

# CARLETON MECHANICAL & AEROSPACE SOCIETY CONSTITUTION

## ARTICLE 1 SOCIETY

- 1.1 The name of the Society shall be “Carleton Mechanical and Aerospace Society”, hereafter referred to as “CMAS” or “the Society”.
- 1.2 The head office shall be located in Carleton University in Ottawa, Ontario.

## ARTICLE 2 PURPOSE

- 2.1 The purpose of CMAS shall be to promote interest in Mechanical and Aerospace related fields and applications, primarily to its membership and the Carleton University student population and secondarily to the interested public.
- 2.2 CMAS shall act as a bridge between undergraduate students in the Department of Mechanical and Aerospace Engineering and the Mechanical and Aerospace industry.
- 2.3 CMAS shall strive to promote professional excellence amongst its members.
- 2.4 CMAS shall fulfill its purpose through the pursuit of the following:
  - 2.4.1 Preparation of seminars, lectures, conferences, workshops or other opportunities to excite its members and the public about the mechanical and aerospace industry;
  - 2.4.2 Making available services to support its members;
  - 2.4.3 Encouraging participation of members, the public, and industry in CMAS events; and
  - 2.4.4 Organizing any other event or activity consistent with the purpose and goals of the Society.

## ARTICLE 3 MEMBERSHIP

- 3.1 CMAS shall grant membership to any person who fulfills the following requirements:
  - 3.1.1 Shares an interest in the Society and furthering its goals;
  - 3.1.2 Is a student at Carleton University; and
  - 3.1.3 Pays the annual membership fee except for exemptions as per Article 4.19.3.
- 3.2 Membership shall be valid from the date of registration to the subsequent April 30.
- 3.3 Membership fees shall be non-refundable except when the member is appointed into an Executive position as approved by an Executive Quorum within the period of the valid membership as per 4.19.3.



3.4 Members shall have the right to:

- 3.4.1 Attend CMAS Executive and General Meetings (See Article 6);
- 3.4.2 Address the membership on any matter pertaining to the Society;
- 3.4.3 Vote during General Meetings;
- 3.4.4 Vote during CMAS elections (See Article 8); and
- 3.4.5 Access all CMAS publications, upon request.

3.5 CMAS may only revoke, after the initiation of an investigation and subsequent hearing by the Executive Quorum, the membership of any member who:

- 3.5.1 Ceases to be eligible as outlined in Article 3.1.2;
- 3.5.2 Willfully damages, steals, or abuses any CMAS assets;
- 3.5.3 Abuses any CMAS privileges;
- 3.5.4 Violates the constitution of CMAS;
- 3.5.5 Displays improper behavior unbecoming a member of the Society while representing it abroad; or
- 3.5.6 Otherwise brings the Society into disrepute.

3.6 Investigations and hearings are to be managed case by case, and may only be conducted after their approval by an Executive Quorum.

3.7 The Society in its affairs shall strive to 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, colour, religion, gender, gender identity, sexual orientation, age, residency, language, or mental or physical disability.

3.8 The Society shall abide by and adhere to the human rights policies of Carleton University, and the Human Rights Code of Ontario.

## ARTICLE 4 ADMINISTRATION

- 4.1 A Board of Administrators consisting of Executive Administrators and Administrative Coordinators, hereafter referred to as Executive and Coordinators respectively, shall govern CMAS in service of its members in accordance with the CMAS constitution.
- 4.1.1 Where Executive are individuals, qualified as required by Article 4, either elected or appointed to an Executive Office listed in Article 4.3
- 4.1.1.1 Elections must be held in accordance with Article 8 and appointments must not contradict the requirements of Article 4
- 4.1.2 Where Coordinators are individuals, qualified as required by Article 4, appointed by the current Executive to any position that is not an Executive office listed in Article 4.3
- 4.2 Any appointment to the Board of Administrators must be approved by an Executive Quorum as outlined in Article 6.2
- 4.3 The Executive board shall consist of the elected offices of:
- 4.3.1 President;
- 4.3.2 Vice President – Internal;
- 4.3.3 Vice President – External;
- 4.3.4 Finance Director;
- 4.3.5 Events Director(s);
- 4.3.6 Services Director(s);
- 4.3.7 Technical Director;
- 4.3.8 Publications Director(s); and
- 4.3.9 Year Representatives;
- 4.3.9.1 Where Year Representatives consist of an individual who represents 4<sup>th</sup> Year Students, an individual who represents 3<sup>rd</sup> Year Students, an individual who represents 2<sup>nd</sup> Year Students, and an individual, or individuals, who represents 1<sup>st</sup> Year Students. Year representatives must have the majority of their classes within the term they will be in office with the year they represent.
- 4.4 Any Executive Office may be added to or removed from Article 4.3 only after its approval by a Special Quorum held at a General Meeting as outlined in Article 6.1
- 4.4.1 If an Executive Office is added to Article 4.3, the specific duties for that Office must also be approved by a Special Quorum, and those duties added to Article 4 of this Constitution
- 4.5 Coordinators may include, but are not limited to, the following:
- 4.5.1 Office Coordinator
- 4.5.2 Faculty Advisor;
- 4.5.3 Professional Advisor.
- 4.6 The duties of the Administrative Board members shall be to:
- 4.6.1 Act in the Society's name, following its purpose and furthering its goals;



- 4.6.2 Not act in conflict with the CMAS Constitution or decisions made by either a General Quorum or a Special Quorum;
  - 4.6.3 Administer committees to make recommendations as outlined in Article 10 and to vote whether or not to approve those recommendations;
  - 4.6.4 Attend all General and Executive Meetings;
  - 4.6.5 Hold a minimum of 2 scheduled office hours per week. Scheduled office hours shall be during the regular work week, Monday to Friday, between 8:30 AM and 5:30 PM ; and
    - 4.6.5.1 If an elected officer is unable to hold these office hours due to the time constraints of Co-op, they shall find a volunteer or another elected officer to make up for their lost office hours.
  - 4.6.6 To perform any other duty, consistent with the above, and consistent with the purpose and goals of the Society.
- 4.7 The President's duties shall be to:
- 4.7.1 Represent CMAS to its members and to the public;
  - 4.7.2 Lead the Executive and the membership;
  - 4.7.3 Act as a spokesperson for the Society;
  - 4.7.4 Act as chairperson at CMAS Meetings;
  - 4.7.5 Ensure the Society meets all requirements and deliverables stipulated by the CMAS constitution and/or mandated by the members at any General Meeting, including the preparation of an annual report before the end of the term in office; and
  - 4.7.6 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.8 The Vice President – Internal's duties shall be to:
- 4.8.1 Disseminate information regarding CMAS business to its members;
  - 4.8.2 Interview and suggest appointees for First Year Representatives;
  - 4.8.3 Act as a chairperson in the President's absence at CMAS Meetings;
  - 4.8.4 Ensure the smooth inner functioning of CMAS, and to supervise the following Directorships: Finance, Services, and Technical;
  - 4.8.5 Address any concerns regarding the CMAS office, elections, or constitutional rules;
  - 4.8.6 Supervise the dissemination of relevant information through the Society's mailing lists; and
  - 4.8.7 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.9 The Vice President – External's duties shall be to:
- 4.9.1 Act as a liaison between the Society and all organizations external to the Society;
  - 4.9.2 Direct and facilitate the year representatives in their duties;
  - 4.9.3 Maintain relations with the mechanical and aerospace industry;
  - 4.9.4 Organize, or assist in organizing, programs that will connect the mechanical and aerospace student body to the industry;
  - 4.9.5 Act as a chairperson in the absence of both President and VP-Internal at CMAS Meetings;
  - 4.9.6 Coordinate sponsorship requests;
  - 4.9.7 Supervise and aid the Events and Publications Directorships in liaising with bodies external to the Society; and

- 4.9.8 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.10 The Finance Director's duties shall be to:
- 4.10.1 Properly maintain financial records in accordance with generally accepted accounting principles;
  - 4.10.2 Prepare a budget and financial statements as outlined in Article 9;
  - 4.10.3 Collect receipts from and issue reimbursements to CMAS Administrators for approved expenses incurred on behalf of the Society;
  - 4.10.4 Manage CMAS's bank accounts in conjunction with the Mechanical and Aerospace Department office, and to manage petty cash; and
  - 4.10.5 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.11 The Events Directors' duties shall be to:
- 4.11.1 Organize and run CMAS events such as seminars, lectures, competitions, conferences (in conjunction with VP-External), or workshops;
  - 4.11.2 Book accommodations and guests for events;
  - 4.11.3 Publicize and promote CMAS and its events to the membership and to the public with the help of the Publications Director(s); and
  - 4.11.4 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.12 The Services Directors' duties shall be to:
- 4.12.1 Facilitate the preparation and order of course manuals if and where copyright regulations allow their use;
  - 4.12.2 Ensure that the CMAS office is well equipped with sufficient office supplies;
  - 4.12.3 Prepare merchandise related to the Society and arrange for their sales;
  - 4.12.4 Track and maintain CMAS's resources;
  - 4.12.5 Arrange any approved services that will benefit CMAS members
  - 4.12.6 Be librarian of the CMAS textbook library and to enforce any policies voted in at Meetings; and
  - 4.12.7 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.
- 4.13 The Technical Director's duties shall be to:
- 4.13.1 Maintain all CMAS equipment in proper working order;
  - 4.13.2 Provide technical support during all CMAS events either directly or through the use of a technical support team;
  - 4.13.3 Organize and maintain all online CMAS documentation and resources including the maintenance and the functionality of the website and the mailing lists;
  - 4.13.4 Provide support in any available capacity to other CMAS subcommittees either directly or through the use of a technical support team; and
  - 4.13.5 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.

4.14 The Publications Directors' duties shall be to:

- 4.14.1 Produce all CMAS publications as approved by the CMAS Administrators including Geared Up and CMAS information pamphlets; and
- 4.14.2 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.

4.15 The Year Representatives' duties shall be to:

- 4.15.1 Act as a liaison between the CMAS Executive and their respective year's classes;
- 4.15.2 Make class announcements regarding all CMAS programs and events;
- 4.15.3 Promote CMAS in any capacity to their respective year's classes;
- 4.15.4 Help where needed in other directorships; and
- 4.15.5 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.

4.16 The Office Coordinator's duties shall be to (if position filled):

- 4.16.1 Maintaining the office cleanliness and organization such that it is a functional work environment ;
- 4.16.2 Keep plaques up to date and take them to be engraved as need be; and
- 4.16.3 Perform any other duties consistent with the above and consistent with the purpose and goals of the Society.

4.17 The Faculty Advisor's duties shall be to (if position filled):

- 4.17.1 Act as a liaison between CMAS and the Faculty of Engineering and Design;
- 4.17.2 Counsel and encourage the Society;
- 4.17.3 Promote CMAS's interests; and
- 4.17.4 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.

4.18 The Professional Advisor's duties shall be to (if position filled):

- 4.18.1 Counsel and encourage the Society on issues relating to the mechanical and aerospace industry;
- 4.18.2 Promote CMAS's interests; and
- 4.18.3 Perform any other duty consistent with the above and consistent with the purpose and goals of the Society.

4.19 In addition to their rights as members, Executives of CMAS shall have the right to:

- 4.19.1 Participate and vote in an Executive Quorum;
- 4.19.2 Special rates on services and/or products for sale through CMAS; and
- 4.19.3 An exemption of the membership fees for their term in office.

4.20 Executives shall be limited to the following:

- 4.20.1 Students of Carleton University's Department of Mechanical and Aerospace Engineering; 4.20.1.1 The positions of Publications and Technical Directors shall be exempt from the requirement of Article 4.20.1;

- 4.20.2 The Faculty Advisor (if position filled) shall be a member of Carleton University's Department of Mechanical and Aerospace Engineering. The Executives shall appoint the Faculty Advisor at the start of their term in office; and
- 4.20.3 The Professional Advisor (if position filled) shall be experienced in Mechanical or Aerospace Engineering. The Executives shall appoint the Professional Advisor at the start of their term in office.
- 4.21 The term for Administrators is:
- 4.21.1 One year, from May 1 to the subsequent April 30, for Executive Offices filled by means of the annual election as described in Article 8. This term may be considered a "full term" for the purposes of Article 8.13.
- 4.21.2 From the date of appointment to the subsequent April 30 for Executive Offices filled due to vacancy, as described in Article 4.23. This term shall be considered a "full term" for the purposes of Article 8.13 only if the date of appointment be prior to October 1<sup>st</sup> of the Academic Year.
- 4.21.3 From the date of appointment to the subsequent April 30 for Coordinators. This term shall be considered a "full term" for the purposes of Article 8.13 only if the date of appointment is prior to October 1<sup>st</sup> of the Academic Year.
- 4.22 An Executive Office shall be deemed vacant if:
- 4.22.1 The incumbent Executive submits a written resignation;
- 4.22.2 The incumbent Executive is incapacitated;
- 4.22.3 The incumbent Executive ceases to be a member of CMAS or ceases to meet Executive requirements outlined in Article 4.20.1;
- 4.22.4 No candidates are nominated for the office as outlined in Article 8; or
- 4.22.5 The incumbent Executive has had their eligibility revoked through the process of an investigation and subsequent hearing. Investigations and hearings are to be managed case by case, and may only be conducted after their approval by an Executive Quorum.
- 4.23 Should an Executive office be deemed vacant, the remaining Executive shall appoint a successor to serve the balance of the term based on the following:
- 4.23.1 The successor for the office of President shall be a Vice President, who will vacate their current office upon a vote of the current Executive; and
- 4.23.2 The successor for any other office shall be a member of CMAS or a current Executive.
- 4.24 The signatures of any two of the President, Vice President – Internal, Vice President – External or Finance Director shall be sufficient to bind the Society.
- 4.24.1 Decisions of the aforementioned executives can be vetoed, where possible, by a two thirds vote from an Executive Quorum.
- 4.25 In addition to all above listed duties, all Executives are expected to be familiar with the constitution and their duties, and have read the constitution prior to attaining office and have signed a CMAS waiver of responsibility.

## ARTICLE 5 RESOLUTIONS AND PROPOSALS

5.1 A resolution or proposal may only be approved by one of the following three groups, listed in order of descending precedence; a Special Quorum, an Executive Quorum, or a General Quorum; 5.1.1 Where the resolution or proposal affects the purpose, operation, functionality, inclusivity, or any other aspect of the Society; and

5.1.2 Where the resolution or proposal does not contradict either the CMAS Constitution or the CMAS RRH;

### 5.2 Special Quorum:

5.2.1 A Special Quorum may approve any resolution or proposal that does not contradict Article 5.1.2 without limitation;

5.2.2 As outlined in Article 6.1.5 a Special Quorum may be formed at any CMAS General Meeting where a minimum of 15% of CMAS members are present and are willing to partake in a Special Quorum. 5.2.3 As outlined in Article 6.1.5.2 a Special Quorum may only approve a resolution or proposal if 2/3 of Quorum votes in favour of the approval;

5.2.4 Any amendment to the Constitution requires the approval of a Special Quorum as outlined in Article 11.1.3;

5.2.4.1 Excepting the ability of an Executive Quorum to approve the amendments as outlined in Article 11.1;

5.2.5 The membership must be notified a minimum of 10 business days in advance of hosting a Special Quorum

### 5.3 Executive Quorum:

5.3.1 An Executive Quorum may approve any resolution or proposal that does not contradict Article 5.1.2 with the exception of anything that requires the approval of a Special Quorum outlined in Article 5.2;

5.3.2 As outlined in Article 6.2.3, an Executive Quorum may be formed at any Executive Meeting where at least 50% of CMAS's current Executive Officers are present, including at least two of the following Executive Officers: President, Vice President-Internal, Vice President-External, or the Finance Director;

5.3.3 As outlined in Article 6.2.5, an Executive Quorum may only approve a resolution or proposal if: 5.3.3.1 At least one vote from the President, Vice President – Internal, or Vice President – External is in favour of the approval; unless all other Executive Officers vote unanimously for its approval; 5.3.3.2 At least 50% Executive Officers voted on the resolution or proposal; and

5.3.3.3 At least 50% of the Executive Officers present voted in favour;

5.3.4 An Executive Quorum has the exclusive ability to:

5.3.4.1 Revoke the membership of any CMAS member as outlined in Article 3.5 and Article 3.6; and

5.3.4.2 Revoke the Executive or Coordinator status of a CMAS Executive or Coordinator as outlined in Section 4.22.5

5.3.5 An Executive Quorum may also approve amendments to the constitution as outlined in Article 11.1;

5.3.6 The CMAS Executive must be notified a minimum of 5 business days in advance of hosting an Executive Quorum



#### 5.4 General Quorum:

- 5.4.1 A General Quorum may approve any resolution or proposal that does not contradict Article 5.1.2 with the exception of anything that requires the approval of a Special Quorum outlined in Article 5.2; 5.4.2 As outlined in Article 6.1.4, a General Quorum may be formed at any CMAS General Meeting where a minimum of 10% of CMAS members are present and are willing to partake in a General Quorum;
- 5.4.3 As outlined in Article 6.1.4.2, a General Quorum may only approve a resolution or proposal if the majority of Quorum votes in favour of the approval. The resolution or proposal cannot be approved if it requires approval by Special Quorum;

## ARTICLE 6 CONSTITUTIONAL AMENDMENTS

### 6.1 Changes to the CMAS constitution shall be ratified only if:

- 6.1.1 The proposed amendment is read at two Executive Meetings, with at least one week between readings; and After the second reading, the amendment is approved by an Executive Quorum as defined in Article 5; or
- 6.1.3 The proposed amendment is read at a General Meeting and the amendment is approved by a Special Quorum as described in Article 5.1.5.

### 6.2 All major Constitutional Amendments shall be documented in the “Revision History” found in Appendix A. The exact changes shall be described in full;

- 6.2.1 Where major changes refer to non-language related changes unless those changes significantly affect the meaning.

### 6.3 The effective date must be changed at the top of the constitution for each Constitutional Amendment made.

## ARTICLE 7 MEETINGS

### 7.1 General Meetings:

- 7.1.1 General Meetings shall be open to members of CMAS and the public. Only members and elected officers of the Society, or a proxy of either, may vote at a General Meeting;
- 7.1.2 The Executive shall call General Meetings at least twice per academic year (once in Fall semester and once in Winter semester);
- 7.1.3 The Executive shall publish the Meeting time, location and agenda at least 10 business days in advance of any General Meetings;
- 7.1.4 Notwithstanding the right of the membership to attend General Meetings, the Executive may deliberate in private or consult the constitution before voting on any resolutions or proposals.

### 7.2 Executive Meetings:

- 7.2.1 Executive Meetings shall be open to members of CMAS and the public;
- 7.2.2 Any Executive Officer may call an Executive Meeting, but it must be approved by the President or

either Vice President;

7.2.3 Notwithstanding the right of the membership to attend Executive Meetings, the Executive may deliberate in private before voting in an Executive Quorum;

7.2.4 Minutes must be documented and readily available to the members;

7.2.5 If an Executive cannot attend a Meeting, the absence must be sanctioned by the President, or either Vice President, prior to the Meeting.

## **ARTICLE 8 CMAS RULES AND REGULATIONS HANDBOOK**

8.1 The collection of rules, regulations, policies, and Executive orders that govern CMAS shall be referred to as the CMAS Rules and Regulations Handbook, or simply the RRH.

8.2 The CMAS RRH is an extension of the CMAS Constitution. Therefore any violation of the RRH is a violation of the CMAS Constitution and shall be dealt with accordingly as specified in section 3.5

8.3 The RRH shall be kept in both electronic form and in hard copy form, and must be available for viewing by Executive members of CMAS.

8.4 The portions of the RRH that refer to the general day to day operations of CMAS as they affect the job of CMAS volunteers must be available at all times to any volunteer working in CMAS.

8.5 Any change, addition, or removal of materials from the RRH must be approved by more than fifty percent (50%) of the Executive who are present at any given Executive Meeting where an Executive Quorum may be formed as per Article 5.2.

8.6 The outcome of any vote to change, add, or remove material from the RRH must be recorded, and the names of all the Executives must be recorded with their respective vote; yea, nay, or abstained.

8.7 If a vote approves the change, addition, or removal of any material from the RRH, both the electronic and hard copy versions of the RRH shall be updated no later than 5 days from the time of the vote. 8.7.1 The duty to upkeep the RRH shall fall to the VP-Internal, or a delegate chosen by the VP-Internal.

8.8 In any situation where the RRH contradicts any aspect of the constitution, the constitution shall hold precedence.

## **ARTICLE 9 ELECTIONS**

9.1 The Executive shall call an election each year, to be held between March 1 and March 31.

9.2 The Executive shall notify members at least 10 business days in advance of the election date, time and location.

- 9.3 Upon calling an election, the Executive shall appoint one Executive as the Elections Officer. The Elections Officer shall not be implicated in a conflict of interest by running for a position within said election. If no Executive is suitable under this condition, the current Executive shall appoint a member as the Elections Officer.
- 9.4 The Elections Officer's duties shall be to:
- 9.4.1 Solicit candidates for Executive Office; and
  - 9.4.2 Run the election in accordance with Article 8.
- 9.5 The Elections Officer shall accept the candidature for Executive Office of any student of Carleton University's Department of Mechanical and Aerospace Engineering who submits a signed nomination form to the Elections Officer stating their intent to run for election, at least 5 days prior to the election date.
- 9.6 The Elections Officer shall not accept the candidature for any Executive office that is not in accordance with Article 6 and the following:
- 9.6.1 Refer to Article 4.20.1;
  - 9.6.2 The prospective candidate must submit with their nomination form with the signatures of at least ten CMAS members; two of which must be from current CMAS Executive approving their candidacy;
    - 9.6.2.1 Where a candidate is running for multiple offices, signatures must be obtained for each office independently;
  - 9.6.3 In addition to meeting the other requirements of Article 9.5, prospective candidates for the office of the Technical Director shall be interviewed by the current Technical Director, and must then submit the signed approval of the current Technical Director or current President.
- 9.7 Candidates may simultaneously run for up to two Executive Offices if and only if only one of those positions is that of President, Vice President – Internal, Vice President – External or a Class Year Representative.
- 9.7.1 Should a candidate win more than one of the offices they have run for in the election, they shall fill the more senior of the two offices.
    - 9.7.1.1 Seniority of the Executive offices is defined in descending order as:
      - 9.7.2 President;
      - 9.7.3 Vice President – Internal;
      - 9.7.4 Vice President – External;
      - 9.7.5 All other offices.
  - 9.7.6 Should a candidate win two offices, the position not filled by that candidate shall be filled by the first runner-up not also filling another senior office;
  - 9.7.7 Any offices unfilled shall be deemed vacant, and Article 4.23 shall apply.
- 9.8 Where the number of candidates for an Executive Office:
- 9.8.1 Is one, that nominee shall be acclaimed only if approved by a confidence vote taken by the membership during the election;
  - 9.8.2 Is none, that office shall be deemed vacant; or
  - 9.8.3 Is more than one, the membership shall choose the Executive officer by election.



- 9.9 Votes shall be cast by secret ballot. Each member may cast only one vote per office up for election or confidence vote.
- 9.10 The ballots shall be tallied under the supervision of the Elections Officer and two witnesses where:
- 9.10.1 The first witness is any CMAS member who does not have a conflict of interest; and
  - 9.10.2 The second witness is any CMAS member who does not have a conflict of interest and is approved by an Executive Quorum.
- 9.11 The candidate who receives the most votes for an office, and accepts, shall assume the office on May 1.
- 9.11.1 For any Executive Office, a 50% plus one confidence vote must have been attained if they were the only candidate running.
- 9.12 Should there be a tie between candidates for an Executive Office, the tie shall be resolved first through a re-casting of the ballots by the members (less the current Executive vote) and in the event of a second tie the tie will be resolved by an Executive Quorum.
- 9.12.1 If there is no time left in March for a second casting of the votes by the members, move directly to a tie-break by an Executive Quorum;
    - 9.12.1.1 The incoming Executive shall have no voting privileges in this tie-break; and
    - 9.12.1.2 The two candidates shall be given a forum to promote themselves directly prior to the vote.
- 9.13 The positions of the President and Vice President-External and Vice President-Internal must be filled by a previous Executive who has held an Executive Office for a minimum of one full term as defined in Article 4.21.
- 9.14 The Elections Officer shall notify CMAS of the election results within two business days following the election.

## **ARTICLE 10 FINANCES**

- 10.1 CMAS's fiscal year shall be from May 1 to April 30.
- 10.2 The fiscal year shall be divided into halves for accounting purposes, to correspond with fall and winter semesters.
- 10.3 The Executive shall approve a budget by the end of September for the year.
- 10.3.1 Any expenses prior to the approval of the budget need to be approved by an Executive Quorum.
- 10.4 CMAS Executive shall set the membership fee at the beginning of September.
- 10.5 Upon dissolution of the Society, any remaining CMAS assets shall be donated to a Carleton University based non-profit organization, at the discretion of the Executive Officers in conjunction with discussion with the Department of Mechanical and Aerospace Engineering.
- 10.6 CMAS financial records shall be made available for third-party audit upon approval by a General



Quorum of a General Meeting, as defined in Article 7.

10.7 CMAS Executives shall be expected to follow the guidelines set by the current Finance Director who will set guidelines in accordance with Article 4.10.

## **ARTICLE 11 COMMITTEES**

11.1 A committee may be formed by any Executive upon approval of either President or VP-Internal. 11.1.1 A committee must consist of a minimum of 3 members including one Executive; and 11.1.2 Each committee is required to make a minimum of one report to an Executive Meeting each year.

11.2 Special Committees:

11.2.1 The Constitution Committee must be chaired by the President or VP-Internal and must be formed prior to the start of second semester of that term;

11.2.1.1 Duties shall include but not be limited to revising the constitution in a timely manner.

11.2.2 The Technical Committee must be chaired by the Technical Director; and

11.2.2.1 Duties shall include but not be limited to the duties falling under the responsibilities of the Technical Director.

11.2.3 The Publications Committee must be chaired by the Publications Director(s).

11.2.3.1 Duties shall include but not be limited to the duties falling under the responsibilities of the Publications Director(s).

## **ARTICLE 12 AFFILIATIONS**

### **12.1 Canadian Society of Mechanical Society**

12.1.1. As of 1 January 2021, Carleton Mechanical and Aerospace Society is acting as the Canadian Society for Mechanical Engineering's official Student Chapter at Carleton University

12.1.2. Will explain the role of CSME to CMAS members and encourage the latter to officially join the CSME as student members (membership is free)

12.1.3. will encourage CMAS members to participate in CSME activities, including CSME's annual International Congress, the Student Papers Competition and the CSME National Design Competition.

## Appendix A - REVISION HISTORY:

### 1 Amended November 2014:

- 1.1 Article 3.3 amended to contain the clause “excepting when the member is voted into an Executive position within the period of the valid membership as per 4.19.3.”
- 1.2 Article 4.8.2 amended to say “To interview and appoint First Year Representatives;” instead of “To direct and facilitate the year representatives in their duties;”
- 1.3 Article 4.8.4 amended to remove the positions of Events and Publications from the responsibilities of Vice President – Internal.
- 1.4 Article 4.9.2 amended to contain the verb “direct”.
- 1.5 Article 4.9.7 amended to contain the Publications Directorship.
- 1.6 Article 4.11.3 amended to contain the clause “with the help of the Publications Director”. 1.7 Article 4.12.1 amended to contain the clause “if and where copyright regulations allow their use”. 1.8 Article 4.12.6 added.
- 1.9 Article 6.1.1 amended to contain the clause “or a proxy of either”.
- 1.10 Article 6.2.8 amended to remove the sentence “Minutes from the previous Meeting must be approved at the beginning of the subsequent Meeting.”
- 1.11 Article 8.7 amended to contain the clause “or a Class Year Representative.”
- 1.12 Article 11.2 amended to contain the modifier “major” and followed with Article 11.2.1. **NOTE: All above revisions have been approved by an Executive vote: 14 yes; 0 no; 0 abstain: 08Dec2014**

### 2 Amended March 2015:

- 2.1 Added Article 7

### 3 Amended November 9, 2015 by Special Resolution at a General Meeting:

- 3.1 Article 3.5, amended to say “CMAS may only revoke, after the investigation and subsequent hearing”
  - 3.2 Article 3.6 added
  - 3.3 Article 3.7, amended “sex” to “gender”, added “gender identity”
  - 3.4 Article 4.1, amended “advisors” to “coordinators”
  - 3.5 Article 4.5, added “as coordinators”
  - 3.6 Article 4.5.1, amended “Director” to “Coordinator”
  - 3.7 Article 4.6.5, added “and appointed coordinators”
  - 3.8 Article 4.16, amended “Director” to “Coordinator”
  - 3.9 Article 4.22.5, added
  - 3.10 Article 6.2.6, added “This issue may pertain to the operation of CMAS, with the exception of:”
  - 3.11 Article 6.2.6.1 added
  - 3.12 Article 6.2.6.2 added
  - 3.13 Article 6.2.6.3 added
  - 3.14 Article 5.3.3.1, amended “anonymously” to “unanimously”
- NOTE: All revisions in Section 3 were approved by: 40 yes; 0 no; 0 abstain**

4 Amended January 25, 2016 by an Executive Quorum, following second reading

4.1 All amendments made are outlined in APPENDIX A: Constitutional Amendment Recommendations. This section contains the information provided to, and voted on by, CMAS Executive Officers in its original form. All proposed recommendations were approved after two separate readings at CMAS Executive Meetings by unanimous vote by an Executive Quorum.

**NOTE: All revisions in Section 4 were approved by: 10 yes; 0 no; 0 abstain.**

5 Amended March 21, 2016 by Special Quorum,

5.1 Article 4.3.8 amended to create the ability to elect two Publications Directors

**NOTE: All revisions to Publications Directorship were approved by: 35 yes; 0 no; 0 abstain.**

6 Amended March 2021

6.1 Changed “fields” to Department in article 2.2

6.2 Added Executive Quorum specification in article 3.5

6.3 Added article 4: Affiliations

6.4 Replaced “SMaRT Coordinator” with “Office Coordinator” in 4.5.1 and 4.16.1

6.5 Revised office hour time frame to be between “8:30 AM and 5:30 PM” in 4.6.5

6.6 Added responsibility of plaque engraving to 4.16.2

6.7 Removed “Except the Finance Director shall only have signing power if they have previously held an Executive position for a full term.” From 4.24

6.8 Added article 4.24.1

6.9 Replaced “30 members” by “15% of members” in 5.2.2

6.10 Added article 5.2.5

6.11 Replaced “8 executive officers” by “50% of executive officers” 5.3.3

6.12 Added article 5.3.6

6.13 Replaced “10” by “10%” in 5.4.1

6.14 Replaced 14 days with 10 business days in article 6.1.3

6.15 Deleted the following:

6.1.4 A General Quorum may be formed at any CMAS General Meeting where a minimum of 10 CMAS members are present and are willing to partake in a General Quorum;

6.1.4.1 The purpose of a General Quorum is to vote on any resolution or proposal that requires approval from a General Quorum;

6.1.4.2 A General Quorum may only approve a resolution or proposal if the majority of Quorum votes in favour of the approval. The resolution or proposal cannot be approved if it requires approval by Special Quorum;

6.1.5 A Special Quorum may be formed at any CMAS General Meeting where a minimum of 30 CMAS members are present and are willing to partake in a Special Quorum;

6.1.5.1 The purpose of a Special Quorum is to vote on any resolution or proposal that requires approval from either a Special Quorum or a General Quorum; 6.1.5.2 A Special Quorum may only approve a resolution or proposal if 2/3 of Quorum votes in favour of the approval;

6.2.3 An Executive Quorum may be formed at any Executive Meeting where at least 50% of CMAS's current Executive Officers are present, including at least two of the following Executive Officers: President, Vice President-Internal, Vice President-External, or the Finance Director;

6.2.4 Only Executive Officers may vote as part of an Executive Quorum;

6.2.5 Resolutions or proposals at Executive Meetings shall only be approved by an Executive Quorum if: 6.2.5.1 At least one vote from the President, Vice President – Internal, or Vice President – External is in favour of the approval; unless all other Executive Officers vote unanimously for its approval; 6.2.5.2 At least 8 Executive Officers voted on the resolution or proposal; and

6.2.5.3 At least 50% of the Executive Officers present voted in favour

6.2.6 An Executive Quorum may approve any resolution or proposal that pertains to the operation, functionality, inclusivity, or any other aspect of CMAS, with the exception of:

6.2.6.1 Constitutional changes outside of the set parameters in Article 11

6.2.6.2 Revoking the membership status of a paid CMAS member without conducting an investigation and hearing as outlined in Section 3.5 and Section 3.6  
6.2.6.3 Revoking the Executive or Coordinator status of a CMAS Executive or Coordinator without conducting an investigation and hearing as outlined in Section 4.22.5

6.16 Replaced “two weeks” with “10 business days” in 8.2

6.17 Replaced “one week” with “5 business days” in 8.5

6.18 Added business days stipulation in 8.14

6.19 Article 9.3.1

6.20 Added “prior to the start of second semester of that term” to 10.2.1

**Above revisions have been approved by an Executive vote**



## APPENDIX B: CONSTITUTIONAL AMENDMENT RECOMMENDATIONS



### 1. Remove all References to Special, General, and Executive Resolutions

Due to the poor use of the terms “Resolution” and “Quorum”, the wording regarding decision making processes for CMAS is confusing, unclear, and often contradictory. I propose that we remove all reference to Special, General, and Executive Resolutions, and instead stipulate that all resolutions and proposal put forth must be reviewed and approved by a Special Quorum, a General Quorum, or an Executive Quorum.

This change would affect the following sections: (Section numbers correspond to the updated document only.)

3.3; 3.6; 4.2; 4.6.2; 4.19.1; 4.22.5; Article 5; 6.1.1; 6.1.4– 6.1.5; 6.2.3– 6.2.7; 8.12; 9.6; 11.1.2; 11.1.3

### 2. Clarify the Administration and Administrators of CMAS

Again due to poor choices in wording, the Administration of CMAS is very unclear, confusing, and contradictory. The term “Executive” is used to describe both CMAS officials who holds Executive Office, as well as the entire governing body of CMAS. In addition, it remains unclear whether or not appointed Coordinators can vote in an Executive Quorum. I propose that we adopt the following terms: **Administrators** to refer to all governing officials of CMAS; **Executive** to refer only to those individuals who hold an Executive Office outlined in the Constitution; and **Coordinators** to refer to any individuals who are appointed to a non-Executive Office. I would also like to propose the inclusion of other minor changes that will clarify other aspects of the administration of CMAS.

These changes would affect the following sections: (Section numbers correspond to the updated document.)

4.1; 4.4– 4.6; 4.14.1; 4.19; 4.20; 4.21; 6.2.4

The minor administrative changes would affect the following sections: (Section numbers correspond to the updated document. 4.3.9; 4.7.5; 4.8.2; 4.9.4; 4.10.3; 4.12.5; 4.15; 4.16–4.18

### 3. Clarify Minor Language Issues with Elections

8.7– Clarify which Executive Offices may be run for simultaneously

8.8.1– Ensure that all Executive positions require a confidence vote if only one candidate runs for that office

8.10– Fix minor language inconsistencies regarding who may count votes at a CMAS election 8.11.1 Ensure confidence vote for all offices