

## Article I

### Title of the Organisation

The Organisation shall be known as the BioCARE (Biomedical Carleton Applied Research and Engineering Team), and herein be referred to as “The Organisation”.

## Article II

### Purpose of the Organisation

The Organisation shall work towards:

- 1) Developing and testing a powered prosthetic arm for a specific pilot.
- 2) Enter and compete in prosthetics and other bioengineering competitions and opportunities
- 3) Providing students with the opportunity to engage with industry standard practices and tools, and
- 4) Making biomedical engineering accessible and approachable for anybody who wants to learn about it, especially as it pertains to the student body.

## Article III

### Structure

The General Membership shall be composed of Carleton University students who express interest in being members through a created form that collects student names, emails, and CUIDs. The General Voting Membership shall be composed of all General Members who participate in at least five of the Organisation’s Standard or Design Meetings in the academic year preceding the election, this will be determined by an attendance form for members present at each meeting. The Executive Membership shall be the Administrative body of the Organisation and shall be composed of General Members elected by the previous year’s Executive Membership, excluding the President who is elected by the General Voting Membership. The Honorary Membership shall be composed of all retired Executive Membership.

## Article IV

### Membership

There shall be 3 levels of membership within the Organisation;

- 1) General Membership will include all members of the organisation, they will be able to attend all Standard and Team meetings to help with the progression of the design and can run for any executive position.
- 2) General Voting Membership will include all of the executive membership and general membership who attend a minimum of five Standard and/or Team meetings, these members will be determined via an attendance form prior to each meeting and have the right to vote in the end of year election.
- 3) Executive Membership will include all members of the Executive team, which includes the President, the Vice President Internal, the Vice President External, the Vice President Finance, and the Mechanical, Electrical, Software, Research and Testing Leads.
- 4) Alumni Membership will include all former Executive Members, they will not have any voting rights or be allowed to contribute to the design.

Membership in the Organisation shall be valid for one organisational year, spanning from September to August. In the event that a member of the Organisation violates the Organisation's Constitution or any of CUSA's governing documents, and disciplinary action is being considered, the Executive shall submit a complaint regarding the matter to the Clubs Oversight Committee per the Clubs Sanctioning Procedure.

## Article V Executive

The Executive Membership shall be composed of:

- 1) A President, Vice President Internal, Vice President External, and Vice President Finance elected through majority of General Voting Members, and
- 2) Five members elected through majority vote of the previous organisation year's Executive Membership.

The Executive Membership shall be the administrative body of the Organisation, reserving the right to fill vacancies in Executive Membership. No Executive Member shall hold more than one Executive role at any given time. The specific duties of each role shall be as described below:

- 1) President:
  - a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Maintain the affiliate relationship of the Organisation and the Carleton Student Engineering Society and the Carleton University Student Association,
  - e) Maintain the relationship with Carleton University's Faculty of Engineering and Design, and
  - f) Fulfil every duty not otherwise acquired by the Executive roles, or delegate the duty appropriately.
- 2) Vice-President Internal:
  - a) Operate all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of expertise,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Manage the membership of the organisation,
  - e) Manage the meeting minutes and other administrative documents
  - f) Maintain the cleanliness and order of physical spaces and virtual spaces, and
  - g) Maintain the social media sites through frequent posts and updates, and develop graphic and promotional materials for events, and
  - h) Keep track of the organisation's inventory.
- 3) Vice-President External:

- a) Attend all Executive and Team Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Develop and maintain relationships with companies and businesses that supply the Organisation with sponsorship,
  - e) Work with the membership to develop designs and opportunities for merchandise,
  - f) Assist with communication with the pilot, and other team associations, and
  - g) Manage registration for competitions and events
- 4) Vice-President Finance:
- a) Attend all Executive and Team Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Prepare a budget report for the first Executive Meeting of each month of the academic year, and provide a complete financial report upon the request of any Executive member,
  - e) Work in tandem with the Vice-President External to gain sponsorship for the organisation,
  - f) Maintain the bank accounts and bank account access of the organisation, and
  - g) Submit financial documents in the pursuit of gaining funding or admitting funding to governing bodies.
- 5) Mechanical Lead
- a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Submits funding requests to the Vice-President Finance on any necessary purchases made in the pursuit of improving the mechanical equipment on the prosthetic arm,
  - e) Coordinates interested membership in the research and development of mechanical equipment on the prosthetic arm,
  - f) Oversees any projects pursued by the membership in regards to the mechanical equipment on the prosthetic arm,
  - g) Works with the other teams to ensure that designs can be fully integrated on the prosthetic arm, and
  - h) Manages a team of students and directors to assist with the designing and construction of the prosthetic arm.
- 6) Electrical Lead
- a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,

- d) Submit funding requests to the Vice-President Finance on any necessary purchases made in the pursuit of improving the electrical equipment on the prosthetic arm,
  - e) Coordinate interested membership in the research and development of electrical equipment on the prosthetic arm, and
  - f) Oversee any projects pursued by the membership in regards to the electrical equipment on the prosthetic arm, and
  - g) Work with the other teams to ensure that designs can be fully integrated on the prosthetic arm.
  - h) Manages a team of students to assist with the designing and construction of the prosthetic arm.
- 7) Software Lead
- a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Submit funding requests to the Vice-President Finance on any necessary purchases made in the pursuit of improving the software on the prosthetic arm,
  - e) Coordinate interested membership in the research and development of software on the prosthetic arm,
  - f) Oversee any projects pursued by the membership in regards to the software on the prosthetic arm, and
  - g) Work with the other teams to ensure that designs can be fully integrated on the prosthetic arm.
  - h) Manages a team of students and directors to assist with the designing and construction of the prosthetic arm.
- 8) Testing Lead
- a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
  - b) Write and submit a transition report by the end of the organisational year,
  - c) Maintain an organised inbox,
  - d) Submit funding requests to the Vice-President Finance on any necessary purchases made in the pursuit of improving the testing equipment on the prosthetic arm,
  - e) Coordinate interested membership in the testing and development of the prosthetic arm, and
  - f) Oversee any projects pursued by the membership in regards to the pilot within the prosthetic arm, and
  - g) Work with the other teams to ensure that designs can be fully integrated on the prosthetic arm, and
  - h) Acts as point of contact for the pilot and their team, and
  - i) Manages a team of students and directors to assist with the designing and construction of the prosthetic arm.

## 9) Research Lead

- a) Attend all Executive, Team and Design Meetings, engaging with the minutes and speaking to all topics of conversation,
- b) Write and submit a transition report by the end of the organisational year,
- c) Maintain an organised inbox,
- d) Coordinate interested membership in the research of the prosthetic arm, and
- e) Ensure the 4 Mechanical Lead, Electrical Lead, Software Lead and Testing Lead, work cohesively, and
- f) Work with the other teams to ensure that designs can be fully integrated on the prosthetic arm, and
- g) Manages a team of students and directors to assist with the research for the prosthetic arm.

## Article VI

### Directors

Directors will be hired to assist the Lead's with sub tasks on the prosthetic arm within specific portfolios. The director positions will vary depending on the project and the current sub-projects. Directors will be hired via interview with the Lead in question and one of either the VP-Finance, VP-Internal, VP-External or President.

Directors will not be part of the executive council and will not gain any extra membership benefits; they are purely organisational roles to allow a smooth running of the team, they will fall under the category of General Membership.

## Article VII

### Meetings

There will be four types of meetings:

- 1) Standard Meetings,
- 2) Team Meetings,
- 3) Design Meetings,
- 4) Executive Meetings.

Standard Meetings will be informal sessions with access to the physical spaces of the organisation for General Membership to attend with the intention of forwarding the progress of prosthetic arm development.

Team Meetings will be formal and weekly sessions for General Membership to attend with the intention of reviewing prosthetic arm development in terms of progress and upcoming deadlines and objectives.

Design Meetings will be formal sessions for Team Leads, Directors and Members critical in prosthetic arm development to discuss the large picture design goals, limitations, and realities of prosthetic arm development.

Executive Meetings will be formal and, at minimum, monthly sessions for Executive Membership to discuss administrative business including by not limited to financials, merchandise, sponsorships, and events, as well as check ups on the overall design situation.

## Article VIII

### Leadership Succession

Leadership Succession will occur via a yearly election process.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
  - a. A Succession Officer may be any one (1) of the following individuals.
    - i. A neutral party to all elections being held within the club.
    - ii. A member of the Clubs Oversight Committee.
    - iii. A member of the CUSA Clubs Office.
    - iv. A club member or an external student non-member.
  - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
  - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
  - d. Students-at-large will have the opportunity to join the club and attend 5 meetings before the start of voting.
  - e. Every voter has the right to cast their ballot in private.
  - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinising.
  - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
  - h. Timeline:
    - i. Day 1 - Announcement of campaign, voting, and results announcement dates
    - ii. Day 7 - Start of campaign
    - iii. Day 10 - last day to buy voting memberships for the club
    - iv. Day 14 - end of campaign
    - v. Day 15 - start of voting
    - vi. Day 16 - end of voting
    - vii. Day 17 - Results announced

Elections are to be held once during the end of the academic year. All General Membership is to vote for the President, Vice President Internal, Vice President External, and Vice President Finance and all the team leads for the following organisational year. Those elected are to act as shadows to the current Executive Membership until the end of the organisational year.

## Article IX

### Impeachment

To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)

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^he CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- a. 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 fulfil executive duties.
- b. 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.
- c. 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.

Membership Impeachment:

- a. 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.
- b. 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.
- c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

## Article X

### Amendments and Supplementaries

The General Membership maintains the power to adopt amendments to the Organisation's Constitution so long as they do not contradict the existing Constitution. Amendments require a majority vote by General Voting Membership to be adopted.

The Executive Membership maintains the power to adopt supplementary documents such as role contracts and event dossiers into the Organisation's law so long as they do not contradict the existing Constitution. Supplementary documents require a majority vote by Executive Membership to be adopted.

The General Membership maintains the power to adopt and vote on a new Constitution. This motion requires a majority vote to pass if it is the first Constitution discussed in the organisational year at the first

Standard Meeting of each academic term, or unanimous agreement if it is a subsequent Constitution proposal.

The Constitution is to be read over and accepted by the Executive Membership at the first Standard Meeting of the organisational year, and accepted by every new Executive Member added throughout the organisational year. The Constitution shall be understood by the General Membership at the first Team Meeting of the academic year.

#### Article XI Dissolution

The Organisation shall only dissolve upon a unanimous vote by the Executive Membership at three consecutive Executive Meetings. Upon dissolution of the Organisation:

- 1) All assets acquired through other organisations shall be returned to said organisation,
- 2) All property with an applicable owner shall be returned to said owner, and
- 3) All other assets shall be donated to the Carleton Student Engineering Society.