

Carleton University EngiQueers Policy Manual

8th 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 Article 7.5 of the Constitution.
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 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. 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 the Executive 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 hire a director known as the Chair, whose duty shall be to act as a chair at CUE meetings;
 - 1.3.4.1. The President will 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 FEDFair;
 - 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), Carleton University Student Association (CUSA), and EngiQueers Canada;
 - 1.3.8. To hire a director known as the Accountability Officer, whose duties shall be:
 - 1.3.8.1. To anonymously disseminate constructive criticism to the Executive;
 - 1.3.8.2. To host an accountability session at the end of each General Meeting; and,
 - 1.3.8.3. To aid in the impeachment process, as outlined in the Constitution.
 - 1.3.9. 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,
 - 1.3.10. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.4. The Vice-President Internal'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), who must be in their first year of study at Carleton to be eligible, and 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); and,
 - 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; and,
- 1.4.11. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.5. The Vice-President Finance's duties shall be:
 - 1.5.1. To properly maintain financial records in accordance with generally accepted accounting principles;
 - 1.5.2. To prepare a budget and financial statements;
 - 1.5.3. To collect receipts and invoices, and issue reimbursements for CUE "out-of-pocket" expenses;
 - 1.5.4. To manage CUE's bank account in conjunction with any relevant external organizations, and to manage petty cash;
 - 1.5.5. 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;
 - 1.5.6. To ensure that signing authority is passed down to the current President and VP Finance; and,
 - 1.5.7. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.6. The Vice-President Publications' duties shall be:
 - 1.6.1. To produce all CUE publications as approved by the CUE Executive;
 - 1.6.2. To maintain and update the CUE website;
 - 1.6.3. 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,
 - 1.6.4. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.7. The Vice-President Awareness' duties shall be:
 - 1.7.1. 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;
 - 1.7.2. To advocate for LGBTQ+ issues on CUE's behalf;
 - 1.7.3. To ensure CUE follows standards of accessibility;
 - 1.7.4. To publicize and promote CUE and its events to the Membership and to the public with the help of the Vice-President Publications; and,
 - 1.7.5. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.8. The Vice-President Social's duties shall be:
 - 1.8.1. To organize and run all CUE social events such as but not limited to: BBCUE, The Film Festivals, SCROOGE, CUEpid's Crush;

- 1.8.2. To publicize and promote CUE and its events to the Membership and to the public with the help of the Vice-President Publications; and,
- 1.8.3. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.9. The Vice-President Services' duties shall be:
 - 1.9.1. To manage and upkeep the CUE office, including the hiring of an office manager and volunteers;
 - 1.9.2. To manage the operations of the CUE Discord server;
 - 1.9.3. To implement and maintain any services in alignment with the purpose and goals of CUE;
 - 1.9.4. To procure merchandise for the Society given the availability of funds and member interest; and,
 - 1.9.5. To perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 1.10. The Executive shall be limited to students attending Carleton University who are enrolled in a minimum of 2 courses per semester;
 - 1.10.1. This is with the exception of the roles of President and VP Internal which are to be available only to students enrolled in the Faculty of Engineering and Design as well as meeting the course requirement.
- 1.11. An Executive Office shall be deemed vacant if:
 - 1.11.1. The incumbent Executive submits a written resignation;
 - 1.11.2. The incumbent Executive is incapacitated;
 - 1.11.3. The incumbent Executive ceases to be a member of CUE or ceases to meet executive requirements outlined in Article 1.10;
 - 1.11.4. The incumbent Executive meets any of the following criteria:
 - 1.11.4.1. The incumbent Executive does not respond to official communication methods for a period greater than fourteen (14) days;
 - 1.11.4.2. 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,
 - 1.11.4.3. 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.
 - 1.11.5. No candidates are nominated for the office as outlined in Article 5.4; or,
 - 1.11.6. An Executive is impeached in accordance with Article 9 of the Constitution.
- 1.12. Should an Executive Office be deemed vacant, the General Membership shall appoint a successor to serve the balance of the term based on the following:
 - 1.12.1. The successor for the office of President shall be a member who meets the qualifications defined in Article 8.11 of the Constitution by method of by-election with a vote of the General Membership; and,

- 1.12.2. The successor for any other office shall be a member of CUE.
- 1.13. 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.

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 a membership as outlined in Article IX of the Constitution.

Article III Executive Meetings

- 3.1. Executive meetings shall be open to members of CUE;
- 3.2. The Executive must call monthly executive meetings between May 1st and August 31st, 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 the Executive may vote on executive resolutions;
- 3.4. Any Executive may call an executive meeting, but must be approved by the President and the VP Internal;
- 3.5. At least 50% of CUE's Executive, including either the President or VP Internal 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 Executives vote in favour;
 - 3.6.2. By unanimous executive resolution if all of the present Executives 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 50
 - 3.7.2. At least 50% of the Executives 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 Internal 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 Internal, 24 hours notice and a written report must be submitted to constitute regrets;
 - 3.10.2. If either the President or VP Internal 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 one (1) week in advance of any General Meetings;
- 4.4. The Executive must also make their best efforts to attend General Meetings;
 - 4.4.1. If an Executive is unable to attend, then one of either the President or VP Internal must approve of the absence to constitute regrets, following the process outlined in [Article 1.11.4](#).
- 4.5. Quorum is defined in Article 7.5 of the Constitution;
- 4.6. Majority for decisions made at General Meetings is defined in Article 7.6 of the Constitution;
- 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 EngiQueering 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.

4.7. Amended October 2024

- 4.7.1. Article 5.5 amended to follow the new CUSA impeachment policy
- 4.7.2. Article 6.2.7 was added to include First Year Representative in the Executive body
- 4.7.3. Article VI Administration 6.2.2 was amended to create the roles of VP Internal and VP Finance in articles 6.2.2 and 6.2.3 respectively, increasing the previous article numbers for subsequent executives
- 4.7.4. Article 6.5 amended VPFA to VP Internal

- 4.7.5. Article VII Meetings amended to follow the meetings section as defined in the CUSA Constitution template
- 4.7.6. Article 8.10.1.1 added
- 4.7.7. Article 8.10.1.1.1 added
- 4.7.8. Article 8.1.2 amended to include policy of First Year Representative hiring
- 4.7.9. Article 8.3 amended VPFA to VP Internal
- 4.7.10. Article 8.7 amended to be in line with article 8.6.3 voting policy stating previously: "Votes shall be cast by secret ballot. Each member may cast only one vote per office up for election or confidence vote."
- 4.7.11. Article 8.10.1 was updated to included continuous run off elections in the case of a tie during the election, and not a selection by the executive team
- 4.7.12. Article IX Impeachment was updated in accordance to the new CUSA protocols.

4.8. Amended March 2025

- 4.8.1. Article 6.4.1 was redefined to consider an appointed executive as served a full term if the date of appointment was before or during FSGM of the current academic year of appointment

4.9. Amended April 2025

- 4.9.1. Definition 3 updated from "a vote of the Membership meeting special quorum" to "a vote of the Membership meeting general quorum", and removing subsections "b. Revoking one's membership; or," and "c. Impeachment of an Executive Officer."
- 4.9.2. Definition 5 added to define an appointment
- 4.9.3. Article 2.2 amended "safe" to "safer"
- 4.9.4. Article 4.5 amended "can" to "may"
- 4.9.5. Article 4.5.1 amended to say "A reading of the changes to the Policy Manual must be done at a general meeting;"
- 4.9.6. Article 4.5.3 amended to say "Changes to the Policy Manual will be documented in Appendix B of the Policy Manual"
- 4.9.7. Article 6.3.2 amended "administer" to "manage"
- 4.9.8. Article 6.6.1 amended to say "The Officers of the Society shall be defined as;"
- 4.9.9. Article 6.6.1.1 added
- 4.9.10. Article 6.6.1.2 added
- 4.9.11. Article 6.6.1.3 added
- 4.9.12. Article 6.6.1.4 added
- 4.9.13. Article 6.6.2 amended to include Officers
- 4.9.14. Article 7.2 amended "Executive Officers" to "Executive", and to expand upon meeting standards.
- 4.9.15. Article 7.2.1 added
- 4.9.16. Article 7.2.2 added
- 4.9.17. Article 7.2.3 added

- 4.9.18. Article 7.3 added "no earlier than one week from the date of publication of the notice at the request of:"
- 4.9.19. Article 7.3.1 amended to say "President;"
- 4.9.20. Article 7.3.2 amended to say "The majority of the Executive body; or"
- 4.9.21. Article 7.3.3 amended to say "Any five members of the Organization"
- 4.9.22. Article 7.5.2 added to define quorum of a general meeting
- 4.9.23. Article 7.6 amended to define decision making conditions
- 4.9.24. Article 7.6.1 added to define general resolution
- 4.9.25. Article 7.6.2 added to define special resolution
- 4.9.26. Article 8.1.2 amended "Offices" to "Positions" and removed "the First Year Representative position (max. 3 positions) who may be hired in the following Fall Semester,"
- 4.9.27. Article 8.1.2.1 added to define First Year Representative hiring
- 4.9.28. Article 8.1.2.2 added
- 4.9.29. Article 8.8 amended to say "The ballots shall be tallied either:"
- 4.9.30. Article 8.8.1 amended to say "Under the supervision of the Electoral Officer and two witnesses where:"
- 4.9.31. Article 8.8.1.1 added
- 4.9.32. Article 8.8.1.2 added
- 4.9.33. Article 8.8.2 amended to define a second option for ballot tallying, using CUSA's SimplyVoting software
- 4.9.34. Article 8.11 amended to correct criteria for Presidential nomination, including current Executive, and removing secretary and chair
- 4.9.35. Article 8.11.1 amended to include current Executive, remove secretary and chair, and define the specific eligibility criteria to include any CUE member in the Faculty of Engineering and Design