



# Rules & Regulations Handbook

## 1. Purpose

- 1.1. The CMAS Rules & Regulations Handbook, hereafter referred to as “the Handbook” or “the RRH”, shall be an exhaustive list of the policies and expectations of both Councillors and members.
- 1.2. The rules and regulations described herein shall be followed as a condition of membership in the Society.
- 1.3. The Duties and Responsibilities of Councillors (Article 4) described herein shall be followed as a condition of councillorship.
- 1.4. The protocols and recommendations described herein are expected to be followed by councillors, except in cases of adequate justification otherwise.

## 2. Amendments

- 2.1. Amendments shall be made at the discretion of the Executive Council, or when a discrepancy between the Handbook and the Constitution is found to exist.
- 2.2. The Rules & Regulations Handbook may be amended only by Executive Quorum.
- 2.3. Amendments not made for the purpose of adjusting the handbook to avoid a contradiction with the Constitution may be rescinded by Special Quorum or Executive Quorum.

## 3. Rules and Regulations

- 3.1. CMAS members shall be expected to maintain respect for others and their surroundings during any official CMAS events or otherwise while representing the society.
- 3.2. CMAS members shall be expected to refrain from:
  - 3.2.1. Causing damage to CMAS or Carleton University property;
  - 3.2.2. Excessive noise;
  - 3.2.3. Disrespecting others;
  - 3.2.4. General horseplay; and
  - 3.2.5. Any other inappropriate action that may bring the society into disrepute.
- 3.3. CMAS members shall be expected to respect the office environment and its facilities while using the service, including refraining from:

- 3.3.1. Storing personal items, other than their mug, in the office for long periods of time without explicit permission from the Office Director;
- 3.3.2. Leaving behind garbage or any other mess generated by their presence in the office;
- 3.3.3. Leaving the coffee pot, communal spoon(s), or the member's own personal mug unwashed in the office; and
- 3.3.4. Any other actions as directed by any Councillor in the office, or a Volunteer presently holding Office Hours.
- 3.4. Any actions by a member in the CMAS office, during a CMAS event, or otherwise while representing the society, that is found to violate any of the above terms may be met with appropriate consequences, including suspension of the member's good standing status within the society, or reporting an incident to the appropriate authorities when necessary.

## 4. Duties and Responsibilities of Councillors

- 4.1. All Councillors shall be expected to:
  - 4.1.1. Treat all individuals, including members, fellow councillors, and members of the public, with respect;
  - 4.1.2. Uphold their duties and responsibilities outlined in the Handbook and the Constitution;
  - 4.1.3. Strive to make decisions in the best interest of the membership at all times throughout their term; and
  - 4.1.4. Fulfil any other duties and responsibilities consistent with the purpose and goals of the Society.
- 4.2. The CMAS Councillor Contract is a document distributed by the Vice President Internal to every Councillor each year. Signing the document indicates the agreement of the Councillor to meet the expectations of their position per the Handbook and Constitution.
  - 4.2.1. Refusal to agree to sign the Councillor Contract may be grounds for the impeachment of a Councillor.
- 4.3. The duties and responsibilities of the following positions are outlined in the Constitution, and as such may only be amended by Special Quorum:
  - 4.3.1. President;
  - 4.3.2. Vice President Internal;
  - 4.3.3. Vice President External;
  - 4.3.4. Vice President Finance; and
  - 4.3.5. Vice President Services.
- 4.4. Events Director duties and responsibilities:

- 4.4.1. Organize and conduct CMAS events determined to be of interest or use to its membership in conjunction with the Vice President External;
- 4.4.2. Assist the Vice President Internal in organizing General and Special Meetings;
- 4.4.3. Arrange for accommodations and guests for events; and
- 4.4.4. Promote and advertise events in conjunction with the Publications Director.
- 4.5. Inventory Director duties and responsibilities:
  - 4.5.1. Maintain consistent tallies of the inventory of both office consumables and CMAS merchandise;
  - 4.5.2. Replenish consumables when supplies are not sufficient; and
  - 4.5.3. Ensure appropriate storage solutions are arranged for all CMAS merchandise and CMASsets in conjunction with the Vice President Finance.
- 4.6. Merchandise Director duties and responsibilities:
  - 4.6.1. Design new CMAS merchandise and arrange the ordering process with the production company;
  - 4.6.2. Set, in conjunction with the Vice President Finance and the Vice President Services, the price of any new merchandise; and
  - 4.6.3. Hear feedback from members on any current or prospective merchandise offered by the Society and take action based on this feedback as appropriate.
- 4.7. Office Director duties and responsibilities:
  - 4.7.1. Create a schedule for Councillors and Volunteers to hold Office Hours that optimizes availability such that Councillors fulfil their requirements, unless an exception for a co-op term exists;
  - 4.7.2. Train Councillors and Volunteers on the duties and responsibilities associated with holding Office Hours;
  - 4.7.3. Maintain the cleanliness of the CMAS Office; and
  - 4.7.4. Update the CMAS award plaque engravings when necessary.
- 4.8. Publications Director duties and responsibilities:
  - 4.8.1. Produce publications on behalf of the Society to promote its events and endeavours;
  - 4.8.2. Maintain the various Social Media accounts of the Society (Article 12); and
  - 4.8.3. Assist the Merchandise Director in the design of new CMAS merchandise when necessary.
- 4.9. Technical Director duties and responsibilities:
  - 4.9.1. Maintain all CMASsets in proper working order;

- 4.9.2. Provide technical support to all CMAS events and committees when necessary;
- 4.9.3. Organize and maintain all online CMAS documentation through the website; and
- 4.9.4. Maintain all CMASsets in conjunction with the Vice President Finance.
- 4.10. Year Representative duties and responsibilities:
  - 4.10.1. Act as a liaison between the Executive Council and their respective years' classes;
  - 4.10.2. Make CMAS announcements during common MAE-student classes, with permission of the professor, to maximize outreach of events to the student population;
  - 4.10.3. Provide feedback from their year to the Council to assist in determination of event dates and interest; and
  - 4.10.4. Assist the Board of Directors in other tasks as appropriate that are consistent with the purpose and goals of the Society.

## 5. Volunteers

- 5.1. CMAS Volunteers shall be responsible for various duties and responsibilities to assist the Executive Council in running the society.
- 5.2. Any Director, especially the Office Director, may appoint a member in good standing to be a Volunteer, provided there is sufficient appropriate reasoning.

## 6. Office Hours

- 6.1. CMAS Councillors are expected to hold a minimum of 60 minutes of office hours each year per Constitution Article 4.9.4.
- 6.2. Volunteers may be appointed for the purposes of filling office hours.
- 6.3. Councillors and Volunteers with designated office hours are expected to attend all scheduled hours. If unable to fulfill this requirement, the Councillor or Volunteer is required to notify the Office Director with at least 24 hours notice and make a reasonable effort to find a replacement.
  - 6.3.1. If notice is not given within 24 hours, this may constitute a “strike”, where:
    - 6.3.1.1. A strike will consist of verbal and/or written warnings and documentation of the missed hour;
    - 6.3.1.2. The accumulation of three strikes in one academic year, the Councillor or Volunteer will be asked to issue a public apology and

attend a meeting with the Presidential Board to identify causes and attempt to find a resolution; and

- 6.3.1.3. The accumulation of five strikes in one academic year may be grounds for impeachment of a Councillor or the removal of volunteer responsibilities from a Volunteer.

## 7. Hiring Process

- 7.1. In the event of a vacancy of a position on the Board of Directors or Delegation of Representatives, the Presidential Board shall conduct a Hiring Process.
- 7.2. The Hiring Process shall begin with an open call to applicants, called the application period, conducted as follows:
  - 7.2.1. The application period shall be at least five days long;
  - 7.2.2. Publications shall be made to announce the opening and closing dates of the application period; and
  - 7.2.3. As part of the application, the following criteria shall be assessed:
    - 7.2.3.1. Eligibility for the position applied to; and
    - 7.2.3.2. General suitability to the position applied to through appropriate questions determined by the Presidential Board.
- 7.3. The Hiring Process shall continue with an interview process, such that:
  - 7.3.1. Each interview shall be conducted by at least any two members of the Presidential Board;
  - 7.3.2. If the number of eligible candidates who apply for a position is five or less, all candidates shall be interviewed;
  - 7.3.3. If the number of eligible candidates who apply for a position is six or more, at least five candidates shall be interviewed;
  - 7.3.4. The Vice President to whom the position reports should be one of the interviewers for those candidates, except in case of lack of availability of that Vice President or a conflict of interest.
- 7.4. After the interviews have all been conducted, the Presidential Board will prepare a report to present to the Executive Council based on their findings, and recommend up to three individuals who would be suitable for the vacant position.
- 7.5. The appointment shall be confirmed by Executive Quorum.

## 8. Membership Fee

- 8.1. The membership fee is proposed each year by the Vice President Finance with appropriate justification, then is approved by Executive Quorum.

- 8.2. The current membership fee is \$12 per individual per academic year, in Canadian dollars.
  - 8.2.1. Memberships purchased between 1 January and 31 April shall be priced at \$8.