive is absent from three (3) or more consecutive CUE meetings in which the details of said meetings were determined at least seven (7) days in advance without regrets; or,
    - 1.10.4.3. The incumbent Executive is absent from four (4) or more consecutive CUE meetings in which the details of said meetings were determined at least seven (7) days in advance.
  - 1.10.5. No candidates are nominated for the office as outlined in Article 5.4; or,
  - 1.10.6. An executive is impeached in accordance with Article 9 of the Constitution.
- 1.11. Should an executive office be deemed vacant, the remaining Executives shall appoint a successor to serve the balance of the term based on the following:

- 1.11.1. The successor for the office of President shall be a Vice-President who will vacate their current office upon a vote of the current executive or a CUE member who fulfills the requirements for the position of President as outlined in the Elections article of the Constitution; and,
- 1.11.2. The successor for any other office shall be a member of CUE or a current executive.
- 1.12. In addition to all the above-listed duties, all executives are expected to be familiar with CUE's governing documents and their duties and have read said governing documents prior to attaining office.
- 1.13. The Officers of the Society, as defined in the Constitution, shall constitute of:
  - 1.13.1. The Executive Officers, as defined in Article 6.2 of the Constitution;
  - 1.13.2. The First Year Representatives, to be hired by the VP Finance and Administration;
    - 1.13.2.1. A candidate for the position of First Year Representative must be in their first year of study at Carleton to be eligible.
  - 1.13.3. A Chair and Accountability Officer, to be hired by the President; and,
  - 1.13.4. A Secretary and Electoral Officer, to be hired by the VP Finance and Administration.

## Article II Membership

- 2.1. Membership sign-ups for CUE will be made available by the first day of the fall semester.
- 2.2. Memberships will cost a fee of \$0.00.
- 2.3. CUE may revoke, by executive resolution, the membership of any member who:
  - 2.3.1. Ceases to be eligible as outlined in Article 5.1 of the constitution;
  - 2.3.2. Willfully damages, steals, or abuses any CUE assets;
  - 2.3.3. Abuses any CUE privileges;
  - 2.3.4. Violates the constitution of CUE;
  - 2.3.5. Displays improper behaviour unbecoming of a member of the club while representing it abroad;
  - 2.3.6. Violates Article 1.3 of the constitution; or,
  - 2.3.7. Otherwise brings the club into disrepute.
  - 2.3.8. In the event that an Executive Officer should have their membership revoked, the procedure shall follow that of the one laid out in Article 2.4.
- 2.4. A member who has had their membership revoked may make an appeal to have their membership reinstated during a meeting of the membership duly called for that purpose;
  - 2.4.1. The Chair for the meeting must be elected via general resolution, an unbiased third party, and adhere to the criteria laid out in Articles 5.1.1 and 5.1.2 of the Constitution.
  - 2.4.2. The decision to reinstate a revoked membership must be made via special resolution in the manner within which the membership was revoked is seen as unconstitutional;

- 2.4.2.1. A discussion and debate period of a minimum of fifteen (15) minutes each must be given before a resolution is made; the Chair may use their discretion to extend this time period;
- 2.4.2.2. The final vote for the special resolution must be done by secret ballot.
- 2.4.3. The CUE Executive in office must give notice to all the membership and the revoked member ten (10) business days prior to the called meeting of the membership.

## Article III Executive Meetings

- 3.1. Executive meetings shall be open to members of CUE;
- 3.2. The executive must call at least two executive meetings between May 1<sup>st</sup> and August 31<sup>st</sup>, and at least biweekly during the rest of the academic year, excluding reading weeks and times outside the academic terms as defined by the Carleton academic calendar.
- 3.3. Only Executive Officers may vote on executive resolutions;
- 3.4. Any executive officer may call an executive meeting, but must be approved by the President and the VP Finance and Administration;
- 3.5. At least 50% of CUE's Executive Officers, including either the President or VP Finance and Administration shall be present at an executive meeting to constitute an executive quorum;
- 3.6. CUE's decision at executive meetings shall be made:
  - 3.6.1. By executive resolution, if the majority of the present Executive Officers vote in favour;
  - 3.6.2. By unanimous executive resolution if all of the present Executive Officers vote in favour.
  - 3.6.3. Executive members may express their approval or disapproval of a decision by saying "yeehaw" or "yeenaw" respectively.
    - 3.6.3.1. Executive members may also express their approval or disapproval of a decision by saying "slay" or "nay" respectively.
- 3.7. For an executive resolution to pass, the following must be achieved:
  - 3.7.1. At least 4 Executive Officers voted on the issue; and,
  - 3.7.2. At least 50% of the Executive Officers present voted in favour.
- 3.8. Notwithstanding the right of the membership to attend executive meetings, the executive may deliberate in private before voting on executive resolutions;
- 3.9. Minutes must be documented and readily available to the members;
  - 3.9.1. Executives shall submit a written report for each executive meeting, barring extenuating circumstances to be determined by the acting chair.
- 3.10. If an executive cannot attend a meeting, the absence must be sanctioned by the President or VP Finance and Administration through official communication methods prior to the meeting to constitute regrets, otherwise the executive is considered absent.
  - 3.10.1. Barring extenuating circumstances as determined to the discretion of the President or VP Finance and Administration, 24 hours notice and a written report must be submitted to constitute regrets.



- 3.10.2. If either the President or VP Finance and Administration must miss a meeting, they must also have their absence sanctioned and may not sanction the absence themselves.

## Article IV General Meetings

- 4.1. General Meetings shall be open to members of CUE and the public. Only members and elected officers of the Society, or a proxy of either, may vote on general and special resolutions or have speaking rights;
- 4.2. The Chair of all General Meetings must apply an adapted version of the rules of deliberating assemblies as outlined in the most recent edition of the Robert's Rules of Order if and only if it is not in contradiction to the constitution.
- 4.3. The Executive shall publish the meeting location and agenda at least ten (10) business days in advance of any General Meetings;
- 4.4. Executive must also make their best efforts to attend General Meetings;
- 4.4.1. If an Executive Officer is unable to attend the one of either the President or VP Finance and Administration must approve of the absence to constitute regrets, following the process outlined in [Article 1.10.4](#).
- 4.5. The required number of members present at a General Meeting shall be:
- 4.5.1. At least 10% of the membership to constitute a general quorum; or,
- 4.5.2. At least 20% of the membership to constitute a special quorum;
- 4.6. CUE's decisions at General Meetings shall be made:
- 4.6.1. By general resolution, if the majority of a general or special quorum votes in favour;
- 4.6.2. By special resolution if at least 2/3 of a special quorum votes in favour.
- 4.7. Notwithstanding the right of the membership to attend General Meetings, the Executive may deliberate in private before voting on any resolutions or to consult the constitution.

## Appendix: Revision History of CUE Constitution

### 4.1. Amended March 2018

- 4.1.1. Article 1.1, amended "Carleton University EnigQueering Club (CUEC)" to "Carleton University EngiQueers (CUE)".
- 4.1.2. Article 4.5.6 amended "Article 8.1" to "Article 8".
- 4.1.3. Article 4.6 added.
- 4.1.4. Article 6.1.1 amended to say, "members and elected officers of the Society, or a proxy of either, may vote on general and special resolutions".
- 4.1.5. Article 6.1.2 added.
- 4.1.6. Article 6.1.3 added.
- 4.1.7. Article 6.1.4 amended to contain the clause, "ten (10) business days".

4.1.8. Article 8.3 amended to say, “The CUE Executive must give notice...”.

4.1.9. Article 8.4 added.

4.1.10. Article 10.1 added.

#### **4.2. Amended October 2018**

4.2.1. Article 5.2.5 amended “Events Director” to “Vice President - Social”

4.2.2. Article 5.2.6 amended “LGBTQ+ Awareness Director” to “Vice President - Awareness”

4.2.3. Article 5.2.7 added

4.2.4. Article 5.5.3 remove “and to supervise the following Directorships: LGBTQ+ Awareness and Events”

4.2.5. Article 5.8 amended “LGBTQ+ Awareness Director” to “Vice President - Awareness”

4.2.6. Article 5.9 amended “Events Director” to “Vice President - Social”

4.2.7. Article 5.10 added.

4.2.8. Article 5.12.1 removed

#### **4.3. Amended March 2019**

4.3.1. Article 7.10.1 added.

#### **4.4. Amended October 2021**

4.4.1. Article 1.14.6.3 added

#### **4.5. Amended November 2022**

4.5.1. Article 11.2 added

4.5.2. Article 8 amended for clarity

#### **4.6. Amended March 2023**

4.6.1. Article 5.5 removed, allowing the executive to revoke membership.

4.6.2. Article 6.2.7 added, including the VP Services as a new role.

4.6.3. Article 7.1 amended to include acronyms for FSGM and AGM.

4.6.4. Article 8.5.1 removed. Previously Article 8.5.2 is now Article 8.5.1.

4.6.5. Article 8.5.2 added, stipulating that members can nominate two candidates for each office up for election.