

# **Bachelor of Information Technology Society**

## **Constitution**

Revision 9  
June 2023



## Glossary

Autumn General Meeting	AGM
Bachelor of Information Technology	BIT
Bachelor of Information Technology Society	BITsoc
Carleton Academic Student Government	CASG
Carleton School of Information Technology	CSIT
Carleton University Students' Association	CUSA
Information Resource Management	IRM
Interactive Multimedia & Design	IMD
Network Technology	NET
Optical Systems & Sensors	OSS
Photonics & Laser Technology	PLT
Winter General Meeting	WGM

## 1. Name and Purpose

### 1.1. Definition

This academic students' society shall be known as the Bachelor of Information Technology Society (BITsoc) as registered under the Carleton University Students' Association (CUSA) and recognized by the Carleton School of Information Technology (CSIT) at Carleton University.

### 1.2. Purpose

The purpose of BITsoc shall be to provide an organization through which students of the Bachelor of Information Technology (BIT) programs within Carleton University may correspond and provide an advocate for the Carleton University BIT programs on issues relating to the enrichment of the BIT program.

#### 1.2.1. BIT Programs

The BIT programs are: Interactive Multimedia & Design (IMD); Network Technology (NET); Optical Systems & Sensors (OSS), previously known as Photonics & Laser Technology (PLT); and Information Resource Management (IRM).

### 1.3. Operations

BITsoc and its operation shall be in accordance with the regulations that govern the CUSA's clubs & societies, CSIT, Carleton University, and with the provincial laws of Ontario, Canada.

## 2. Membership Structure

There are three (3) types of BITsoc memberships. Below outlines what the types are, and how memberships function within the society.

## 2.1. Associate Membership

The *Associate Membership* shall be a branch of BITSoc composed of any undergraduate student **outside of the BIT programs** who is a paying member of CUSA. Benefits for *Associate Membership* are:

- Card access to the BITSoc room
- The right to vote in BITSoc elections
- Discounts on events hosted by BITSoc where applicable

## 2.2. General Membership

The *General Membership* shall be a branch of BITSoc composed of any undergraduate student currently **enrolled in a BIT program** who is a paying member of CUSA.

Benefits for *General Membership* are:

- Card access to the BITSoc room
- The right to vote in BITSoc elections
- Discounts on events hosted by BITSoc where applicable

## 2.3. Honorary Membership

The *Honorary Membership* shall be a supportive branch of BITSoc composed of individuals who do **not qualify for Associate Membership or General Membership**, and be specially allowed membership by the *Executive Committee*. Benefits for *Honorary Membership* are:

- Card access to the BITSoc room by the *Executive Committee's* discretion
- Discounts on events hosted by BITSoc where applicable

## 2.4. Membership Period

*Associate Membership, General Membership and Honorary Membership* is effective until the end date of the purchased term(s). Anyone acquiring a BITSoc membership must fill the official sign-up form provided by the *Executive Committee* and pay the membership fee described in [Section 3](#).

### 2.4.1. Time of Effect

Any rank of membership is deemed immediate upon payment of the membership fee described in [Section 3](#). Benefits will be distributed as soon as possible.

## 2.5. Disclosure

Membership and participation in BITSoc activities shall be free from discrimination based on gender, race, nationality, religion, disability, or sexual orientation.

## 2.6. Membership Cancellation

The *Executive Committee* reserves the right to cancel or suspend any BITSoc membership for offences including but not limited to: harassment; violence; destruction or theft of BITSoc property; abuse; or inappropriate or offensive behaviour while publicly representing BITSoc, while within the BITSoc room, or during BITSoc events. The decision will be made in a private meeting with the *Chief Executive President*, the offending party, and a third party as defined below:

- Should the offending party be an *Associate Member* or *Honorary Member*, the third party must be on the *Executive Committee* and enrolled in a BIT program
- Should the offending party be a *General Member*, the third party must be the *Executive Representative* for the offending party's program

### 3. Fees

#### 3.1. Price of Membership

Upon payment of ten dollars (\$10.00) to the *Executive Committee*, *Associate Membership*, *General Membership*, or *Honorary Membership* will be granted respectively. BITSoc members also reserve the option to pay for a single semester - at the cost five dollars (\$5.00) - if they wish.

#### 3.2. Membership Refund

If for any reason a member decides to end their full year membership before the start of the second term, a full reimbursement for the second term - five dollars (\$5.00) - will be made.

#### 3.3. Changing Membership Fee Amount

BITSoc reserves the right to change the membership fee pending the decision of the *Executive Committee*. Already registered members will not be charged extra if the membership fee is changed during their effective duration.

#### 3.4. Fees During a Disruption of Classes/Remote Terms

If for any reason school is to be held remotely due to exceptional circumstances, all membership fees will be suspended until classes fully resume within the Carleton University campus grounds.

### 4. Executive Committee

#### 4.1. Members of the Executive Committee

The *Executive Committee* of BITSoc shall consist of ten (10) executives:

- **Three (3) Chief Executives:**
  - One (1) *Chief Executive President*
  - One (1) *Chief Executive Vice-President*
  - One (1) *Chief Executive Treasurer*
- **Three (3) Executive Directors:**
  - One (1) *Executive Director of Academic Events*
  - One (1) *Executive Director of Social Events*
  - One (1) *Executive Director of Publications*
- **Four (4) Executive Representatives:**
  - One (1) *Executive IRM Representative*
  - One (1) *Executive IMD Representative*
  - One (1) *Executive NET Representative*
  - One (1) *Executive OSS Representative*

#### 4.2. Carleton Academic Student Government

The *Executive Committee* shall designate one (1) *Executive Committee* member to serve as a representative for BIT within the Carleton Academic Student Government (CASG).

#### 4.3. Term of Office

The term of office shall last one (1) year and begin approximately one (1) month before the end of the winter term, immediately following the announcement of election results. At this point, the retiring *Executive Committee* shall relinquish their positions and support the transition process to the following *Executive Committee* according to [Section 4.6](#).

#### 4.4. Stepping Down

Members of the *Executive Committee* can step down from their position(s) on the *Executive Committee* at any time during their term of office. Their position(s) will become vacant and dealt with according to [Section 4.5](#).

#### 4.5. Vacancy

In the event that an *Executive Committee* position is vacant, the *Executive Committee* shall vote by two-thirds ( $\frac{2}{3}$ ) approval about how to proceed, between the following courses of action:

##### 4.5.1. By-Elections

A by-election shall be held where any undergraduate student at Carleton University may run for the vacant position. Requirements for the positions listed in [Section 7.2](#) shall be waived. The public must be informed about the by-election at least **ten (10) days** before the voting day, where candidates shall present themselves and eligible BITsoc members shall vote on which candidate they would prefer. The candidate who has the highest count of votes wins the position.

##### 4.5.2. Holding Multiple Positions

The vacant position shall be filled by a member of the current *Executive Committee*, where they shall be selected by the rest of the *Executive Committee* upon a two-thirds ( $\frac{2}{3}$ ) approval vote. This person will hold office for both positions until the end of the term of office. The *Executive Committee* can choose to waive any requirements for the position listed in [Section 7.2](#).

##### 4.5.3. Leaving the Position Vacant

The vacant position shall be left vacant. The following positions may **not** be left vacant:

- *Chief Executive President*
- *Chief Executive Treasurer*

#### 4.5.4. Presidential Vacancy

Should the *Chief Executive President* position become vacant, the *Chief Executive Vice-President* shall take over their duties as acting *Chief Executive President* until the end of the term of office or the position is filled according to [Section 4.5.1](#) or [Section 4.5.2](#). If the *Chief Executive Vice-President* position is also vacant, the position shall be filled immediately according to [Section 4.5.1](#) or [Section 4.5.2](#).

#### 4.6. Transition Process

The transition from the retiring *Executive Committee* to the new *Executive Committee* is as described below:

##### 4.6.1. Executive Transition Period

The transition period spans from the inauguration of the new *Executive Committee* into office, one (1) month before the end of the winter term, and the conclusion of the winter term. During this period, the retiring *Executive Committee* members are no longer considered executives, but are still responsible for supporting the transition between committees.

##### 4.6.2. Training Executive Successors

Members of the retiring *Executive Committee* are required to instruct their successors of their duties and inform them of techniques established by the retiring *Executive Committee*.

##### 4.6.3. Executive Transition Report

A written transition report for each position on the *Executive Committee* shall be produced by the retiring executives for their successors. This report shall serve as a guide for the new *Executive Committee* members.

##### 4.6.4. Executive Transition Meeting

The current *Executive Committee* and the retiring *Executive Committee* are required to have a minimum of one (1) meeting during the executive transition period in order to officiate the transition between *Executive Committees*, and answer any questions the new executives may hold.

## 5. Duties of Executives

### 5.1. Chief Executive President

The *Chief Executive President* shall be the official representative of BITSoc. The *Chief Executive President* shall be in charge of all meetings and exercise general supervision of and participate in the affairs of BITSoc in accordance with the policies and instructions of the *Executive Committee*. They shall also preside over the *Executive Committee*, oversee the transition to the following *Executive Committee*, and network with other clubs and societies.

#### 5.2. Chief Executive Vice-President

The *Chief Executive Vice-President* shall perform all functions of the *Chief Executive President* in their absence or upon their request. The *Chief Executive Vice-President* shall also be responsible for the creation and organization of written documentation, keep an accurate record of BITSoc's activities, and organize procurement for the society.

#### 5.3. Chief Executive Treasurer

The *Chief Executive Treasurer* shall be responsible for budget planning and proposal, shall receive all money and pay all debts of BITSoc authorized by the *Executive Committee*, and shall keep an exact account of receipts and expenditures. The *Chief Executive Treasurer* shall also complete the financial statements as required to maintain CUSA's clubs & societies funding.

#### 5.4. Executive Director of Academic Events

The *Executive Director of Academic Events* shall be responsible for the planning and scheduling of BITSoc events related to education (such as workshops and industry talks), and networking with other clubs, societies and organizations. This position is responsible for turning the event ideas of the *Executive Committee* into feasible plans of action.

#### 5.5. Executive Director of Social Events

The *Executive Director of Social Events* shall be responsible for the planning and scheduling of BITSoc events related to socializing (such as game nights or sports activities), and networking with other clubs, societies and organizations. This position is responsible for turning the event ideas of the *Executive Committee* into feasible plans of action.

#### 5.6. Executive Director of Publications

An *Executive Director of Publications* shall be responsible for communications with BITSoc members, promotional materials and designs, campaign support efforts, networking with other clubs and societies, and official BITSoc social media outlets. This position is responsible for drafting and publishing communications on behalf of the *Executive Committee* on their request.

#### 5.7. Executive Representatives

Each *Executive Representative* shall be the voice of their respective program. They shall also receive all comments, inquiries, and proposals from their respective major directed to BITSoc and shall bring to the attention of the *Executive Committee* any items requiring an executive judgement.

#### 5.8. CASG BIT Representative

The CASG BIT Representative shall:

- Attend and participate in CASG meetings
- Ensure that all information discussed at CASG meetings is quickly and concisely relayed back to BITSoc

- Encourage and support the involvement of BITSoc councillors in CASG's committees and initiatives
- Make an informed vote in the CASG executive team elections

## 6. Administrators

### 6.1. Definition

*Administrator Positions* shall be positions granted to chosen members of BITSoc tasked with aiding in the function of the society when necessary. These positions shall be created by the *Executive Committee* through a two-thirds ( $\frac{2}{3}$ ) vote.

### 6.2. Role, Function, and Authority

The role, function, and authority of an *Administrative Position* shall be determined by the *Executive Committee* but shall never have authority at the level or above that of the *Executive Committee*.

### 6.3. Position Period

*Administrator Positions* shall be valid from the date of creation to an end date either defined by the *Executive Committee*, or the end of the upcoming winter term, whichever date is sooner.

### 6.4. Requirements

*Administrator Positions* must:

- Be filled by an individual holding a *General Membership* or *Associate Membership*
- Have a specified duty relevant to the purpose of BITSoc
- Behave and represent BITSoc in an acceptable manner, else their position may be removed (to the discretion of the *Executive Committee*)

## 7. Elections

### 7.1. Electoral Positions

There will be ten (10) positions on the *Executive Committee* available to be run for. Two (2) are presidential positions and eight (8) are non-presidential.

#### 7.1.1. Non-Presidential Positions

The eight (8) non-presidential positions are: *Chief Executive Treasurer*; *Executive Director of Academic Events*; *Executive Director of Social Events*; *Executive Director of Publications*; *Executive IRM Representative*; *Executive IMD Representative*; *Executive NET Representative*; and *Executive OSS Representative*.

#### 7.1.2. Presidential Positions

The two (2) presidential positions are: *Chief Executive President*; and *Chief Executive Vice-President*.



### 7.1.3. Running for Multiple Positions

All candidates running for a presidential position may also run for one (1) other presidential or non-presidential position. However, candidates may only win up to one (1) position through election.

## 7.2. Candidate Restrictions

The restrictions on those able to run for executive positions are as follows:

- Chief Executive **President Candidates** must:
  - Have the endorsement of the CSIT Director for their campaign
  - Have at least one (1) year experience on the *Executive Committee*
    - If the candidate has no experience, they must gather ten (10) signatures from the BIT student body endorsing their candidacy
  - If running for re-election, have the permission of the CSIT Director, and a two-thirds ( $\frac{2}{3}$ ) approval of the current *Executive Committee*
- All **Chief Executive Candidates** must:
  - Have been a BITSoc member for at least one (1) year
  - Have at least second (2nd) year standing at the time of elections
  - Be a BIT undergraduate student at Carleton University
- All **Executive Director Candidates** must:
  - Be an undergraduate student at Carleton University
- All **Executive Representative Candidates** must:
  - Be an undergraduate student in a matching BIT program at Carleton University

## 7.3. No Eligible Candidate

In the event that no eligible candidates run for an *Executive Committee* position, the position will become vacant and dealt with by the newly elected *Executive Committee* according to [Section 4.5](#).

## 7.4. Elections Officers

Two (2) impartial people shall be declared the *Elections Officers*. These people cannot be running for any *Executive Committee* position in the current elections and must be approved by a two-thirds ( $\frac{2}{3}$ ) approval of the retiring *Executive Committee*.

## 7.5. Election Timing

The election period shall span over the course of **one (1) month** and start no later than the second-last meeting of the winter term of the current *Executive Committee*. It shall proceed as defined below:

### 7.5.1. Candidate Applications

Potential candidates must be given at least **ten (10) days** to present themselves as candidates to the *Elections Officers*. At the beginning of the candidate application period, the public must be notified of the available *Executive Committee* positions and their eligibility criteria. At the end of the candidate

application period, the *Elections Officers* shall inform all applicants whether they are eligible for the positions or not.

#### 7.5.2. Campaign Period

The campaign period shall last at least **ten (10)** days, where eligible candidates shall have the opportunity to put up posters, post on social media, and discuss their campaign with other students. The *Elections Officers* shall arrange for the list of eligible candidates to be made public at the start of the campaign period.

#### 7.5.3. Voting Period

BITsoc members must be given at least **ten (10)** days to vote. The voting period must finish before winter exams start. The *Elections Officers* shall arrange for the election form to be shared with all BITsoc members at the beginning of the voting period.

#### 7.5.4. Election Results

The *Election Officers* must arrange for the winners of the election to be made public as soon as possible after the voting period closes. The *Elections Officers* must also directly share the list of election winners to all eligible candidates.

### 7.6. Voting Methodology

Voting shall be conducted online and will run securely, ensuring impartiality in counting votes, and requiring insurance that the voter is in fact a BITsoc member. Members eligible to vote will vote by filling out an online form during the election period. Voting will be managed by the *Elections Officers* and follow the rules described below:

#### 7.6.1. Election Form

The *Elections Officers* shall create and manage an online form that will serve as election ballots, which can be accessed by any BITsoc member using their Carleton University email. Both *Elections Officers* must have access to the form results, and the form results cannot be accessed by anyone else.

#### 7.6.2. Names on Ballot

Candidates will only appear on the ballot under the position(s) they are eligible for.

#### 7.6.3. Positions on Ballot

All *Executive Committee* positions will be listed on the ballot unless the position has no eligible candidates. Presidential positions will be listed first.

#### 7.6.4. No Confidence Vote

All positions appearing on the ballot must have a “no confidence” option that may be selected. Should “no confidence” receive the highest count of votes, the position will become vacant and dealt with by the newly elected *Executive Committee* according to [Section 4.5](#).

#### 7.6.5. Abstaining

Voters reserve the right to abstain from voting. This can be done by not submitting to the form, or by not selecting any option listed under a position.

#### 7.6.6. Number of Votes

Voters may only fill out the election form up to one (1) time, and voters may only select up to one (1) option listed under each position.

### 7.7. Counting Methodology

Counting begins once the voting period is over and the election form has officially been closed. It must be conducted in the following order:

#### 7.7.1. Presidential Positions

Counting begins with the position of *Chief Executive President*. The candidate who has the highest count of votes wins the *Chief Executive President* position and is ineligible to win any other executive position. After the *Chief Executive President* is selected, the count goes to the *Chief Executive Vice-President*. The candidate who has the highest count of votes wins the *Chief Executive Vice-President* position and is ineligible to win any other executive position.

#### 7.7.2. Non-Presidential Positions

After the presidential positions' winners are selected, the count goes to the non-presidential positions. All votes for the winning *Chief Executive President* and *Chief Executive Vice-President* are now considered void. The candidate with the most votes wins their respective race.

## 8. Regular Meetings

### 8.1. Logistics

BITSoc shall hold regular meetings at places and times designated by the *Executive Committee*, with a minimum of eight (8) meetings during the fall and winter term and two (2) meetings during the summer term.

### 8.2. Attendance of Non-Executives

Regular meetings can be made public by the *Executive Committee*. This attendance shall be only to ask questions, express concerns, and offer suggestions to the *Executive Committee*.

#### 8.2.1. Request to Leave

The *Executive Committee* reserves the right to politely ask any non-executives attending a regular meeting to leave. The reason must be shared with those asked to leave.

### 8.2.2. Refusal of Attendance

The *Executive Committee* reserves the right to refuse the attendance of any non-executive party to a regular meeting for any reason. This reason must be shared with the non-executive party.

## 9. General Meetings

### 9.1. Logistics

BITsoc shall hold two (2) general meetings during the Carleton University academic year:

#### 9.1.1. Autumn General Meeting

The first (1st) general meeting will be the Autumn General Meeting (AGM). It shall take place during the fall term and anyone can attend.

#### 9.1.2. Winter General Meeting

The second (2nd) general meeting will be the Winter General Meeting (WGM). It shall take place during the election period, during or directly precluding the campaign period defined in [Section 7.5.2](#). Anyone can attend.

### 9.2. Purpose

The purpose of general meetings is to hold a formal public meeting between the *Executive Committee*, BITsoc members, and CSIT.

### 9.3. Chair

General meetings shall be monitored by a Chair, who must be on the *Executive Committee*.

### 9.4. Presentation

General meetings shall involve a presentation by the *Executive Committee* detailing their roles within the society and the actions they have taken throughout their time in office.

### 9.5. Period of Review

General meetings shall involve a period of review of the *Executive Committee*, where BITsoc members can bring forth any feedback for BITsoc anonymously. During the general meeting, the *Executive Committee* is responsible for responding, respectfully, to any appropriate feedback received.

### 9.6. Campaign Speeches

During the WGM, time will be made for those running for *Executive Committee* positions to give campaign speeches.

## 10. Impeachment

### 10.1. Reasons for Impeachment

The following are reasons for impeachment, where an executive may be removed from their position on the *Executive Committee*. The executive being impeached must have received at least one (1) formal warning as defined in [Section 10.2](#) prior to motion of impeachment.

#### 10.1.1. Unfulfilled Duties

In the event that a member of the *Executive Committee* is unable to perform their duties as defined in [Section 5.0](#), for any duration of their term in office, they must submit a reason deemed valid by two-thirds ( $\frac{2}{3}$ ) vote of the *Executive Committee* or they will be impeached from their position.

#### 10.1.2. Missing Meetings

If an executive is unable to attend two (2) consecutive meetings without giving prior notice they will be impeached from their position at the discretion of the *Executive Committee*.

#### 10.1.3. Inappropriate Behaviour

An *Executive Committee* member who behaves inappropriately leading to a misrepresentation of the purpose of BITSoc as described in [Section 1.2](#) must submit a reason deemed valid by two-thirds ( $\frac{2}{3}$ ) vote of the *Executive Committee* or they will be impeached from their position.

### 10.2. Formal Warnings

A formal warning can be issued to any executive by the *Executive Committee*. A formal warning is an indication that the executive in question may be impeached.

#### 10.2.1. Warning Period

An *Executive Committee* member who receives a formal warning has fourteen (14) days to take corrective measures. If no action is taken during or after this period, a motion of impeachment may be called by the *Executive Committee*. If corrective measures have been taken during this fourteen (14) day period, the remaining *Executive Committee* may vote to remove the warning with a two-thirds ( $\frac{2}{3}$ ) approval vote.

### 10.3. Impeachment

During a motion of impeachment, the *Executive Committee* member in question shall be given the opportunity to speak to the motion. The executive in question shall not be present when the impeachment is voted on. The motion must be passed by a two-thirds ( $\frac{2}{3}$ ) approval vote of the remaining *Executive Committee* and the approval of the CSIT Director. If the motion passes, the executive in question is removed from their position on the *Executive Committee*, but remains a BITSoc member. If the motion does not pass, the *Executive Committee* member keeps their position and the formal warning is removed.

#### 10.4. Exemptions

Formal warnings and impeachments shall not be initiated if the *Executive Committee* member in question is absent for academic, family, religious, or life-critical personal reasons.

## 11. Amendments

### 11.1. Bylaws and Code of Conduct

BITsoc is empowered to adopt Bylaws and a Code of Conduct consistent with and in extension to this constitution.

### 11.2. Approval Process

To make amendments to the constitution, the BITsoc *Executive Committee* must follow the approval process as described below:

#### 11.2.1. Executive Committee Approval

A meeting must be held between the BITsoc *Executive Committee* members, where they bring forth the proposed changes and vote by two-thirds ( $\frac{2}{3}$ ) approval.

#### 11.2.2. Membership Approval

Changes must be made public to BITsoc members by the *Executive Committee*, who will have fourteen (14) days to raise any objections. If any objections are made, a public meeting will be held to have a discussion of these changes, where the objection(s) can be withdrawn or those present at the meeting can vote on the proposed amendment, which will only be passed by two-thirds ( $\frac{2}{3}$ ) approval of everyone in attendance.

#### 11.2.3. CSIT Director Approval

The document must also be sent to the CSIT Director, who will have fourteen (14) days to raise any objections, before the document is submitted to CUSA. If there are objections, the document must be revised and the approval process defined in [Section 11.2](#) shall be repeated.

### 11.3. Access to the Constitution

The BITsoc *Executive Committee* shall ensure the most recently approved constitution is available to the general public.

## 12. Dissolution Procedure

### 12.1. Return of Assets

Upon dissolution of BITsoc, all assets gained through CUSA and CSIT shall be returned to CUSA and CSIT, respectively, and all other assets shall be given to CSIT.