



# CMAS Constitution

Effective 1 May 2023

## Definition of Terms

1. Connotation terms:
  - 1.1. Shall: Imperative
  - 1.2. May: Permissible, but not required
  - 1.3. Should: Advised, but not required
2. Business day: Any day of the week between Monday and Friday that is not a statutory holiday recognized by Carleton University or a day of Reading Week.
3. Proxy: An individual designated to represent a member who cannot attend a Meeting.
4. Societal Year: From 1 May to 30 April. “Year” may be assumed to refer to Societal Year if not indicated otherwise.
5. Term:
  - 5.1. An “academic term” shall refer to the four-month periods of study determined by Carleton University.
  - 5.2. A “full term” shall refer to a period of at least seven consecutive months where an individual holds a Councillorship of the Society.
  - 5.3. A “term” in any other context shall be assumed to refer to the holding of an office on the Executive Council.

## Article 1: Society

- 1.1. The name of the Society shall be the “Carleton Mechanical and Aerospace Society”, hereafter referred to as “CMAS” or “the Society”.
- 1.2. The CMAS office shall be located on the campus of Carleton University in Ottawa, Ontario.
- 1.3. This document shall serve as the Constitution of CMAS, which regulates the activities and affairs of the Society. All actions of, and additional policies created by, the Society shall adhere to this Constitution.
- 1.4. The Society shall uphold relations each year with the following organizations:
  - 1.4.1. The Carleton University Department of Mechanical and Aerospace Engineering (the Department);
  - 1.4.2. The Carleton University Student Association (CUSA);
  - 1.4.3. The Carleton Student Engineering Society (CSES);
  - 1.4.4. The Canadian Aeronautics and Space Institute (CASI);
  - 1.4.5. The Canadian Society of Mechanical Society (CSME), where the Society shall act as the official Carleton University Student Chapter of CSME; and
  - 1.4.6. Any other organization at the discretion of the Vice President External.

- 1.5. The Society shall abide by and adhere to the human rights policies of Carleton University, and the Human Rights Code of Ontario.
  - 1.5.1. The Society in its affairs shall ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, and in particular, without discrimination based on race, political views, national or ethnic origin, religion, gender identity, sexual orientation, age, residency, language, or mental or physical disability.

## **Article 2: Purpose**

- 2.1. The purpose of the Society shall be to:
  - 2.1.1. Represent the students of the Department of Mechanical and Aerospace Engineering to the university and external organizations;
  - 2.1.2. Promote interest in mechanical and aerospace engineering related fields, primarily to its membership and secondarily to the Carleton University student population;
  - 2.1.3. Act as a liaison between undergraduate students in the Department of Mechanical and Aerospace Engineering and the Mechanical and Aerospace industry; and
  - 2.1.4. Promote professional excellence amongst its members.
- 2.2. The purpose of the Society shall be filled through the pursuit of:
  - 2.2.1. Preparation of seminars, lectures, conferences, workshops or other opportunities to inform its members and the public about the mechanical and aerospace industry;
  - 2.2.2. Making services available to support its members academically and socially;
  - 2.2.3. Encouraging participation of members, the public, and industry in CMAS events; and
  - 2.2.4. Organizing any other event or activity consistent with the purpose and goals of the Society.

## **Article 3: Membership**

- 3.1. Membership to the Society shall be granted by any Councillor or Volunteer to an individual who meets the following criteria:
  - 3.1.1. Is a student or faculty member at Carleton University;
  - 3.1.2. Pays the annual membership fee as outlined in the Handbook; and
  - 3.1.3. Shares an interest in the Society and its goals.
- 3.2. An exception to the requirement to satisfy Article 3.1.2 may be granted by the Vice President Finance when proposed or seconded by any other Councillor.
- 3.3. Membership shall be valid from the date of fee payment or the granting of exemption until the subsequent 30 April.
- 3.4. Councillors shall become CMAS members at the start of their term, and are exempt from the membership fee for the duration of their tenure as a Councillor.

- 3.5. Members who become a Councillor in the same Societal Year as having paid the membership fee shall have that fee reimbursed within five business days of the start of their tenure.
- 3.6. Members shall be considered to be in good standing until circumstances arise that violate the expectations of the behaviour of a CMAS member as per the Handbook.
  - 3.6.1. Members in good standing shall be entitled to:
    - 3.6.1.a. Use the CMAS Office space and services during its regular hours;
    - 3.6.1.b. Attend CMAS events;
    - 3.6.1.c. Attend CMAS Public Meetings;
    - 3.6.1.d. Attend CMAS General Meetings;
    - 3.6.1.e. Vote in General and Special Quorums;
    - 3.6.1.f. Vote during CMAS Elections (see Article 9);
    - 3.6.1.g. A proxy, approved by both the President and Vice President Internal, to vote in their stead at any General and Special Quorum; and
    - 3.6.1.h. Other benefits as proscribed by the Executive Council by 1 September of each year.
  - 3.6.2. Members not in good standing may have any of the privileges outlined in Section 3.6.1 revoked at the discretion of any Councillor at any time.
  - 3.6.3. Good standing status shall be revoked only by Executive Quorum.
  - 3.6.4. The revocation of good standing status shall remain in effect for the duration of the Societal Year.
- 3.7. General Members shall be members of the Society who are not currently Councillors.
- 3.8. CMAS membership status may be resigned by a member via written notice (in digital or paper form) directly to the CMAS Vice President Internal.
  - 3.8.1. The CMAS membership fee shall not be reimbursed in case of member resignation.
  - 3.8.2. A CMAS member in good standing who resigns may purchase another membership within the same academic year if they choose.
  - 3.8.3. A CMAS member not in good standing who resigns may not purchase another membership within the same academic year.
- 3.9. A Councillor of the Society may resign from their position by submitting a written resignation to the President, or, in case of the President, an open letter stating their resignation is published to the Society.
  - 3.9.1. A Councillor who resigns shall not retain membership status within the Society until they choose to register as a member and pay the membership fee.
- 3.10. The Society may revoke, by Executive Quorum, the good standing of any member who:
  - 3.10.1. Ceases to be eligible to be a CMAS member as outlined by the criteria in Section 3.1;
  - 3.10.2. Willfully damages, steals, or abuses any CMAS assets (Article 11.2);
  - 3.10.3. Abuses any CMAS privileges;

- 3.10.4. Violates the Constitution of CMAS;
- 3.10.5. Displays improper behaviour unbecoming a member of the Society while representing it in a professional setting; or
- 3.10.6. Otherwise brings the Society into disrepute.

## **Article 4: Structure**

- 4.1. CMAS shall be governed by an Executive Council, consisting of:
  - 4.1.1. Individuals elected by the membership of the Society to the Presidential Board, where:
    - 4.1.1.a. Members of the Presidential Board are currently enrolled in an undergraduate program within the Department of Mechanical and Aerospace Engineering; and
    - 4.1.1.b. The President and Vice President Internal have served at least one full prior term on the Executive Council.
  - 4.1.2. Individuals elected by the membership of the Society, or interviewed and selected by the Presidential Board then approved by Executive Quorum per the Handbook, to the Board of Directors or delegation of representatives;
    - 4.1.2.a. Where members of the Board of Directors are currently enrolled in an undergraduate program at Carleton University.
  - 4.1.3. Individuals elected by the membership of the Society, or interviewed and selected by the Presidential board then approved by Executive Quorum, to the Delegation of Representatives;
    - 4.1.3.a. Where members of the Delegation of Representatives are currently enrolled in an undergraduate program within the Department of Mechanical and Aerospace Engineering; and
    - 4.1.3.b. Where members of the Delegation of Representatives are enrolled in, or intend to enrol in, at least 1.5 credits in the Fall term and 1.5 credits in the Winter terms worth of courses intended for undergraduate students of the Mechanical and Aerospace Department of the year standing they are elected or selected to represent.
- 4.2. The classifications of positions within the Executive Council are as follows:
  - 4.2.1. The Presidential Board of CMAS shall be composed of the following positions:
    - 4.2.1.a. President, who shall:
      - 4.2.1.a.i. Represent the Society to its members, the faculty of Carleton, and the general public;
      - 4.2.1.a.ii. Lead the Society and the Executive Council; and
      - 4.2.1.a.iii. Ensure the Society meets all requirements and deliverables stipulated by the CMAS Constitution and/or mandated by the members at any Meeting.
    - 4.2.1.b. Vice President Internal, who shall:

- 4.2.1.b.i. Report to the President;
- 4.2.1.b.ii. Disseminate information in a timely manner about relevant decisions and motions passed by the Executive Council;
- 4.2.1.b.iii. Act with the authority of the President at meetings where the President cannot attend and is needed to represent the Society;
- 4.2.1.b.iv. Ensure the efficient inner functioning of the Executive Council, liaising with every Councillor on a regular basis to ensure their needs in their position are being met;
- 4.2.1.b.v. Pass rulings on concerns regarding the CMAS office, election process, or Constitutional rules; and
- 4.2.1.b.vi. Maintain the CMAS Constitution and Handbook, updating each document when an inconsistency or incorrect information is discovered, or new rules or policies are created.
- 4.2.1.c. Vice President External, who shall:
  - 4.2.1.c.i. Report to the President;
  - 4.2.1.c.ii. Act as a liaison between the Society and all organizations external to the Society, particularly the other engineering societies of Carleton University;
  - 4.2.1.c.iii. Communicate with the elected Stream Representatives of the Carleton Student Engineering Society who represent programs of the Department of Mechanical and Aerospace Engineering;
  - 4.2.1.c.iv. Coordinate sponsorship requests from external organizations; and
  - 4.2.1.c.v. Supervise and aid the Events and Publications Directorships in liaising with organizations external to the Society.
- 4.2.1.d. Vice President Finance, who shall:
  - 4.2.1.d.i. Report to the President;
  - 4.2.1.d.ii. Properly maintain financial records in accordance with generally accepted accounting principles;
  - 4.2.1.d.iii. Collect receipts from and issue reimbursements to Councillors for approved expenses incurred on behalf of the Society;
  - 4.2.1.d.iv. Manage bank accounts and petty cash of the Society in conjunction with the office of the Department of Mechanical and Aerospace Engineering; and
  - 4.2.1.d.v. Ensure the Society retains the ability to function.
- 4.2.1.e. Vice President Services, who shall:
  - 4.2.1.e.i. Report to the President;
  - 4.2.1.e.ii. Chair the Services Committee while guiding and supervising its members;
  - 4.2.1.e.iii. Ensure the Society maintains stocks of merchandise and office supplies necessary for functioning with the Inventory Coordinator;

- 4.2.1.e.iv. Oversee design and creation of new merchandise items with the Merchandise Coordinator; and
- 4.2.1.e.v. Ensure the efficient functioning of the CMAS office to the benefit of all its members with the Office Director.
- 4.2.2. The Board of Directors shall be composed of the following positions:
  - 4.2.2.a. Events Directors, of which there shall be two, who shall report to the Vice President External;
  - 4.2.2.b. Office Director, who shall report to the Vice President Services;
  - 4.2.2.c. Publications Director, who shall report to the Vice President External;
  - 4.2.2.d. Technical Director, who shall report to the Vice President Internal;
- 4.2.3. The Delegation of Representatives shall be composed of the following positions who shall report to the Vice President External:
  - 4.2.3.a. First Year Representative(s);
  - 4.2.3.b. Second Year Representative;
  - 4.2.3.c. Third Year Representative; and
  - 4.2.3.d. Fourth Year Representative.
- 4.3. The Advisors to the Society shall be composed of the following positions:
  - 4.3.1. Faculty Advisor, who shall:
    - 4.3.1.a. Be employed by the Faculty of Engineering and Design at Carleton University;
    - 4.3.1.b. Act as a liaison between CMAS and the Faculty of Engineering and Design;
    - 4.3.1.c. Counsel and encourage the Society in its goals;
    - 4.3.1.d. Promote the interests of the Society to the Faculty; and
    - 4.3.1.e. Uphold all duties and responsibilities outlined in the Handbook.
  - 4.3.2. Professional Advisor, who shall:
    - 4.3.2.a. Counsel and encourage the Society on issues relating to the mechanical and aerospace engineering industry;
    - 4.3.2.b. Promote the interests of the Society; and
    - 4.3.2.c. Uphold all duties and responsibilities outlined in the Handbook.
- 4.4. The Volunteer Team shall be composed of office Volunteers, and any other Volunteers appointed by a member of the Presidential Board or the Board of Directors for the purposes of assisting the Director in carrying out their Constitutional duties.
  - 4.4.1. Members of the Volunteer Team shall be referred to as Volunteers.
  - 4.4.2. Volunteers shall be CMAS members in good standing prior to selection.
  - 4.4.3. Volunteers shall be selected by the process outlined in the Handbook and held to the standards specified in that document.
- 4.5. The Executive Council shall be composed of the:
  - 4.5.1. Presidential Board;
  - 4.5.2. Board of Directors; and

- 4.5.3. Delegation of Representatives.
- 4.6. The members of the Executive Council shall be referred to as Councillors to distinguish them from general Society members.
- 4.7. Advisors to the Society are not considered Councillors.
- 4.8. Volunteers are not considered Councillors.
- 4.9. All members of the Executive Council shall carry the following duties and responsibilities:
  - 4.9.1. Promote the goals of the Society;
  - 4.9.2. Promote membership of the Society;
  - 4.9.3. Make policies, rules, and procedures as needed to ensure the efficient functioning of the Society;
  - 4.9.4. Hold a minimum of 60 minutes, and up to 120 minutes when required due to lack of availability, of office hours between Monday and Friday inclusive during the open hours of the office determined by the Executive Council at the start of each term;
    - 4.9.4.a. If a Councillor is unable to make this time commitment, they shall ensure a suitable Volunteer or other Councillor is found to cover the hours they would be expected to attend.
  - 4.9.5. Be familiar with the Constitution and the duties of their position;
  - 4.9.6. Sign the CMAS Councillor Contract as per the Handbook; and
  - 4.9.7. Fulfil any other duties and responsibilities proscribed in the Handbook.
- 4.10. A seat on the Executive Council shall be declared vacant if:
  - 4.10.1. The incumbent submits a written resignation to the President, or, in case of the President, an open letter stating their resignation is published to the Society;
  - 4.10.2. The incumbent ceases to meet the requirements of their respective position;
  - 4.10.3. The incumbent is impeached by the Society; or
  - 4.10.4. No candidate is elected to the office at the General Election or Runoff Election.
- 4.11. A vacant seat on the Executive Council shall be filled by the process outlined in Article 9.4.

## **Article 5: Resolutions**

- 5.1. A resolution, proposal, or other action outlined in this Constitution requiring Quorum, hereafter referred to as “action”, may only be approved by one of the following three groups, in order of descending precedence;
  - 5.1.1. Where the action affects the purpose, operation, functionality, inclusivity, or any other aspect of the Society;
  - 5.1.2. Where the percentages and fractions used in Article 5 of the Constitution are rounded down to the nearest whole member; and
  - 5.1.3. Where the resolution or proposal does not contradict the CMAS Constitution or the Handbook.

- 5.2. Special Quorum:
  - 5.2.1. A Special Quorum may approve any action that does not contradict Article 5.1.3.
  - 5.2.2. A Special Quorum may be formed at any CMAS General or Special Meeting where a minimum of 15% of CMAS members are present and are willing to partake in a Special Quorum.
  - 5.2.3. The Special Quorum may only approve an action if two thirds of Quorum votes in favour of approval.
  - 5.2.4. A Special Quorum is the only body that may:
    - 5.2.4.a. Approve amendments to the Constitution;
    - 5.2.4.b. Overturn decisions made by an Executive Quorum; and
    - 5.2.4.c. Impeach any Councillor on just grounds.
  - 5.2.5. The members of the Society must be notified a minimum of 5 business days in advance of hosting a Special Quorum.
- 5.3. Executive Quorum:
  - 5.3.1. An Executive Quorum may approve any action that does not contradict Article 5.1, or requires the approval of a Special Quorum as outlined in Article 5.2.4;
  - 5.3.2. An Executive Quorum may be formed at any Meeting where at least 50% of the current Councillors are present, including at least two members of the Presidential Board;
  - 5.3.3. The Executive Quorum may only approve an action if two thirds of Quorum votes in favour of approval;
  - 5.3.4. An Executive Quorum may approve amendments to the Handbook; and
  - 5.3.5. Except in the case of unanimous approval by the present members of the Board of Directors and the Delegation of Representatives, all resolutions passed must carry the vote of at least one member of the Presidential Board.
- 5.4. General Quorum:
  - 5.4.1. A General Quorum may approve any action that does not contradict Article 5.1.2, or requires the approval of a Special or Executive Quorum outlined respectively in Articles 5.2 and 5.3;
  - 5.4.2. A General Quorum may be formed at any Public or General Meeting where at least 10% of CMAS members are present and are willing to partake in a General Quorum;
  - 5.4.3. When specifically for the purpose of calling a Special Meeting, a General Quorum may take the form of a letter signed by at least 10% of CMAS members delivered to the Executive Council calling for the Special Meeting; and
  - 5.4.4. The General Quorum may only approve an action if 50% of Quorum votes in favour of approval.
- 5.5. Voting:
  - 5.5.1. Members of the Society in good standing are entitled to voting rights, which may be exercised as part of a Quorum or during a CMAS Election;



- 5.5.2. Members of the Society in good standing are entitled to vote in Quorum by proxy, provided the proxy is not a member of the Society; and
- 5.5.3. Quorum votes shall not be entitled to secret ballots.
- 5.6. Motions:
  - 5.6.1. Motions shall:
    - 5.6.1.a. Be put forward by a member of the Society at any Meeting;
    - 5.6.1.b. Be seconded by another member of the Society;
    - 5.6.1.c. Consist of statements regarding the goal or spirit of the motion, a “Whereas” statement, and a “Be it resolved that” statement, in that order;
    - 5.6.1.d. Be voted upon by the members present or by proxy;
    - 5.6.1.e. Require no minimum attendance;
    - 5.6.1.f. Require a simple majority to pass; and
    - 5.6.1.g. Have the results of the vote certified by the chair of the Meeting and recorded in the meeting minutes.

## **Article 6: Constitutional Amendments**

- 6.1. Amendments to the Constitution of the Society must be ratified at a General or Special meeting.
- 6.2. The effective date of amendments to the Constitution shall be accurately reflected on each published version of the document.
- 6.3. Major changes shall be noted in the Revision History, Appendix A, where:
  - 6.3.1. Major changes refer to changes other than those pertaining to language, unless those changes significantly affect the meaning of the article being amended;
  - 6.3.2. The major changes shall be described in full, including references to all articles amended.
- 6.4. Physical copies of all previous versions of the Constitution shall be kept in the CMAS Office.
  - 6.4.1. Any previous versions of the Constitution must be made available to members upon request.

## **Article 7: Meetings**

- 7.1. Public Meetings shall be:
  - 7.1.1. Open to members and the general public;
  - 7.1.2. Held once per week during the Fall and Winter terms of the academic year, excluding the exam period and the respective study weeks of each term;
  - 7.1.3. Required to be attended by all Councillors except those with express permission of a member of the Presidential Board;
  - 7.1.4. Advertised publicly; and
  - 7.1.5. Chaired by a Councillor.
- 7.2. Executive Meetings shall be:

- 7.2.1. Open to only to the Executive Council;
- 7.2.2. Called by any executive member after approval by the President or the Vice President Internal; and
- 7.2.3. Chaired by the President or Vice President Internal.
- 7.3. General Meetings shall be:
  - 7.3.1. Held twice per academic year, once each in the Fall and Winter terms;
  - 7.3.2. Scheduled to occur in the third month of their respective term;
  - 7.3.3. Chaired by a member of the Society who does not currently sit on the Executive Council;
  - 7.3.4. Known respectively as:
    - 7.3.4.a. The Fall Semester General Meeting; and
    - 7.3.4.b. The Annual General Meeting.
- 7.4. Special Meetings shall be:
  - 7.4.1. Chaired by a member of the Society who does not sit on the Executive Council; and
  - 7.4.2. Called by General or Executive Quorum, upon which the President or Vice President must:
    - 7.4.2.a. Determine the date, time, and location of the meeting, that being no more than 10 business days from the passing of the Quorum; and
    - 7.4.2.b. Announce the meeting to the membership no less than five business days in advance of the determined date.
- 7.5. Notwithstanding the right of the membership to attend meetings, the Executive Council may deliberate in private before voting on any resolutions or proposals.
- 7.6. Meeting Minutes shall:
  - 7.6.1. Be made publicly available on the CMAS website no more than two business days after the end of any Public, General, or Special Meeting;
  - 7.6.2. Be recorded by the Secretary of the meeting, where the Secretary shall be a member of the Society appointed by the chair prior to the commencement of the meeting; and
  - 7.6.3. Consist of the following information:
    - 7.6.3.a. Attendance of all Councillors, faculty members, Society members, and members of the public;
    - 7.6.3.b. The speaking order of presentations made; and
    - 7.6.3.c. Notes on the content discussed during the meeting to sufficient detail that a member of the Society who did not attend the meeting may be as fully informed on the activities of the Society as a member who was in attendance.

## **Article 8: Rules and Regulations Handbook**

- 8.1. The Rules and Regulations Handbook, hereafter referred to as the “Handbook”, shall be a collection of the rules and regulations that govern the Society and bind its Councillors, Volunteers, Advisors, and any other individuals working internally with the Society.
- 8.2. The Handbook shall be maintained by the Vice President Internal.
- 8.3. The Handbook is a separate document from the Constitution, requiring only an Executive Quorum to amend it. However, violations of the Handbook also constitute violations of the Constitution itself.
- 8.4. If amendments to the Handbook are ratified by an Executive Quorum, the digital and physical versions of the Handbook shall be updated within five business days.
- 8.5. The outcome of any vote to change, add, or remove material from the Handbook, regardless of outcome, must be recorded and kept for a minimum period of five years in the appendix of the Handbook.
- 8.6. The Handbook shall not contradict any aspect of the Constitution.

## **Article 9: Elections**

- 9.1. The Society shall hold one General Election each year, for the purpose of electing individuals to the Executive Council of the Society.
- 9.2. The position of Electoral Officer shall be an individual:
  - 9.2.1. Appointed unanimously by the Executive Council and announced between 1 January and 28 February;
  - 9.2.2. Who does not currently hold, and has never held, the office of Councillor of the Society;
  - 9.2.3. Not pursuing an office during the election period they preside over;
  - 9.2.4. With no relation to any councillor or candidate that may reasonably constitute a conflict of interest; and
  - 9.2.5. Responsible for the following duties:
    - 9.2.5.a. Notifying the Carleton undergraduate student community of the councillor offices up for election;
    - 9.2.5.b. Establishing and publishing the dates for all events and stages happening throughout the election period, ensuring the timeline is contained within the month of March;
    - 9.2.5.c. Answering questions and clarifying any disputes of interpretation of the article in conjunction with the sitting Vice President Internal;
    - 9.2.5.d. Assessing and confirming the eligibility of candidates following the nomination stage of the election;
    - 9.2.5.e. When necessary, coordinating and facilitating runoff elections; and
    - 9.2.5.f. Run the elections in accordance with the rest of Article 9.
- 9.3. A General Election shall be comprised of the following three stages:
  - 9.3.1.a. Nomination, where:

- 9.3.1.a.i. The nomination stage takes place over the course of at least seven days;
- 9.3.1.a.ii. Individuals who wish to be candidates in the election shall collect the signatures of ten members who wish to see the individual stand for election to the councillor office.
- 9.3.1.a.iii. Individuals who collect the necessary signatures and have their eligibility validated shall be declared a candidate; and
- 9.3.1.a.iv. Candidates shall submit to the Electoral Officer, before the end of the nomination phase, a photo of themselves and summary of their campaign platform to be posted on the CMAS website.
- 9.3.1.b. Campaigning, where:
  - 9.3.1.b.i. The campaigning stage takes place over the course of at least ten days, with the final day of the campaign period coinciding with the Annual General Meeting;
  - 9.3.1.b.ii. Candidates may reach out to Society members outside of the physical location of the CMAS Office or the virtual locations of any of the social media platforms administered by the Society; and
  - 9.3.1.b.iii. Candidates shall not offer anything to members that may be construed as a bribe for votes, or make campaign promises that contradict the Constitution of the Society. In case of infringement, the Electoral Officer shall have the authority to revoke the candidature of the offender.
- 9.3.1.c. Voting, where:
  - 9.3.1.c.i. The voting stage takes place over the course of exactly 48 hours;
  - 9.3.1.c.ii. Voting shall be conducted by secret ballot;
  - 9.3.1.c.iii. Voting may be conducted by proxy;
  - 9.3.1.c.iv. Ballots shall consist of the names of all eligible candidates, and the option to vote “No confidence”; and
  - 9.3.1.c.v. Votes shall be tallied by the Electoral Officer under the supervision of two witnesses, where the witnesses are any members of the Society who do not have a conflict of interest with any of the candidates or the Electoral Officer.
- 9.3.2. All three stages shall be contained between the dates of 1 March and 31 March inclusive.
- 9.3.3. Individuals who intend to run for a position on the Presidential Board may also choose to run for one position on either the Board of Directors or the Delegation of Representatives, provided that ten signatures are obtained for each office, without overlap between the two, meaning twenty unique member signatures must be acquired for the individual to be a candidate to both offices.

- 9.3.4. The candidate who receives a plurality of votes for an office shall be offered the position, unless the candidate wins election to a seat on both the Presidential Board and either the Board of Directors or the Delegation of Representatives, in which case they shall only be offered the office on the Presidential Board.
- 9.3.5. The results of the election shall be ratified and published by the Electoral Officer to the Society.
- 9.4. Runoff Elections shall be held at a Public Meeting within the 14 days following the Annual General Meeting if any of the criteria listed in Article 9.4.2 are met.
  - 9.4.1. An office for which a runoff election is being conducted shall be referred to hereafter as a “Runoff Position”.
  - 9.4.2. A Runoff election shall be triggered for a councillor office if:
    - 9.4.2.a. The plurality of votes for an office is “No confidence”;
    - 9.4.2.b. The winning candidate of an office declines to accept the position for any reason;
    - 9.4.2.c. The winning candidate of an office on the Board of Directors or the Delegation of Representatives also wins election to an office on the Presidential Board; or
    - 9.4.2.d. No eligible candidate runs for an office.
  - 9.4.3. Names of individuals who meet the criteria, and wish to run, for a runoff position shall be collected by the Electoral Officer at the beginning of the Public Meeting.
    - 9.4.3.a. An individual may only be a candidate to one runoff position.
    - 9.4.3.b. The Electoral Officer shall validate the eligibility of the candidates.
    - 9.4.3.c. Should there be no eligible candidate for a vacancy of the President or Vice President Internal, the requirement to have served at least one full term as a Councillor shall be waived.
  - 9.4.4. Voting polls shall be conducted during the meeting at a reasonable timeframe dictated by the Electoral Officer, and shall be open to any member with voting rights who attends the meeting.
    - 9.4.4.a. Voting shall conclude before the end of the meeting.
    - 9.4.4.b. Voting by proxy in a runoff election is not permitted.
    - 9.4.4.c. Ballots shall consist of the names of all eligible candidates, and the option to vote “No confidence”.
  - 9.4.5. Votes shall be tallied by the Electoral Officer under the supervision of two witnesses, where the witnesses are any members of the Society who do not have a conflict of interest with any of the candidates or the Electoral Officer.
  - 9.4.6. The results of the election shall be ratified and announced by the Electoral Officer at the meeting.
  - 9.4.7. Any Councillor position which remains unfilled after the Runoff Election shall be filled by a selection process outlined in the Handbook conducted by the incoming Presidential Board before 1 September.

- 9.5. A vacant position, as defined in Article 4.4, shall be filled as follows:
- 9.5.1. In the event of a vacancy of a position on the Presidential Board:
- 9.5.1.a. A Special Meeting shall be held in accordance with Article 7.4, with the date of seat vacancy corresponding equivalently to the date the quorum is passed to initiate the Special Meeting;
  - 9.5.1.b. A By-Election shall be held at the Special Meeting in the form of a Runoff Election (Article 9.4);
  - 9.5.1.c. Any current councillor who has served at least one full term may be eligible for candidacy to the position; and
  - 9.5.1.d. If the vacancy is the position of President and a member of the Presidential Board intends to run for the vacant seat:
    - 9.5.1.d.i. They must declare their candidacy prior to the announcement of the date of the Special Meeting;
    - 9.5.1.d.ii. They must resign from their position prior to the election;
    - 9.5.1.d.iii. Their position shall be up for election alongside the Presidency, and shall be indicated as such in the publications put out regarding the Special Meeting;
    - 9.5.1.d.iv. If the former Vice President is not elected to the position of President, they may be a candidate in the Runoff Election to their former position.
- 9.5.2. In the event of the vacancy of a position on the Board of Directors or Delegation of Representatives:
- 9.5.2.a. If the vacancy occurs as a result of the incumbent accepting a position on the Presidential Board at a Special Meeting as described in Article 9.5.1, a subsequent Runoff Election for the position on the Board of Directors or Delegation of Representatives, as applicable, will take place immediately at the same Special Meeting; or
  - 9.5.2.b. The Presidential Board shall arrange, within no less than three business days following the vacancy, for an open application method to be published to anyone eligible wishing to apply to the vacant position;
  - 9.5.2.c. Current councillors shall not be eligible to apply to the vacant directorship or representative position; and
  - 9.5.2.d. The application process shall be conducted by the Presidential Board in accordance with the Handbook.

## **Article 10: Accountability**

- 10.1. Accountability of the Executive Council shall be conducted once each term.
- 10.2. An Accountability Officer shall be appointed by the Executive Council by unanimous consent as a neutral party.
- 10.3. Accountability shall be collected as:

- 10.3.1. Internal Accountability, being collected from the Councillors of the Society; and
- 10.3.2. External Accountability, being collected from the General Members of the Society.
- 10.4. The Accountability Officer shall be responsible for collecting feedback from the members of the Society on the perceived performance of the Executive Council in their duties, both individually and as a whole.
  - 10.4.1. The feedback shall be collected anonymously over a 48 hour period beginning at the conclusion of the General Meeting.
  - 10.4.2. This feedback shall be compiled in a way that does not identify any of the members who submitted it by language choice or other means.
  - 10.4.3. The individual feedback shall be provided solely to each individual Councillor in private and in confidence.
  - 10.4.4. Internal and External Accountability shall be presented separately during the same meeting.
  - 10.4.5. The collective feedback shall be provided to the whole of the Executive Council.

## **Article 11: Finances**

- 11.1. The Society fiscal year shall begin 1 May and end 30 April of the following year and be divided into three trimesters, corresponding to the Summer, Fall, and Winter academic terms, respectively.
- 11.2. CMAS Assets, hereafter “CMASsets”, are defined as anything that has current or future value to the Society as determined by the Vice President Finance each year.
  - 11.2.1. The Vice President Finance and Technical Director shall jointly be directly responsible for the care of all current CMASsets.
  - 11.2.2. A list of the officially recognized CMASsets for each year shall be published by 30 September.
    - 11.2.2.a. This list shall be available to all members of the Society, and shall include the name of all current CMASsets, their value at time of purchase, and the method they were acquired by.
    - 11.2.2.b. The list shall be updated as appropriate when new CMASsets are acquired or old CMASsets retired.
    - 11.2.2.c. Any CMASsets being retired shall be kept in an appendix to the list, with the reason for retiring explicitly stated.
    - 11.2.2.d. Retired CMASsets may be reintroduced when appropriate.
  - 11.2.3. Councillors shall be trained on the maintenance and storage needed to properly keep CMASsets in working order by the Vice President Finance and the Technical Director.
- 11.3. A preliminary budget shall be created by the Vice President Finance by 31 July.
- 11.4. The Society term budget shall be approved by the Executive Council by the end of the first month of each term.

- 11.5. The CMAS membership fee shall be set by the Executive Council by Executive Quorum by the 1st of September.
- 11.6. All transactions of official CMAS merchandise shall be facilitated by a Councillor, or other Volunteer approved by the Vice President Services or Vice President Finance.
  - 11.6.1. A Councillor or Volunteer may not facilitate their own purchase.
- 11.7. CMAS financial records shall be made available for third-party audit upon consensus by a General Quorum at a General Meeting.
- 11.8. Expenses by the Society must be:
  - 11.8.1. In the interest of the Society per Article 2;
  - 11.8.2. Proposed by a Councillor;
  - 11.8.3. Approved by the Vice President Finance and at least one other member of the Presidential Board for purchases totalling under \$1000 CAD; and
  - 11.8.4. Approved by Executive Quorum for purchases totalling \$1000 CAD or greater.
- 11.9. The Vice President Finance may unilaterally approve expenses under the following conditions:
  - 11.9.1. The purchase is critical to the functioning of the Society;
  - 11.9.2. Urgency necessitates bypassing the approval process outlined in Article 11.8; and
  - 11.9.3. The purchase does not hinder the ability for the Society to function in this and future fiscal years.
- 11.10. The financial status of the Society shall be presented to the Executive Council by the Vice President Finance at least twice per term.
- 11.11. Upon dissolution of the Society, any remaining CMAS assets shall be donated to an appropriate non-profit organization, at the discretion of the Executive Council in conjunction with discussion with the Department of Mechanical and Aerospace Engineering.

## **Article 12: Committees**

- 12.1. A committee may be formed by any member of the Society provided all of the following conditions are met:
  - 12.1.1. Approval by any member of the Presidential Board;
  - 12.1.2. The position of Chair is assigned to a Councillor;
  - 12.1.3. At least three members of the Society, including the Chair, are designated as committee members.
- 12.2. A committee must present at least one report at a Public, General, or Special Meeting each year.
- 12.3. Special Committees, which are committees that serve an explicit purpose and have standards outlined below, are as follows:
  - 12.3.1. The Services Committee, which shall be:
    - 12.3.1.a. Formed every year before 1 September;



- 12.3.1.b. Dedicated to the purpose of maintaining the office of the Society in accordance with the Handbook;
- 12.3.1.c. Chaired by the Vice President Services; and
- 12.3.1.d. Composed exclusively of the following positions:
  - 12.3.1.d.i. Vice President Services;
  - 12.3.1.d.ii. Office Director;
  - 12.3.1.d.iii. Inventory Coordinator, if appointed that year;
  - 12.3.1.d.iv. Merchandise Coordinator, if appointed that year; and
  - 12.3.1.d.v. Any Volunteer so designated by the Vice President Services.
- 12.3.2. The Constitutional Review Committee, which shall be:
  - 12.3.2.a. Formed when deemed necessary by the Executive Council to amend the Constitution;
  - 12.3.2.b. Chaired by the Vice President Internal; and
  - 12.3.2.c. Dedicated to the purpose of revising the Constitution in any manner that is conducive to the effective functioning of the Society.
- 12.3.3. The Publications Committee, which shall be:
  - 12.3.3.a. Formed when deemed necessary by the Publications Director;
  - 12.3.3.b. Chaired by the Publications Director;
  - 12.3.3.c. Sat on by the Vice President External; and
  - 12.3.3.d. Dedicated to the purpose of assisting in the fulfilment of the duties of the Publications Director as outlined in the Handbook.
- 12.3.4. The Technical Committee, which shall be:
  - 12.3.4.a. Formed when deemed necessary by the Technical Director;
  - 12.3.4.b. Chaired by the Technical Director;
  - 12.3.4.c. Sat on by the Vice President Finance; and
  - 12.3.4.d. Dedicated to the purpose of assisting in the fulfilment of the duties of the Technical Director as outlined in the Handbook.

## **Article 13: Social Media**

- 13.1. The Society shall maintain a dedicated website containing the following information:
  - 13.1.1. The most current version of the Constitution;
  - 13.1.2. The current Executive Council;
  - 13.1.3. The timing and location of Public Meetings;
  - 13.1.4. The published meeting minutes of the term;
  - 13.1.5. Sponsors of the Society; and
  - 13.1.6. During election periods, the platforms of all candidates that provide one.
- 13.2. The President, Publications Director, and Technical Director shall have access to all CMAS social media accounts.

- 13.3. The Society shall maintain at least one social media platform that is free to access, where any member may publicly post questions to the Executive Council or engage in general discussion with other members.
- 13.3.1. The platform(s) used for this purpose shall be administered by the Technical Director.

## **APPENDIX A: Revision History**

1. 13 February 2023: *VERSION 2.0*
  - New Constitution ratified.
  - Effective date 1 May 2023.
2. 30 November 2023: *VERSION 2.1*
  - 9.4: Period for runoff elections changed from the first Public Meeting following AGM to be at any Public Meeting within 14 days of AGM.
3. 31 January 2024: *VERSION 2.2*
  - 1.4: Wording changed from “uphold affiliations” to “uphold relations”.
  - 1.4.6: Entry added to allow Vice President External to authorize relations with other organizations.
  - 4.2.2: Inventory Director and Merchandise Director removed from list of directors, and changed to Coordinators. All later references adjusted accordingly.
  - 4.9.4: Councillor office hour requirements adjusted from 120 minutes to between 60 and 120 minutes depending on circumstances.
  - 11.6: Addition of Vice President Finance as someone who can authorize a volunteer to facilitate transactions on behalf of the Society.