

Constitution of the Carleton University Biomedical Engineering Society

Passed on March 4th, 2019

Article I: Name and Purpose

Sec.1. This organization shall be known as the Carleton University Biomedical Engineering Society (CUBES) and herein after shall be referred to as the Society.

Sec.2. The purpose of the Society shall be the dissemination of knowledge of the theory and practice of all aspects of biomedical engineering, and to facilitate social and academic growth.

Sec.3. The Society and its operation shall be in accordance with the bylaws of Carleton University and the provincial laws of Ontario, Canada.

Article II: Structure

Sec.1.a. The General Full Voting Membership shall be the legislative body of the Society and shall be composed of all undergraduate students in Biomedical & Electrical Engineering and Biomedical & Mechanical Engineering at Carleton University.

Sec.1.b. The Non-Voting membership shall be offered to all students at Carleton University.

Sec.2. The Council shall be the administrative body of the Organization and shall be composed of members from the General Membership.

Sec. 3. The Society year will commence on the first day of May in one year and terminate on the last day of April the subsequent year.

Article III: Dues

Sec.1. Membership fees may be introduced or removed by majority vote of the council.

Sec. 2. Membership fees will cover membership for one society year.

Sec. 3. Any changes to membership fees will take effect the following year, except in the case that the fees for the current year were \$0, in which case the fee may take effect immediately

Article IV: Executive Committee and Council

Sec.1. The Executive Committee and Council shall consist of the members of the Society who have been elected by the general membership.

Sec.2.a. The executive committee must consist of at least the following positions: President, Vice-President Finance, Vice-President Internal, Vice-President External, Vice-President Social, Vice-President Academic, Vice-President Services, and Vice-President Communications

Sec.2.b. The council shall consist the executive committee and a first year, second year, third year, and fourth year representative for each stream (Biomedical & Mechanical and Biomedical & Electrical).

Sec.3. The President's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting.
- b.** To represent the society to its members and the public
- c.** To lead the executive committee
- d.** To act as chairperson for meetings
- e.** To ensure that all mandates from the members are carried out
- f.** To perform any duties consistent with those above and with the goals of the society
- g.** To ensure that all members of the executive committee are doing their assigned tasks in a satisfactory manner
- h.** To perform any duties that may arise from time to time that are not listed as duties within Sec. 3 to Sec 10.; That is, any non-portfolio tasks.
- i.** Any other duties as assigned by the executive committee

Sec.4. The Vice President Internal's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting.
- b.** Provide members with information regarding the business of the society
- c.** To act as chairperson and fulfill any other presidential duties in the event of the President's absence
- d.** To ensure smooth inner functioning of the society
- e.** Supervise the dissemination of information through the society's mailing lists
- f.** Oversee the selection of an Elections Officer
- g.** To post summaries of meetings within 7 days after its conclusion
- h.** To create a schedule for office hours
- i.** To organize and run events such as conferences, career fairs, and guest speakers in conjunction with the Vice-President External
- j.** Any other duties as assigned by the executive committee

Sec. 5. The Vice President Finance's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting.
- b.** To prepare a budget each term and provide financial updates for members and the executive committee at each general meeting, or upon request
- c.** To ensure the financial records of the society are properly maintained in accordance with general accounting procedure
- d.** To collect receipts and issue reimbursement when necessary for the society expenses
- e.** To ensure proper representation at funding presentations and deal with funding applications with groups and funds such as CUSA, CSES, CUESEF and the Office of the Associate Vice President (Student Support Services)
- f.** To manage the society's bank account and petty money
- g.** Any other duties as assigned by the executive committee

Sec. 6. The Vice President External's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting
- b.** To liaise with other societies and organizations both within and outside Carleton University
- c.** To organize and run events such as conferences, career fairs, and guest speakers in conjunction with the Vice-President Internal
- d.** To maintain and create new relationships with organizations in the Biomedical Engineering industry
- e.** To organize tours and visits to Biomedical Industry sites
- f.** Any other duties as assigned by the executive committee

Sec. 7. The Vice President Social's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting.
- b.** To organize and run social events such as movie nights, board games nights, and other non-academic events
- c.** To organize and run other events in accordance with the goals of the society
- d.** To create and manage any social media accounts for the Society
- e.** To create event pages to advertise social events
- f.** Any other duties as assigned by the executive committee

Sec.8. The Vice President Academic's duties shall be:

- a.** Attend all meetings or submit a written report prior to the commencement of the meeting
- b.** To organize and run academic events such as study nights, Biomed Breakdown, etc.
- c.** To organize and run other events in accordance with the goals of the society
- d.** To attend to the academic concerns of the general membership
- e.** Any other duties as assigned by the executive committee

Sec.9. The Vice President Services' duties shall be:

- a. Attend all meetings or submit a written report prior to the commencement of the meeting
- b. To facilitate the purchase of all merchandise for the Society, including clothing, patches, buttons, etc.
- c. To poll the general membership on what should be purchased
- d. To determine all pricing information for the Society's sales of merchandise
- e. Any other duties as assigned by the executive committee

Sec.10. The Vice President Communications' duties shall be:

- a. Attend all meetings or submit a written report prior to the commencement of the meeting
- b. To design and develop the Society's website
- c. To create any graphics needed for the Society, such as logos, posters, pricing sheets, event banners, and any other required graphics
- e. Any other duties as assigned by the executive committee

Sec.11. Other Council positions shall be agreed upon by the current Executive Committee.

These positions shall:

- (1) Have a duty relevant to the objectives of the Organization and,
- (2) Hold a title agreed upon at the time of election or at the beginning of their Term of Office.
- (3) Perform any other duties as assigned by the executive committee

Sec.13. All Council positions must be elected and filled by one candidate who is a voting member of the society.

Sec.14. The year representatives must each have year standing for the year that they are representing, and must be representing their own stream.

Sec.14. The Term of Office shall be one society year.

Sec.15. The Council shall be the administrative body of the Society and shall transact all business it deems advisable, including the filling of vacancies in the Society and authorization of expenditures.

Article V: Elections

Sec.1. All Council positions must be filled by election unless only one person runs for a position. In this case the person shall be approved by a confidence vote on the same ballot as the general election.

Sec.2. General elections must be completed by the end of March. By-elections can be held at any time provided the General Membership is notified at least two weeks in advance.

Sec.3. The General Membership shall be notified of the available positions, as well as the election dates, no later than two weeks prior to any election.

Sec.4. The election may be held online.

Sec.5. Eligible candidates for president must have been a voting member of the Society for one year (i.e. they must be in their second year of study during the election). Eligible candidates for president must also have held a position in the Society Council.

Sec.6. Eligible candidates for all positions must:

- (1) be student(s) at Carleton University,
- (2) be a full voting member of the Society
- (3) complete a nomination form

Sec.7. An impartial third party who is not running for a position, who is to be appointed by majority vote of the council, shall be appointed as elections officer (EO). The EO shall be responsible for ensuring a fair election.

Sec. 8. Election results will be posted within a week and all candidates shall be notified of the final results.

Sec. 9. An eligible candidate may only run for one position per election.

Sec. 10. Positions must be filled by one candidate.

Article VI: Meetings

Sec.1.a. The executive committee shall hold at least two meetings per term. The time and location of each meeting must be announced at least two days prior to the event. If the time or location changes due to unforeseen circumstances, reasonable effort must be taken to ensure all executives are notified.

Sec.2. A General Meeting shall:

- a.** Be open to all members of the Society. Only voting members may vote on resolutions. Voting by proxy is possible and will count towards quorum. A proxy can only be held by a voting member who is present and can only be a proxy for one voting member.
- b.** Be held at least once per society year
- c.** Have the location and time of a General Meeting must be published by the executive committee at least two weeks prior.
- d.** Have all executive in attendance, or an adequate written report submitted prior to the commencement of the meeting.
- e.** Have a voting quorum defined as 5% of the Full Voting members.

Sec.3. Voting quorum for the Executive Committee is defined as $\frac{1}{2}$ of all Executive Committee members plus one. If an Executive Committee member cannot attend a meeting, voting by proxy is possible, and will count towards quorum.

Sec.4. General meetings are open to all members, and all general voting members have votes at such a meeting.

Article VII: Impeachment

Sec. 1. An council member who is not fulfilling his/her duties or behaves inappropriately leading to a misrepresentation of the goals and values of the Society may be removed from his/her position by a 2/3 vote of the remaining council.

Sec. 2. A formal warning can be issued to any council member by the President. A warning is an indication that the council 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 without submitting a report, 50% of the meetings of the year or not fulfilling the duties of his/her position. General members who are concerned about a certain executive can bring forward their concerns to the President.

Sec.3. A council member who receives a warning has 10 (ten) days 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 Council.

Sec. 4. During a motion of impeachment, the council member in question shall be given the opportunity to speak to the motion. The council member being impeached shall not be present when the impeachment motion is voted.

Article VIII: Amendments

Sec.1. The Organization is empowered to adopt Bylaws consistent with this Constitution.

Sec.2. The Constitution may be amended by a two-thirds vote of the General Membership present and voting, provided the amendment has been proposed and publicized by the Vice-President Internal at least two weeks prior to the date of the General Meeting at which it is to be voted on. Amendments become effective upon the approval of the Council, but such approval shall not be unduly withheld.