

CARLETON BLUEPRINT CONSTITUTION

Ratified: September 13, 2024



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I. NAME

This Constitution recognizes the official name of the organization which it represents as “Carleton Blueprint”. This Constitution recognizes that the organization may also be named under “Blueprint, Technology for Nonprofits”.

II. PURPOSE

Mission

We, the members of Carleton Blueprint, adhere to and embody our mission to make beautiful engineering accessible and useful for those who create communities and promote public welfare.

Vision

We, the members of Carleton Blueprint, adhere to and embody our mission to make beautiful engineering accessible and useful for those who create communities and promote public welfare.

Values

We, the members of Carleton Blueprint, shall uphold the following organizational values. These values further embody our mission, vision, and culture, determine how we make decisions, and reflect how we behave and act, collectively and individually.

- **Mission First:**

We as Carleton Blueprint members ultimately unify under one goal - achieving our mission. We place the interests of the people and partners we serve above our own. Our primary measure of success is the amount of positive impact we create through our work.

- **Perpetual Growth:**

We as Carleton Blueprint members value the academic, social, and personal growth of our peers. We constantly seek to perpetuate the cycle of learning and

teaching, for our benefit and for others. We strive to offer a helping hand in times of need and push each other to succeed.

- **Cherish Each Other:**

We as Carleton Blueprint members seek to cherish our time spent together. We develop meaningful relationships that extend well beyond the scope of the organization. We value each other as individuals and appreciate our differences.

- **Always Innovate:**

We as Carleton Blueprint members recognize that change is both inevitable and necessary. We are committed to innovating and emphasizing effective solutions as needed in order to remain relevant - nothing is sacred. We welcome new ideas and diverse thinking.

- **Be Humble:**

We as Carleton Blueprint members strive to remain humble, accept our imperfections, and be receptive to feedback. We approach challenges with an open mind and remember that anyone can pursue social good, not just Blueprint.

III. STRUCTURE

1. Composition of the Executive Body:

The Executive shall be the administrative body of the organization. It shall be composed of members who have been interviewed by the Executive Committee. Apart from the President, all other executive positions may be filled by individuals without prior experience in Blueprint. More details on the Executive Committee is listed in section 5.

2. Composition of the Project Team:

The VP Projects along with the rest of the Executive Board shall seek out or receive collaboration/partnership requests from non-profit organizations, both internal and external to Carleton University, should the Executive Board determine that the project proposed by said non-profit organizations align with the goals and values of Carleton Blueprint. The Project Teams are responsible for developing software applications for non-profit organizations (NPOs). Upon the successful handoff of the project, the project team shall be disbanded. The lifecycle of a project shall typically range from four months to one year, unless the NPO requires an extension for continued development and maintenance. Each team shall be composed of a Project Manager, Developers, and Designers, whose roles are defined as follows:

1. Project Manager:

- 1.1. The Project Manager is responsible for onboarding the team members to the project.
- 1.2. The Project Manager is responsible for overseeing the planning, development, and completion of assigned projects, ensuring seamless execution from inception to client handover
- 1.3. Project Manager must maintain close connections with the VP of Projects, the team members, and the client.
- 1.4. The Project Manager must provide bi-weekly updates to the VP of Projects, and monthly updates to the client.
- 1.5. The Project Manager is responsible for organizing workshops if the development or design team lacks familiarity with a specific tech stack.
- 1.6. The Project Manager must conduct weekly stand-up meetings with the project team to ensure there are no blockers. In case of blockers, the Project Manager may escalate the issue to the Executive Committee or the Council of Mentors if required or must find an alternative solution.
 - 1.6.1. Blockers are defined as any issues or obstacles that prevent the timely completion of a task. These may include, but are not limited to, software bugs, installation errors, and the unavailability or non-cooperation of team members.
- 1.7. The Project Manager is required to test the entire application before handoff to ensure that the work aligns perfectly with the NPO's contract document.
- 1.8. The Project Manager is responsible for taking appropriate measures to dismiss their own project team member if they fail to perform their duties as a Blueprinter.

2. Developers:

- 2.1. Developers are responsible for coding the software designed by the Designers.
- 2.2. Developers must adhere to the project's delivery schedule and ensure the code meets the project's requirements.
- 2.3. Developers are responsible for writing clean, efficient, and maintainable code following best practices and coding standards established by the project team.

- 2.4. Developers must conduct thorough testing of their code to identify and address any bugs or issues, ensuring the software meets quality standards before delivery.
- 2.5. Developers must communicate effectively with team members, providing progress updates, seeking clarification on requirements, and raising any concerns or challenges encountered during development.
- 2.6. Developers are required to demonstrate their work during each stand-up meeting and document their tasks. This ensures seamless continuity by allowing others to easily step in if unforeseen circumstances arise.

3. Designers:

- 3.1. Designers must ensure that the design meets the client's expectations, requirements and functionality.
- 3.2. Designers must focus on creating visually appealing designs that align with the brand identity and aesthetic preferences of the NPO client.
- 3.3. The Designers should create designs that are practical and feasible for implementation by developers. They should have an understanding of basic SEO principles to ensure the design supports good SEO practices.
- 3.4. Designers should create prototypes or mock-ups to visualize and communicate design concepts effectively.
- 3.5. Designers should actively solicit feedback from the NPO client.
- 3.6. Designers are required to demonstrate their work during each stand-up meeting and document their tasks. This ensures seamless continuity by allowing others to easily step in if unforeseen circumstances arise.

3. Eligibility and Selection Process for Project Team:

All members of the general student body are eligible to apply for the project team listed above. Each candidate will be interviewed by the executive committee. Members shall be chosen based on how well their answers align with Blueprint's values, and the skills needed for the completion of the project.

4. General Membership

On top of project development for non-profit organizations both internal and external to Carleton University, Carleton Blueprint hosts and organizes various community building social activities, open to all members of Blueprint. Members may also elect to volunteer in the execution of such events, coordinated primarily by the VP Events on the Executive Board, or by any other Executive.

IV. MEMBERSHIP

1. Only currently registered students may be active members of Carleton Blueprint. Only active members may vote or hold office. Carleton Blueprint is not exclusive to any particular group of people. All currently registered students can join the club and participate in club events as well as apply to be a part of project teams.
2. We will not haze according to federal law in the Canadian Charter of Rights and Freedoms section 15. Everyone is equal under the law, and we will not restrict membership based on race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the Canadian Armed Forces.
3. The Executive Committee determines the terms of membership and enacts them through the by-laws.
4. The Executive Committee can sanction its members for disorderly behavior, and, with a unanimous vote, expel a member.

Category	Description
Executive	The Executive Committee consists of the President, Vice President of Talent, Vice President of Projects, Vice President of Marketing, Vice President of Internal Affairs, and Vice President of Events. For a detailed description of each role, please refer to the relevant section of this document, section 5.

<p>Mentor</p>	<p>The Council of Mentors is made up of past Executives who are no longer part of the Executive Committee of the current term but are still involved in Blueprinter matters by acting as advisors to the current Board of Executives. More details are highlighted in section 5.9.</p>
<p>Blueprinter</p>	<p>Any member from the General Public who has previously participated as an active member in a Blueprint project or department as a project manager, developer, designer, a member of the marketing team, or any other role that has made meaningful contributions will be considered a Blueprinter and will have access to select Blueprinter-exclusive channels in the Carleton Blueprint committee.</p>
<p>General Member</p>	<p>The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.</p> <p>The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.</p> <p>Membership in the organization shall be valid from May to April each academic year.</p> <p>Only undergraduate students enrolled at Carleton University may serve on the</p>

	Executive. Graduate students may only serve a non-voting, advisory capacity.
General Public	The General Public comprises all students who are part of the broader campus community but are not actively involved in the Blueprint projects or specific departmental roles. Members of the General Public play a crucial role by engaging with the initiatives and events organized by the Carleton Blueprint committee.

V. Executive

1. Executive Committee

- 1.1. The Executive Committee shall be composed of a President, Vice President of Internal Affairs, Vice President of Projects, Vice President of Talent, Vice President of Events, and Vice President of Marketing chosen at the end of the term cycle interviews, held by the previous executive board.
- 1.2. Consent of the Executive Committee is when two-thirds of its members agree. The quorum for decision-making is four.
- 1.3. When vacancies happen in the Executive Committee, the Executive Committee is responsible for filling such vacancies.
- 1.4. When vacancies arise in project groups, the Project Manager (once hired) or the Executive Committee is responsible for filling such vacancies.
- 1.5. A member of the Executive Committee may not apply for the same position in consecutive terms but may apply for the same position indefinitely, provided they meet the requirements outlined in Section 4.1.

2. President

- 2.1. The President shall serve as the chief representative of Carleton Blueprint and its Executive Committee; they shall serve as the main curator and protector of the

mission and vision of Blueprint; they shall monitor all aspects of Blueprint and shall take care that the decisions of the Executive Committee be faithfully executed.

- 2.2. The President shall spearhead innovation within the Carleton Blueprint, introducing new and relevant technologies to maximize Blueprint's growth potential.
- 2.3. The President is responsible for reorganizing teams and roles within Carleton Blueprint, ensuring an optimal structure for communication flow and meeting the demands of the student body.
- 2.4. The President shall serve as the main facilitator in any meeting for Blueprint.
- 2.5. The President shall have the power to convene the Executive Committee for meetings.
- 2.6. The President shall have the power to delegate tasks to accomplish goals set forth by the Executive Committee.
- 2.7. A member of the Executive Committee shall assume the duties of the President in the event of the resignation, recall, or temporary or permanent disability of the President to perform his/her duties until a replacement is selected or elected. The order of succession is the order in which the offices are stated in the constitution: Vice President of Internal Affairs, Vice President of Talent, Vice President of Projects, Vice President of Marketing, and Vice President of Events.

3. Vice President of Internal Affairs

- 3.1. The Vice President of Internal Affairs shall serve as the director and manager of social and professional activities that are open exclusively to Carleton Blueprint members and its alumni.
- 3.2. The Vice President of Internal Affairs shall be responsible for obtaining facilities for meetings and activities of the Executive Committee.
- 3.3. The Vice President of Internal Affairs shall be responsible for the management of the budget, distribution of funds, and fundraising.
- 3.4. The Vice President of Internal Affairs shall, within the fourth week of the semester, direct a meeting of the Executive Committee to propose and discuss a budget for the semester. The budget must gain the consent of the Executive Committee to be placed in effect. The Vice President of Internal Affairs is responsible for making sure that the budget is followed and not exceeded.

- 3.5. The Vice President of Internal Affairs is responsible for identifying and mitigating risks at Carleton Blueprint, including taking measures to cover for absent members and ensuring all Blueprinters feel comfortable and safe.
- 3.6. The Vice President of Internal Affairs shall continuously research new and emerging technologies within the industry landscape. This pivotal responsibility ensures that Blueprinters are equipped with the essential skills required for continuous growth and proficiency in the industry.
- 3.7. The Vice President of Internal Affairs is responsible for organizing training sessions and development programs to enhance Blueprinter's skills and knowledge.
- 3.8. The Vice President of Internal Affairs shall ensure effective communication within the club, facilitating information flow between Blueprinters, and addressing any internal conflicts.
- 3.9. The Vice President of Internal Affairs, alongside the Vice President of Talent and President, is responsible for taking appropriate measures to dismiss an executive if they fail to perform their duties as a Blueprinter.

4. Vice President of Talent

- 4.1. The Vice President of Talent is responsible for formulating and executing recruitment strategies aimed at attracting a diverse pool of talented individuals to engage in Blueprint's initiatives and projects.
- 4.2. The Vice President of Talent is tasked with sourcing, screening, and conducting interviews of candidates to ensure alignment with project requirements and organizational values, as outlined in section 2.3.
- 4.3. The Vice President of Talent is mandated to provide support and guidance to new members, facilitating their smooth integration and onboarding into projects.
- 4.4. The Vice President of Talent is required to establish and implement procedures for performance evaluation and feedback, acknowledging and incentivizing members' contributions while addressing any performance-related issues or concerns.
- 4.5. The Vice President of Talent shall determine the Blueprint application process by the second week of each semester.

- 4.6. The Vice President of Talent is responsible for curating a comprehensive database of active Blueprinters, ensuring the timely delivery of Co-curricular records.
- 4.7. The Vice President of Talent shall devise retention strategies for valuable talent within Carleton Blueprint.
- 4.8. The Vice President of Talent, alongside the Vice President of Projects, is responsible for taking appropriate measures to dismiss a Project Manager if they fail to perform their duties as a Blueprinter.
- 4.9. The Vice President of Talent shall run surveys through virtual forms, for gathering interest and feedback.

5. Vice President of Projects

- 5.1. The Vice President of Projects is responsible for the management of the project groups and relations with client organizations, serving as the primary contact for external non-profits.
- 5.2. The Vice President of Projects is responsible for onboarding the project manager and the project team to the project.
- 5.3. The Vice President of Projects is responsible for identifying, researching, and engaging potential non-profit partners, ensuring projects align with Blueprint's mission and social impact goals.
- 5.4. The Vice President of Projects shall gather project requirements, recruit and oversee project development teams, and maintain faithful and strong relations with past, present, and future collaborating organizations.
- 5.5. The Vice President of Projects shall supervise each team's project manager to monitor project outcomes and to gather feedback for the continuous improvement of project delivery and impact.

6. Vice President of Marketing

- 6.1. The Vice President of Marketing is responsible for promoting Carleton Blueprint's events on various social media platforms and developing marketing strategies.

- 6.2. The Vice President of Marketing shall advise and, with the consent of the Executive Committee, create a marketing plan for the recruitment of new members within the third week of each semester.
- 6.3. The Vice President of Marketing is responsible for aiding applicants by answering any doubts on Carleton Blueprint's social media platforms during the application process.
- 6.4. The Vice President of Marketing shall lead the marketing team in documenting all significant achievements of Carleton Blueprint, while also developing strategies to publicize the vision and ideas of the President and other Executives for the club's prospects.

7. Vice President of Events

- 7.1. The Vice President of Events shall serve as the director and manager of social, professional, and intersocietal activities hosted by Carleton Blueprint, as well as fostering collaborative events with other organizations and the student body.
- 7.2. The Vice President of Events shall be the main curator of the brand of Blueprint. They shall keep the brand and the branding guidelines current and useful. The enforcement and protection of the brand of Blueprint is, with the help of the Executive Committee, the responsibility of the Vice President of Events.
- 7.3. The Vice President of Events is responsible for providing networking opportunities to the student body at Carleton, the general public, while upholding Blueprint's values.
- 7.4. The Vice President of Events, alongside the Vice President of Internal Affairs, is responsible for overseeing logistical aspects of events, such as venue selection, equipment setup, catering, transportation, and ensuring compliance with university policies and regulations.
- 7.5. The Vice President of Events shall collect feedback from event participants to assess event success, identify areas for improvement, and use this information to enhance future event planning and execution.
- 7.6. To ensure the safety and well-being of attendees, the Vice President of Events shall develop contingency plans and protocols to address unforeseen challenges or emergencies during events.

8. Vice President of Finance

- 8.1. The Vice President of Finance is responsible for securing funding and tracking all expenses within the Carleton Blueprint.
- 8.2. The Vice President of Finance, along with the Vice President of Internal Affairs shall manage funding and distribution of funds.
- 8.3. The Vice President of Finance is responsible for coordinating with the Vice President of Events to allocate a budget for Carleton Blueprint's social events, and to track expenses for the duration of the events.
- 8.4. The Vice President of Finance is responsible for the purchase of any Carleton Blueprint's necessities during the life cycle of any external events.
- 8.5. The Vice President of Finance is responsible for securing sponsorships from external companies and/or organizations for large social events, such as Hackathons.

9. Mentor

- 9.1. A semi-executive position designed to mentor and aid project teams and assist the new executive committee in overcoming blockers (refer to section 3.2 for definition of a blocker).
- 9.2. Mentors do not hold higher authority than the executives but are key members in reviewing major changes within the club.
- 9.3. Mentors must be active students and former executives of Carleton Blueprint with at least one year of experience in managing the club. Additionally, they must not have been previously impeached from the club.
- 9.4. Mentors can hold their position indefinitely as it does not limit opportunities for the general student body, given that they uphold section 5.9.3.
- 9.5. Mentors are exempt from the requirement to contribute 5-10 hours per week, unlike the Blueprinters.
- 9.6. Mentors are expected to actively contribute to the club's success. Failure to meet this expectation may result in impeachment from the Council of Mentors by the executive committee.

VI. MEETINGS

1. Meetings of the Executive Committee

1.1. Meetings of the Executive Committee shall

- 1.1.1. Be held at regular intervals and are for the purpose of running the club.
- 1.1.2. Votes by the Executive Committee on club business shall be declared by a simple majority.

2. Meetings of the General Membership

2.1. Meetings of the General Membership can be called:

- 2.1.1. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
- 2.1.2. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
- 2.1.3. At the request of any five members of the Organization.

2.2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of providing the General Membership with club-wide updates, decisions, and as a chance for members to challenge or question issues pertaining club-wide decisions.

2.3. Quorum of the General Membership

- 2.3.1. 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

VII. CONSTITUTIONAL AMENDMENTS

- 1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
- 2. A simple majority will be required to adopt the new amendment.

VIII. LEADERSHIP SUCCESSION

Carleton Blueprint has established an Application & Interview process for the selection of its Executive Members. The process ensures transparency and fairness in the leadership succession. The following guidelines outline the procedure for the Application & Interview process.

1. If the Student Groups Administrator approves the request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks
2. Carleton Blueprint may elect or appoint an individual, Vice President of Talents, to keep track of meeting minutes and to compile a report of this process
3. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives
4. Questions should be topical and situational where possible, taken from a question bank established by the hiring panel
5. Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken
6. The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates
7. All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club, and of a meeting location, with virtual options available for those unable to attend in person
8. When there is only one nominee, they should face a vote of confidence
9. Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
10. Carleton Blueprint may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
11. During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership
12. At the conclusion of this meeting, the voting members of the membership will elect the next executive roles

IX. APPLICATION PROCESS

1. Project Teams

- 1.1. The Vice President of Projects shall secure at least one project at the commencement of each term and is accountable for delineating the project's scope and timeline.
- 1.2. Following this, the Vice President of Talent shall thoroughly review the project outline and determine the approximate number of positions available within the project team.
- 1.3. Subsequently, the Vice President of Talent shall create a comprehensive "Project Talent Description Document," detailing various roles and their corresponding responsibilities. This document is designed to attract and inform potential talents about the opportunities available within Carleton Blueprint.
- 1.4. The Vice President of Marketing takes on the firm responsibility of strategically promoting the "Project Talent Description Document" and an application form to the student body. This task is achieved through leveraging Carleton Blueprint's social media platforms, disseminating posters, utilizing Carleton University's email services, and deploying other effective marketing channels to ensure widespread visibility and engagement.
- 1.5. Candidates will be given a maximum of two weeks to submit their applications for their roles of interest. This timeline ensures a prompt and efficient selection process.
- 1.6. A candidate may apply to a maximum of two roles for each project. In case the first choice is not available, the candidate will be considered for their second option.
- 1.7. All of the applications will be saved in Blueprint's Google Drive which only the Executive Committee has access to.
- 1.8. **The Executives will not share any of the applicant's information with any member outside of the Executive Committee or the Council of Mentors**
- 1.9. The Vice President of Talent shall review every application carefully, and shortlist candidates for an interview. More details regarding the interview are outlined in the next section.
- 1.10. The Project Manager role will be the first position to be filled for each project. Upon the selection, the Project Manager is onboarded and is responsible for

finalizing the project team size. The rest of the necessary positions for the project are filled shortly after.

- 1.11. The Vice President of Talent shall notify the selected candidates through email. Every candidate is expected to respond within 2 business days after receiving the email, granting them access to the respective project team channel on Carleton Blueprint's Discord.
- 1.12. If a candidate does not accept the offer within the allocated time frame, fails to sign the accountability document, or demonstrates inactivity during the application process, the Vice President of Talent shall extend the offer to the next prospective candidate in line. This ensures a prompt and efficient selection process while maintaining accountability among candidates.

X. INTERVIEW

The interviews are primarily led by the Vice President of Talent with an additional Vice President or the President to ensure there is no bias and a discussion among the executives.

- 1. All interviewers must follow the guidelines outlined in Section 10 throughout the entire application phase.
- 2. The interview process consists of two primary components, with the first being the behavioral round. In this round, the applicant's interest, passion, and alignment with Blueprint's mission and values are evaluated. Through targeted questions and discussions, interviewers assess the candidate's enthusiasm and commitment to contributing meaningfully to Blueprint's objectives.
- 3. The second part of the interview is dependent on the role. More detail regarding the second part is outlined below.

Category	Second Round Description
Any Executive role	Features a comprehensive behavioral evaluation, emphasizing the specific responsibilities and leadership qualities essential for the role. This round is designed to assess the candidate's strategic vision,

	<p>decision-making abilities, and capacity to lead and inspire teams. The interview will focus on role-specific challenges and scenarios to determine the applicant's readiness and suitability for executive leadership.</p>
<p>Project Manager</p>	<p>Encompasses an in-depth behavioral assessment focused specifically on the responsibilities and competencies required for the role. This includes evaluating leadership skills, project management methodologies, and the ability to effectively coordinate and drive team efforts toward successful project delivery. Additionally, based on the candidate's resume, the interview may also cover theoretical aspects of software development and design principles to gauge the applicant's technical understanding and its application in a managerial context.</p>
<p>Developer/ Designer</p>	<p>Version 1) Includes theory questions related to the specific technology stack utilized in the project. The job description will provide a rough outline of the technical tasks expected, allowing candidates to prepare accordingly.</p> <p>Version 2) Applicants may be asked to present a demonstration of one of their recent projects. They will be expected to explain their contributions, the technology stack they employed, and the reasoning behind their choices. This presentation will allow the interviewers to assess the candidate's practical experience and problem-solving skills in a real-world context.</p>

<p>Roles in the Marketing department: Content Writer, Social Media Manager, etc.</p>	<p>Focuses on behavioral questions pertinent to the specific responsibilities of the position. The interview will delve into the applicant's previous experiences, evaluating their expertise and success in similar roles. This assessment aims to understand the candidate's ability to create engaging content, manage social media platforms effectively, and contribute to the overall communication strategy of the organization.</p>
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4. The interviews mainly look for the following things within an applicant during the interview:

Category	Description
<p>Passion</p>	<p>Special attention will be given to assessing the applicant's genuine interest in the position and alignment with Blueprint's mission and values. Interviewers will observe whether the candidate elaborates on their answers and provides detailed responses without requiring extensive follow-up. This approach aims to gauge the applicant's enthusiasm and dedication to contributing meaningfully to Blueprint.</p>
<p>Attitude</p>	<p>Key aspects include their curiosity about Blueprint's, their interest in contributing to the community, and their punctuality for the interview. These factors are crucial in determining whether the candidate possesses the positive attitude and community-minded spirit that align with</p>

	Blueprint's values and goals.
Experience	The interviewers should go beyond assessing professional experience to focus on the applicant's community involvement, volunteer work, and personal projects. The interviewers should aim to understand the impact of their contributions and how their efforts have benefited others. Specifically, look for instances where the applicant's work has made a meaningful difference in the community or positively influenced individuals other than themselves.
Culture Fit	This encompasses all the other categories. It examines whether the applicant can commit the expected time to the club and how well they collaborate within a team. This comprehensive assessment ensures that the candidate not only possesses the necessary skills and passion but also aligns with Blueprint's mission and can contribute positively to its environment and community.

XI. FAIRNESS AND CONFLICT OF INTEREST IN SELECTION PROCESS

1. Fairness in Interviews and Selection:

- 1.1. The Executive team shall conduct all interviews and the selection process without bias.
- 1.2. Selection decisions shall be based solely on the candidate's alignment with Blueprint's values and qualifications for the role.

2. Conflict of Interest:

- 2.1. Any executive with a conflict of interest regarding a particular candidate shall recuse themselves from the selection process for that candidate.
 - 2.2. A conflict of interest includes but is not limited to, personal relationships or any other connections that may compromise the objectivity of the executive.
3. Any executive who fails to adhere to these guidelines and does not foster an environment of equal opportunity may face impeachment from their position within the organization.

XII. IMPEACHMENT PROCESS

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

3.1. Impeachment for Removing an Executive Role:

- 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.
- 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.
- 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.

3.2. Membership Impeachment

- 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.
- 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.
- 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.

XIII. PROJECTS

1. Carleton Blueprint's projects are undertaken in collaboration with select non-profit organizations (NPOs) that comply with the criteria specified in Paragraph 149(1)(l) of the Income Tax Act (Canada). As per this section, an NPO must be organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit, and must not distribute its income to its members, directors, or officers.
2. These projects involve the development of technological solutions to address challenges faced by the partner organizations. While this typically entails the creation of web or mobile applications, the scope is not limited to these formats. The challenges addressed must include a component that benefits the general public or community.
3. Carleton Blueprint defines the success of a project as the accomplishment of the objectives specified in the agreed-upon project plan and the successful transfer of the final product to the partner organization.

XIV. PROJECT SELECTION CRITERIA

Impact

Projects are evaluated based on their potential impact on the community. Blueprint prefers projects that provide maximal benefit to their target community. This does not necessarily mean affecting the largest number of people; a project with significant benefits to a small group may be considered more impactful than one with minimal benefits to a larger group.

Necessity

The project's importance to the non-profit organization (NPO) and the NPO's ability to complete the project independently are assessed. Blueprint prioritizes working with NPOs that genuinely need its help and lack the resources to seek alternative solutions.

Scope

The size of the project must be appropriate for the timeline. Projects that are too large or too small may not meet Blueprint's standards or may not be necessary. The VP of Projects works with NPOs during the proposal process to determine an appropriately sized project.

Technical Fit

Projects must effectively leverage Blueprint's technological skills. Blueprint seeks projects that are neither too trivial nor too difficult, ensuring the partnership is mutually beneficial.

Credibility

Evidence of the project's potential for implementation is required. NPOs must provide data or history demonstrating the project's usefulness. Blueprint aims to avoid developing projects that will not be utilized.

XV. SUPREMACY & OATHS

1. Supremacy

1.1. This Constitution shall be the supreme law of Carleton Blueprint.

2. Oaths

2.1. All members of Blueprint shall be bound by contract and oath to support this Constitution until the end or termination of membership.

3. Ratification

3.1. The Ratification of a two-thirds majority of Blueprint members shall be sufficient for the establishment of this Constitution.

XVI. Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank, or another non-profit organization determined to be the best fit through a majority vote by the general membership, as well as the Executive Board.