

Carleton University EngiQueers Constitution

11th 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 that meets general quorum on an issue or motion of great importance such as, but may not be limited to a new partnership.
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.
5. An **appointment** is considered to be vote of the general membership on the approval of a member becoming a part of the Executive.

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 safer 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 may be made by Executive Resolution;
 - 4.5.1. A reading of the changes to the Policy Manual must be done at a general meeting;
 - 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 will be documented in Appendix B of the Policy Manual.

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. 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.
- 5.6. 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.
- 5.7. 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 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) Internal;
 - 6.2.3. The Vice-President (VP) Finance;
 - 6.2.4. The Vice-President (VP) Publications;
 - 6.2.5. The Vice-President (VP) Awareness;
 - 6.2.6. The Vice-President (VP) Social;
 - 6.2.7. The Vice-President (VP) Services;
 - 6.2.8. First Year Representative(s) max. 3 positions;
- 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 manage 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 occurs before or during the Fall Semester General Meeting of the current academic year.
- 6.5. The signatures of the President and VP Internal 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 as;
 - 6.6.1.1. The Chair
 - 6.6.1.2. The Secretary
 - 6.6.1.3. The Accountability Officer
 - 6.6.1.4. The Chief Electoral Officer whose duties are outlined in [Article 8.3](#) of the Constitution.
 - 6.6.2. With the exception of the electoral officer, no executive or Officer 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 shall meet regularly, at least biweekly during the academic year, excluding reading weeks, May 1st to August 31st, and times outside the academic terms as defined by the Carleton academic calendar.
 - 7.2.1. At minimum one meeting a month must be held between May 1st and August 31st.
 - 7.2.2. The purpose of the Executive meetings shall be for managing the club.
 - 7.2.3. Votes by the Executive on club business shall be declared by a simple majority.
- 7.3. Meetings of the General Membership – or General Meetings - can be called no earlier than one week from the date of publication of the notice at the request of:
 - 7.3.1. The President;
 - 7.3.2. The majority of the Executive body; or
 - 7.3.3. Any five members of the Organization.
- 7.4. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.

7.5. Quorum of the General Membership

7.5.1. 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

7.5.2. The required number of members present at a General Meeting shall be:

7.5.2.1. At least 50 percent of the membership, or 5 members, whichever is less to constitute a quorum.

7.6. CUE's decisions at General Meetings shall be made:

7.6.1. By general resolution, if the majority of a general quorum votes in favour;

7.6.2. By special resolution, if at least 2/3 of a general quorum votes in favour.

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 Positions for the upcoming academic year are available for nomination during the general election with the exception of:

8.1.2.1. The First Year Representative position (max. 3 positions) who shall be hired in the following Fall Semester, then appointed at a General Meeting.

8.1.2.2. If the appointment of the First Year Representatives is not approved, the First Year Representative position shall be filled via by-election per Election Procedure.

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 Internal shall hire an Electoral Officer. If the VP Internal 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 officer:
 - 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 ballot per election or confidence vote.
- 8.8. The ballots shall be tallied either:
 - 8.8.1. Under the supervision of the Electoral Officer and two witnesses where:
 - 8.8.1.1. The first witness be any non-CUE member who is not in conflict and approved by general resolution; and
 - 8.8.1.2. The second witness be any non-CUE member who is not in conflict and approved by executive resolution.
 - 8.8.2. By the CUSA software SimplyVoting where the Electoral Officer must submit the list of eligible voting members and list of candidates with each of their CMAIL addresses, Carleton ID, First and Last names, and position the individual is running for, if applicable; At least 1 week prior to the election date.
- 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 to continue run-off elections until the positions of the executive team are filled, in accordance with the same election policy as outlined in [Article VIII](#).
 - 8.10.1.1. In the case where either the seats of VP Internal or VP Finance remain empty after an election, the responsibilities of the empty role shall be filled and accomplished by the executive position that is filled
 - 8.10.1.1.1. In the case where both the seats of VP Internal and VP Finance remain empty after an election, the responsibilities are then passed to the president

- 8.11. The position of the President must be filled by either a current or previous CUE Executive 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 current or previous CUE Executive in the Faculty of Engineering and Design chooses to seek nomination for the position of President, then any CUE member in the Faculty of Engineering and Design 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. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- 9.2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- 9.3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
 - 9.3.1. Impeachment for Removing an Executive Role:
 - 9.3.1.1. 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.
 - 9.3.1.2. 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.
 - 9.3.1.3. 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.

9.3.2. Membership Impeachment:

- 9.3.2.1. 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.
- 9.3.2.2. 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.
- 9.3.2.3. 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 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.