



Carleton University FIRST Robotics Alumni & Mentoring Association

Constitution

Article I

Name of the Organization

The Organization shall be known as the “Carleton University FIRST Robotics Alumni & Mentoring Association” with the nickname “CU FIRST”, and herein after shall be referred to as the Organization.

Article II

Purpose of the Organization

The goal of the Organization is to promote and expand FIRST (For Inspiration and Recognition of Science and Technology), it's affiliated programs, and STEM (Science, Technology, Engineering and Math) education both on campus and throughout the National Capital Region and surrounding area.

We hope to accomplish this goal by:

- Connecting Post-Secondary Students with Mentoring and Coaching opportunities through FIRST LEGO League Jr. (FLL Jr.), FIRST LEGO League (FLL), and FIRST Robotics Competition (FRC) teams in the National Capital Region and surrounding area
- Connecting Post-Secondary Students with Volunteering Opportunities through FIRST LEGO League Jr. (FLL Jr.) Expos, FIRST LEGO League (FLL) Tournaments, and FIRST Robotics Competition (FRC) District Events in the National Capital Region and surrounding area
- Organizing and Hosting Tournaments, Competitions, Socials and Networking Events
- Facilitating and Promoting cooperation between FIRST Teams in the National Capital Region and surrounding area

Article III

Structure

The legislative body of the organization shall be composed of all Full Members and Non-Carleton Members (as defined in Article IV).

The Executive (as defined in Article V) shall be the Administrative body of the organization and shall be composed of five (5) Full Members elected by the General Membership.

Article IV

Membership

There shall be five (5) classes of membership within the organization:

- **Full Members**
 - Carleton University Students that are active with the Organization
 - Eligible to Vote at all Public Meetings
 - Eligible to hold Executive Positions
- **Non-Carleton Members**
 - Students studying at Post-Secondary Institutions in the National Capital Region (other than Carleton University) that are active with the Organization
 - Eligible to Vote at all Public Meetings
 - Not Eligible to hold Executive Positions
- **Mentors**
 - Students studying at Post-Secondary Institutions in the National Capital Region (Including Carleton University) that Mentors/Coaches a FIRST Team
 - Not Eligible to Vote at Public Meeting
 - Not Eligible to hold Executive Positions
- **FIRST Alumni at Carleton**
 - A Student at Carleton University who previously held membership as a Student Team Member on a FIRST team
 - Not Eligible to Vote at Public Meeting (Unless they are also a Full Member)
 - Not Eligible to hold Executive Positions (Unless they are also a Full Member)
- **FIRST Alumni in Ottawa**
 - Students studying at Post-Secondary Institutions in the National Capital Region (other than Carleton University) who previously held membership as a Student Team Member on a FIRST team
 - Not Eligible to Vote at Public Meeting
 - Not Eligible to hold Executive Positions

Membership classes in the Organization shall not be exclusive of one another. Should a person hold multiple classes of membership, they shall be eligible for all benefits of the highest class of membership they hold.

Membership in the Organization shall be valid from September 1st to August 31st the following year.

While participating in events as a member of CU FIRST, or events that are organized by the CU FIRST, members should refrain from the following:

- Using hateful (sexist, racist, homophobic etc.) or derogatory language
- Acting in a way that contravenes the FIRST credo of Gracious Professionalism
- Acting in a way that endangers the health and safety or themselves or others
- Violating any rules or regulations put in place by Carleton University, the Carleton Undergraduate Students Association (CUSA), or the Rideau River Residence Association (RRRA)
- Violating any rules or regulations put in place by the business, organization or educational institution hosting us or an event
- Committing any Criminal Offence as outlined in the Criminal Code of Canada

Article V

Executive

- President
 - Oversees the Organization
 - Primary Contact for FIRST/FIRST Canada
 - Primary Contact for Carleton University
 - Primary Contact for the Carleton Undergraduate Students Association (CUSA)
 - Primary Media Contact
- Vice President - Internal
 - In Charge of Membership
 - Primary Contact for Students at all Post-Secondary Institutions in the National Capital Region
 - In Charge of Communications & Social Media
 - In Charge of Administration

- Vice President - External
 - Primary Contact for FIRST Teams and Area Organizations in the National Capital Region
 - Primary Contact for Companies and Non-FIRST Organizations
 - Primary Contact for the Carleton Student Engineering Society (CSES) and other On-Campus Clubs, Societies and Organizations
 - Contact for Sponsorships & Donations
 - In Charge of Inter-Team Coordination and Cooperation
 - Responsible for Delegating Communications with certain Organizations and Businesses to other Members of the Executive as they see fit
 - Responsible for Keeping Records as to which Member of the Executive is the Primary Contact with each Organization or Business

- Vice President - Finance
 - In Charge of Managing the Organization's Finances
 - In Charge of Purchasing
 - Cardholder for the Organization's Bank Account
 - Primary Contact for Financial Institutions
 - Contact for Sponsorships & Donations

- Executive-at-Large
 - Has no permanent responsibilities, but may be asked to lead projects and complete tasks on an as-needed basis

Additional Notes:

- All Members of the Executive hold equal voting power at Meetings of the Executive
- Meetings of the Executive can only take place if a quorum is present (At least 60% of filled positions)

Article VI

Meetings

Scheduled Meetings:

- **Fall Annual General Meeting**
 - To be held in November
 - Used by the Executive to Meet with Members, Make Announcements, Discuss Past and Upcoming Events, Hold Votes on Constitutional Amendments and/or Motions
 - Notice must be given to All Members no later than Two (2) Weeks prior to an AGM
 - A Quorum of at least five (5) or 5% (Whichever is Greater) Full Members or Non-Carleton Members are required to hold an AGM
 - Open to Everyone
- **Spring Annual General Meeting**
 - To be held in March
 - Used by the Executive to Meet with Members, Make Announcements, Discuss Past and Upcoming Events, Hold Votes on Constitutional Amendments and/or Motions, Hold Elections for the Next Year's Executive
 - Notice must be given to All Members no later than Two (2) Weeks prior to an Annual General Meeting
 - A Quorum of at least five (5) Full Members or Non-Carleton Members are required to hold an Annual General Meeting
 - Open to Everyone
- **Executive Meetings**
 - To be held at least once per Month between September 1st and April 30th
 - Open to Members of the Executive
 - At least 3 of the 5 Members of the Executive (a Quorum) must be present for a Meeting to take place
 - All Members are invited to make Presentations at Executive Meetings and will be accommodated on a case-by-case basis

Unscheduled Meetings:

- By-Elections
 - Used to Elect a new Member of the Executive if a Position is Vacated for any reason
 - Notice must be given to All Members no later than Three (3) Weeks prior to a By-Election
 - Open to Full Members and Executives
 - Rules for Elections are further outlined in Article VII
- Impeachment
 - Used to Remove a Member of the Executive from their Position
 - Notice must be given to All Members no later than Seventy Two (72) hours prior to the Meeting
 - Open to Full Members and Executives
 - Rules for Impeachment are outlined in Article VIII
- Unscheduled General Meetings
 - Can be held any time between September and April (During the Fall and Winter Semesters at Carleton University)
 - Can only be called via a Majority Vote of the Executive
 - Used by the Executive to Meet with Members, Make Announcements, Discuss Past and Upcoming Events, Hold Votes on Constitutional Amendments and/or Motions
 - Notice must be given to All Members no later than Two (2) Weeks prior to a General Meeting
 - Open to Everyone

Article VII Elections

Chief Electoral Officer & Deputy Electoral Officer(s)

Prior to dropping the Writ of Election, the Executive shall appoint, by way of a motion at a Meeting of the Executive, a Chief Electoral Officer (CEO). The CEO shall oversee all aspects of the election, including monitoring campaign activities, enforcing election rules, running the voting process during the General Meeting, counting the votes, and certifying the results.

At any point before or during the Election period, the Chief Electoral Officer must nominate at least one (1), or as many as two (2), Deputy Electoral Officers (DEO). The DEO(s) must be confirmed in their position(s) by way of a motion at a Meeting of the Executive. The DEO(s) shall assist the CEO in all of their assigned duties overseeing the election (as previously described in Paragraph I).

In order to serve as Chief Electoral Officer or Deputy Electoral Officer, an individual must be 18 years of age or older, and agrees to forfeit their eligibility to be a Candidate for an Executive Position for that particular election. Serving as CEO or DEO for one election does not explicitly forfeit them from being a Candidate in future elections. An individual does not need to hold any level of membership in the Organization (as defined in Article IV) in order to serve as a CEO or DEO.

The CEO and DEO(s) shall have full access to all online CU FIRST assets, including Social Media accounts, for the purposes of posting announcements and notifications related to the election, in addition to monitoring for potential misuse of these assets (as further discussed in the 'Campaign Rules' section).

Dropping of the Writ

The Writ of Election must be dropped no later than three (3) weeks prior to the General Meeting at which the Election will occur. Advertisements concerning the Dropping of the Writ and opening of the Nomination period shall be made via:

- the CU FIRST Newsletter
- CU FIRST Facebook Page
- CU FIRST Twitter Account
- the CU FIRST Website
- the CU FIRST Slack Workspace
- any other outlet or media deemed fit by the CEO

The CEO (or a DEO if delegated to do so), is responsible for posting these advertisements.

Eligibility for Candidacy

Only Full Members (as defined in Article IV) are eligible to hold an Executive Position and can become a Candidate if:

- They are Nominated by themselves, another Full Member, or a current Member of the Executive
- The individual accepts the Nomination (If they were Nominated by someone else)

If an individual meets the eligibility requirements for candidacy, they can be Nominated by sending an email to the Chief Electoral Officer, including the name of the Candidate and the position they wish to run for, at: elections@cufirst.mycses.ca

Nomination and Campaign Periods

Both the Nomination and Campaign periods shall be open from the day the Writ of Election is dropped until the voting process begins at the General Meeting. A final opportunity for Nominations shall be allowed at the General Meeting prior to the voting process. Candidates will be allowed to campaign from the time of accepting their Nomination until the beginning of the General Meeting.

An announcement shall be made at least once per week from the Dropping of the Writ until the General Meeting by the Chief Electoral Officer outlining the full list of Candidates and the position(s) for which they are running.

Candidates will be invited to deliver a campaign speech lasting no longer than five (5) minutes at the General Meeting.

Campaign Rules

Candidates shall not use assets belonging to the Organization, including Social Media accounts, for the purposes of campaigning.

Candidates will follow the Code of Conduct as outlined in Article IV during the Campaign period. Should the Chief Electoral Officer determine that a Candidate has committed misconduct, the case shall be forwarded to the Executive for final judgement.

If the Executive determines, by way of a Unanimous Vote, that misconduct has taken place, the Candidate will be disqualified from the election and will become ineligible to hold an Executive Position for a period of eleven (11) months. Members of the Executive must declare a Conflict of Interest and abstain from any votes concerning the disqualification of a Candidate if they are the Candidate in question, or if they are Nominated for the same position as the Candidate in question.

Voting Process

Should exactly 2 Candidates be nominated for an Executive Position, that vote shall be conducted using First-Past-the-Post (FPTP) rules, where the Candidate who receives the highest percentage of votes from eligible voters wins.

Should 3 or more Candidates be nominated for an Executive Position, that vote shall be conducted using Single Transferable Vote (STV) rules. Eligible voters rank Candidates on their ballot, with “1” being that voters first choice, “2” being that voters second choice and so on. First Choices are tallied first, and if any Candidate receives more than 50% of the votes, that Candidate wins. If no Candidate receives more than 50% of the votes, the Candidate who received the lowest percentage of First Choice votes is eliminated. First Choice votes for the eliminated Candidate are then distributed to the other Candidates based on the Second Choice indicated on the ballot. This process of tallying, eliminating candidates, and redistributing to the next choice listed on the ballot continues until a Candidate receives more than 50% of the votes.

Appeals

Should any Full Member(s), Non-Carleton Member(s), or Candidate(s) wish to appeal an electoral decision or result, they may do so by submitting it in writing to the current Executive via the Vice President - Internal. The Executive shall be the final authority within the Organization to accept or reject an appeal, accomplished through a motion at a Meeting of the Executive. Should an appeal be accepted, it is within the power of the Executive to nullify the election results and schedule a by-election for that position.

If an appeal is rejected or a cross-appeal is filed, third party arbitration of the dispute may be requested via Carleton University Ombuds Services. If such action is taken, all parties, including the Executive, shall agree that the decision of the arbitrator is final and legally binding.

Uncontested Elections

Should only one Candidate be nominated for an Executive Position, that Candidate shall be acclaimed and assume the position without the need for a vote.

Vacancy

Should an Executive Position become Vacant, either via Voluntary Resignation or Impeachment, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.

Article VIII Impeachment

Impeachment of a Member of the Executive can occur if they:

- Use hateful (sexist, racist, homophobic etc.) or derogatory language while exercising their official duties
- Perform any actions (sexual, physical, verbal) deemed inappropriate while exercising their official duties
- Use any funds belonging to the Organization for their own personal gain and/or benefit
- Use the resources of the Organization (physical, digital or otherwise) for purposes deemed inappropriate
- Are found to have violated Carleton University's Academic Integrity Policy
- Are Convicted of a Criminal Offence as outlined in the Criminal Code of Canada
- Fail to attend three (3) or more Meetings of the Executive in a row
- Are no longer a Full Member of the Organization, as Described in Article IV

An impeachment vote can also be called if a Member submits a petition which includes the signatures of at least five (5) Members calling for the Impeachment of a Member of the Executive. Petitions must include reasoning as to why the Executive should be impeached.

Either a Two-Thirds (2/3) Majority Vote of Full Members and Non-Carleton Members at a General Meeting or a Unanimous Vote of all Executives not being considered for Impeachment at a Meeting of the Executive is required to Impeach.

Article IX

Amendments

Amendments to this Constitution can only be made via a Unanimously Approved Motion at a Meeting of the Executive or via a Majority Vote at an Annual General Meeting.

Article X

Dissolution of the Organization

Upon dissolution of the Organization, all assets of the organization acquired through CUSA shall be returned to CUSA and all other assets shall be given to FIRST Robotics Canada, a registered charity, to further their mission.