

IEEE Carleton Constitution 2023-2024

Article I: Name and Purpose

- Section 1
 - This organization shall be known as the Carleton University Student Branch of IEEE, and herein after shall be referred to as the Organization.
- Section 2
 - The purpose of this organization shall be to foster technological innovation and excellence in all branches of Engineering, or the related arts and sciences through dissemination of theory and professional development.
- Section 3
 - The Organization and its operation shall be in accordance with the Constitution and Bylaws that govern IEEE, and with the provincial laws of Ontario, Canada.

Article II: Structure

- Section 1
 - The General Membership shall be the legislative body of the Organization and shall be composed of all IEEE fee-paying members from the Carleton student population.
- Section 2
 - The Executive Committee shall be the administrative body of the Organization and shall be composed of members from the General Membership.
- Section 3
 - The Branch Counselor shall be the official representative of the IEEE (Region 7) that will oversee the Organization's activities and the decisions of the Executive Committee.

Article III: Membership

- Section 1
 - Participation in Organization activities shall be free from discrimination based on membership status, age, gender, race, nationality, religion, disability, sexual orientation, or any other form of discrimination

Article IV: Dues

- Section 1
 - Nonpayment of annual IEEE membership fees for more than 10 days will automatically result in suspension of membership from the executive committee. Suspension of membership will result in the loss of voting rights and the right to hold office.

Article V: Officers

- Section 1
 - The Officers of the Organization shall be a Chair, up to two Vice-Chairs, a Treasurer, and a Secretary.
- Section 2
 - The Term of Office shall ordinarily be one year and shall begin on May 1st of each year.

Article VI: Duties of the Officers

- Section 1
 - The Chair shall be the official representative of the Organization. The Chair shall be in charge of all meetings and exercise general supervision of the affairs of the Organization in accordance with the policies and instructions of the Executive Committee. The Chair shall also preside over the Executive Committee.
- Section 2
 - The Vice-Chair shall perform all functions of the Chair in the latter's absence or upon the request of the Chair.
- Section 3
 - The Secretary shall keep an accurate record of the Organization's activities and shall record the number of members at each meeting or activity. The Secretary is responsible for filing the Annual Plan of Activities and the Annual Report of Activities with the IEEE Student Services, in a timely manner. The Secretary shall carry out all other communications necessary and ensure that all activities are in accordance with this Constitution.
- Section 4
 - The Treasurer shall be responsible for budget planning and proposal, shall receive all money and pay all debts of the Organization authorized by the Executive Committee, and shall keep an exact account of receipts and expenditures. The Treasurer shall also complete the year-end Financial Statements for inclusion in the Annual Report of Activities.

Article VII: Executive Committee

- Section 1
 - The Executive Committee shall consist of the Officers and other positions that are described in Article VII, sec.2.
- Section 2
 - Other Executive Committee positions shall be agreed upon by the current Executive Committee:
 - Have a duty relevant to the objectives of the Organization
 - Hold a title agreed upon at the time of election or at the beginning of their Term of Office
- Section 3
 - All Executive Committee positions must be elected and filled by one member from the General Membership.
- Section 4
 - The Term of Office shall begin May 1st and end April 30th of the following year.
- Section 5
 - The Executive Committee shall be the administrative body of the Organization and shall transact all business it deems advisable, including the filling of vacancies in the Organization and authorization of expenditures.
- Section 6
 - A student who was elected/appointed during the last election, then later found a co-op placement outside of Ottawa for all or part of the academic year must inform of their resignation at least one month before the beginning of their work term, or as soon as possible.

Article VIII: Elections

- Section 1
 - All Executive Committee positions must be filled by elections unless only one person runs for a position. In this case, the person shall be appointed by at least a two-thirds vote of the current Executive Committee.
- Section 2
 - The General Membership shall be notified of the available positions, as well as the election dates, no later than one week prior to any election.
- Section 3
 - General elections shall be held no later than one meeting prior to the AGM of the current Term of Office
- Section 4
 - By-elections process can be held at any time provided the General Membership is notified.
- Section 5
 - Election candidates must present their platform in front of the current executive committee and general membership present at the General Elections meeting.
- Section 6
 - Eligible candidates for all executive positions must:
 - Be students at Carleton University
 - Be part of the General Membership
 - Have actively volunteered at the McNaughton Resource Centre or other IEEE Carleton events for at least one semester, or the current election semester
 - Complete a nomination form containing the name, membership number and signature of ten members from the General Membership.
- Section 7
 - Eligible candidates for the officer positions must have all requirements met for executive positions plus:
 - Be attending instructional classes at Carleton University during the Carleton University Fall/Winter Session and not on a co-op work term
 - Have held an executive position within the Organization for at least one Carleton University Fall or Winter semester, and may include the current election semester.

- Section 8
 - Eligibility requirements may be waived upon at least a two-thirds vote of the current Executive Committee or by approval of the Branch Counselor.
- Section 9
 - Candidates for the position of Chair must receive an endorsement from the Branch Counselor, with consultation from the outgoing Chair.
- Section 10
 - Election results shall be announced at the Annual General Meeting (AGM), and winning candidates may present speeches afterwards.
- Section 11
 - Voting in the General Election must be held for at least two days.
- Section 12
 - If an Officer position becomes vacant during the current Term of Office, a member of the current Executive Committee shall be voted to the position with a by-election and hold office for the remaining time.
- Section 13
 - An outgoing executive officer or a previous executive should be appointed by the Branch Counselor to be the Elections Officer (EO). This individual must not be running for re-election and should ensure that all election procedures are followed with fairness. Votes will be counted at the end of the polling period by the elections officer in the presence of the Branch Counselor, Chair, and Vice-Chair.
- Section 14
 - Campaigning is not allowed within 25 meters of the polling station.
- Section 15
 - Students who will be on a co-op work term anytime during the coming academic year may not run for an executive position if their work placement is outside of Ottawa.
- Section 16
 - An eligible candidate may only run for one position per election.

Article IX: Meetings

- Section 1
 - The Organization shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of 8 meetings during the Carleton University Academic year and 2 meetings during the Carleton University Summer Semester.
- Section 2
 - Every IEEE Ottawa Section meeting shall be attended by at least one representative of the Executive Committee.
- Section 3
 - An Annual General Meeting (AGM) shall be held. The General Membership shall be notified of said meeting at least one week in advance

Article X: Impeachment

- Section 1
 - After receiving a formal warning, an executive member who is not fulfilling his/her duties, or behaves inappropriately leading to a misrepresentation of the goals and values of the Organization, may be removed from his/her position, with the endorsement of the Branch Counselor, and by at least a two-thirds vote of the executive committee.
- Section 2
 - A formal warning can be issued to any executive committee member by at least a two-thirds vote of executives. A warning is an indication that the Executive member who is not fulfilling his/her duties may be impeached. Circumstances that may be a basis for a warning include: missing 3 consecutive meetings.
- Section 3
 - An executive member who receives a warning has 10 (ten) Academic days, as defined by Carleton University, to take corrective measures to fulfill his/her duties. If no action is taken after this period, a motion of impeachment may be called by the Executive Committee.
- Section 4
 - During a motion of impeachment, the executive member in question shall be given the opportunity to speak to the motion. The executive member being impeached shall not be present when the impeachment motion is voted.

Article XI: McNaughton Resource Center

- Section 1
 - The McNaughton Resource Centre (IEEE Office) shall be a place where students may come to use the services provided by the Organization. The current Executive Committee shall decide on the prices of all services provided.
- Section 2
 - Volunteers and Executive Committee members hold the right to ask any person in the McNaughton Resource Centre to leave if they are harassing other individuals and refuse to stop. If further security and control measures are deemed necessary, the Department of University Safety at Carleton University will be called. The McNaughton Resource Centre shall be a place where all well-behaved IEEE members and non-members feel welcome.
- Section 3
 - Following procedures from Article XI, Section 2, the Executive Committee holds the right to ban any individual from the McNaughton Resource Centre who repeatedly harassed any other person.

Article XII: Amendments

- Section 1
 - The Organization is empowered to adopt Bylaws consistent with this Constitution.
- Section 2
 - The Constitution may be amended by a two-thirds vote of the General Membership present in the meeting, provided the amendment has been proposed at least one meeting, and duly publicized to the General Membership, previous to the time of voting. Amendments become effective upon the approval of two-thirds of the Executive Committee and the Branch Counselor, but such approval shall not be unduly withheld.

Article XIII: Reimbursements

- Section 1
 - All approved office and event expenses, incurred on any of the executive members or volunteers on behalf of the branch, shall be reimbursed by the treasurer in a timely manner.
- Section 2

- All expenses must be submitted with their physical and (if applicable) digital receipts. If no physical receipt was given by the merchant, a digital receipt will be sufficient.
- Section 3
 - All expenses over \$100 must be pre-approved by the treasurer prior to incurring the expense. Failure to obtain treasurer approval may result in a reduced or denied reimbursement up to the discretion of the officers.
- Section 4
 - All overages on pre-approved expenses must be appropriately justified to the treasurer by the claimant to be accepted for full reimbursement. The officers will mediate in the decision-making process when there is a dispute between the treasurer and the claimant.

Article XIV: Standard of Care

- Section 1
 - Standard of Care is loosely defined as due diligence from an executive when performing their role.
- Section 2
 - All executive positions are privileged positions that require a minimum standard of care to be adopted by the executives to avoid negative consequences that could significantly impact the branch.
- Section 3
 - By assuming an executive position, the candidate acknowledges their responsibility to uphold a standard of care. The candidate is also reminded to exercise forethought and communication throughout their term to promote the likelihood of the standard of care being met.

Article XV: Dissolution Procedure

- Section 1
 - Upon dissolution of the IEEE Carleton Student Branch, all assets acquired through CUSA shall be returned to CUSA and all remaining assets are to be given to the Carleton Faculty of Engineering Department and/or IEEE Ottawa Section