

The University of Toronto

# Civil Engineering Club Constitution

Faculty of Applied Science and Engineering

Prepared by the 1T6-1T7 Club Executive  
**08/23/2016**

# Table of Contents

<b>1</b>	<b>General Information</b>	<b>2</b>
1.1	<i>Location</i>	2
1.2	<i>Contact Information</i>	2
1.3	<i>Statement of Purpose</i>	2
<b>2</b>	<b>Membership</b>	<b>3</b>
2.1	<i>Monument Committee</i>	3
<b>3</b>	<b>Administrative Business</b>	<b>4</b>
3.1	<i>Office Hours</i>	4
3.2	<i>Meetings</i>	4
3.3	<i>Office Access and Voting Rights</i>	5
3.4	<i>Dismissal and Resignation</i>	5
<b>4</b>	<b>Executive Members</b>	<b>6</b>
4.1	<i>Chair</i>	7
4.2	<i>Vice Chair</i>	7
4.3	<i>Financial Director</i>	7
4.4	<i>Business Director</i>	8
4.5	<i>Social Director</i>	9
4.6	<i>Academic Director</i>	9
4.7	<i>Class Representatives</i>	10
4.8	<i>Communications Director</i>	10
4.9	<i>Professional Experience Year Coordinator(s)</i>	11
4.10	<i>Mentorship Coordinator</i>	11
4.11	<i>Common Room Manager</i>	11
<b>5</b>	<b>Elections and Appointment Procedure</b>	<b>12</b>
5.1	<i>Eligibility, Nominations and Dates</i>	12
5.2	<i>Procedure and Campaigning</i>	12
5.3	<i>Appointment</i>	12
<b>6</b>	<b>Amendment Procedure</b>	<b>14</b>
<b>7</b>	<b>References</b>	<b>14</b>

# 1 General Information

## 1.1 Location

The Civil Engineering Discipline Club is located in the following locations:

Civil Engineering Common Room  
Galbraith Building  
Room 123

and

Civil Engineering Club Office  
Galbraith Building  
Room 124

## 1.2 Contact Information

Mailing Address:

U of T Civil Engineering Club  
35 St. George Street  
Galbraith Building, Room 105  
Toronto, Ontario  
M5S 1A4

Website:

<https://civ.skule.ca>

Email:

civclub@skule.ca

## 1.3 Statement of Purpose

The Civil Engineering Discipline Club (hereafter known as “the Club”) shall promote student interaction and participation in various social and academic activities that aim to strengthen the student community and better student experience. Furthermore, the Club will represent the interest of the Civil Engineering undergraduate students to the Civil Department, the Engineering Faculty, the University at large, and other influential groups.

## 2 Membership

All undergraduate students currently enrolled in the Civil Engineering program at the University of Toronto are considered members of the Club (hereafter known as “Members”). This includes students who are on their Professional Experience Year (PEY).

The Club is an affiliate member of the University of Toronto Engineering Society (hereafter known as “the Society”) as specified in Bylaw 7 – The Discipline Clubs Bylaw of the Society<sup>1</sup>.

Executive Members of the Club (hereafter known as “the Executive”) shall be selected through the processes described in Section 3.

### 2.1 Monument Committee

The Monument Committee shall be organized during the Fall and Winter terms with the sole purpose of designing, managing, and constructing the Survey Camp Monument during the Summer term. It shall be composed of current Third Year Members of the Club, and be chaired by the Vice Chair of the Club. All third year members shall be eligible to participate, with due effort being made to seek out any interested and eligible members.

The Survey Camp Monument is used to contribute to the well-being, comfort and decor of the University of Toronto’s Survey Camp, which is visited once a year by the Third Year Civil Engineering and Mineral Engineering classes.

The Club shall contribute \$500.00, up to a maximum of \$750.00, to each Monument Committee towards the material construction costs of the Survey Camp Monument. Funds will only be transferred to the Monument Committee upon presentation of a substantially complete work plan, or through a reimbursement process upon presentation of receipts, memos, or invoices. The process used in any given year shall be up to the discretion of the Executive.

The Vice Chair shall assume responsibility for the fiscal management of the Monument Committee, and shall ensure proper use of the Club’s funds.

The Monument Committee shall operate independently of the Club, but will submit an actualized budget of their operations upon completion of the Survey Camp Monument, as well as adhere to governing Club and Society regulations as defined by this Constitution and the Discipline Clubs Bylaw of the Society<sup>1</sup>.

All funds remaining after completion of the project will be returned to the Club and are not transferable to subsequent future Monuments as additional funding.

## **3 Administrative Business**

### **3.1 Office Hours**

The Executive shall be responsible for ensuring that the Club maintains office hours in the Club Office for a minimum of one hour a week.

The incoming Executive shall decide how and when the Office Hour(s) are fulfilled, and shall communicate the hour(s) to the Club if necessary.

The Executive shall operate on an open door policy; students are encouraged to stop by and discuss any questions, suggestions, concerns, problems, or issues involving the Club when a member of the Executive is present in the Club Office.

If a member of the Executive is unavailable in person, they can be contacted through a Club email available on the website listed in Section 1.2.

### **3.2 Meetings**

The Executive is to meet a minimum of twice a month, the time and date of which shall be announced by the Chair or Vice Chair no less than twenty-four (24) hours before the meeting.

Quorum during meetings shall be 51% of the current voting Executive, as outlined in Section 3.3.

An agenda must be distributed to the entire Executive by the Chair or Vice Chair before the start of each meeting.

In the event of a tied vote, the Chair shall have the deciding vote.

Attendance at meeting is mandatory for all members of the Executive, unless otherwise noted. Executives who are unable to attend must send regrets to the Chair and Vice Chair, or the Executive who called the meeting.

Excused absences can only be granted by the Chair, or by the Vice Chair exercising the authority of the Chair (as outlined in 4.2).

### 3.3 Office Access and Voting Rights

The following chart shall be used to determine the Office key privileges, voting rights and appointment method of the Executive.

Position	Method of Selection	Voting Rights	Key Privileges
<b>Chair</b>	Elected	Vote	Office and Storage Room
<b>Vice Chair</b>	Elected	Vote	Office
<b>Class Representatives</b>	Elected	Vote (x4)	Office (x4)
<b>Academic Director</b>	Appointed	Vote	Office
<b>Social Director</b>	Appointed	Vote	Office
<b>Financial Director</b>	Appointed	Vote	Office
<b>Business Director</b>	Appointed	Vote	Office, Storage Room and Vending Machine
<b>Communications Director</b>	Appointed	Vote	Office
<b>Professional Experience Year Coordinator(s)</b>	Appointed	Consultation	Office
<b>Mentorship Coordinator</b>	Appointed	Consultation	Office
<b>Common Room Manager</b>	Appointed	Consultation	Office

Voting rights shall only apply in cases where the Executive has called a vote on an official decision. All other discussions, disagreements and decisions shall be decided through consensus and consultation with all members, where possible.

Office key privileges may be limited by the Civil Department Space Manager, who signs out the keys to the Executive each year.

### 3.4 Dismissal and Resignation

Two unexcused absences from meetings by a member of the Executive shall result in a warning from the Executive.

Three unexcused absences from meetings shall result in a question of responsibility of the absentee Executive member.

Any Executive may motion for a vote on the dismissal of a member of the Executive due to non-fulfillment of duties.

Dismissals shall be voted on through an anonymous ballot, and will require assent of two-thirds of the full Executive to be successful.

In the case of non-fulfillment of duty by an appointed Executive member, dismissal may occur at the discretion of the Chair, with consensus from the Vice Chair, so long as proper warnings as described in this article have taken place.

In the event that a member of the Executive is dismissed or resigns, a by-election or interview process shall be held (depending on the position, as outlined in Section 3.3) to fill the position. If the preferred method of appointment is not feasible, the following alternatives may take place:

- i) A current Executive assumes the role of the vacant position(s), or
- ii) A Member who has previously been on the Executive, preferably in the same position, can be appointed to the role if willing.

## 4 Executive Members

The term of office begins on May 1<sup>st</sup> each year, and lasts until April 30<sup>th</sup> of the following year.

Each Executive shall hold only one position at a time. If a suitable candidate cannot be found, this stipulation is void. The suitability of the candidate shall be determined by the Chair and Vice Chair.

Only full-time Members of the Club are eligible to serve on the Executive, with the exception of the Professional Experience Year Coordinator.

The Civil Representative to the Society's Board of Directors is an ex-officio Executive of the Club, and may attend all meetings, view relevant documents and speak on the Club's behalf at the Society's Board of Directors meetings.

Club keys shall be returned as soon as possible after the term of office ends, with the exception of Executives who are returning. Position-specific keys must be passed on to the new Executive.

All Executives shall be responsible for reviewing their budgets with the Financial Director, the Vice Chair and the Chair. The Executives shall raise budget needs within meetings, giving appropriate notice of any fiscal requirements of their positions.

All reimbursements shall require receipts, memos or invoices. These documents require a description of the reimbursement, the event involved, the name of the Executive being reimbursed and shall be supplied to the Financial Director as soon as possible.

All Executives shall be responsible for transitioning their counterparts into their positions at the end of term Transition Dinner, and over the Summer term. Transition shall include meet-ups and a transition document detailing the roles, responsibilities, difficulties, improvements, challenges, etc. that the outgoing Executive faced during their term. The outgoing and incoming Executives shall go through the transition document together, ensuring full understanding.

All Executives are responsible for maintaining their roles' documents, records and information. In addition, they will distribute relevant information for the Club website to

the Webmaster or equivalent position. All Executives are responsible for keeping the Club's online file system up to date, organized and properly labeled.

#### **4.1 Chair**

The Chair must be a Member in their graduating year, as stated in Bylaw 7 – The Discipline Clubs Bylaw of the Society<sup>1</sup>.

The Chair shall be responsible for overseeing all activities undertaken by the club, and for pursuing opportunities and initiatives that do not fall under other Executive roles.

The Chair shall have signing authority on all financial documents.

The Chair shall be responsible for the Club e-mail distribution lists.

The Chair shall be an Ex-Officio Director of the Society, as stated in Bylaw 2 – The Directors Bylaw of the Society<sup>2</sup>.

The Chair shall sit on the Civil Engineering Academic Planning Committee (APC), and Civil Engineering Department Council.

The Chair shall be responsible for organizing meetings with the Civil Engineering Department Chair and Civil Department representative(s), the Mineral Engineering Club, and other Engineering Discipline Clubs.

The Chair, with the aid of the Vice Chair, shall be responsible for recruiting and interviewing candidates for vacant appointed positions in the Executive.

#### **4.2 Vice Chair**

The Vice Chair shall be a Member in their third year.

The Vice Chair shall assist the Chair in all duties, including pursuing opportunities and initiatives that do not fall under other Executive roles.

The Vice Chair shall have signing authority on all financial documents.

In the absence of the Chair, the Vice Chair shall assume all the duties of the Chair.

#### **4.3 Financial Director**

The Financial Director shall ensure appropriate financial systems and controls are used to manage the Club budget, and shall ensure adequate monitoring and reporting of cash flows and responsible use of funds.

The Financial Director shall be responsible for preparing and updated the Club budget.

The Financial Director shall have signing authority on all financial documents, with approval from the Chair or Vice-Chair.



The Financial Director shall be responsible for providing financial statements at meetings. The Financial Director shall provide financial statements before and after large events and expenditures financed by the Club.

The Financial Director shall be responsible for managing the quantity of all cash present in the Office, and shall ensure there is sufficient petty cash for Club activities. The Financial Director shall ensure that an appraisal of the petty cash amount is conducted regularly, and that excess sums are deposited promptly at the Financial Institution of the Club.

The Financial Director or equivalent signing authority shall be accompanied by one or more Executives when a deposit is made at the Club's Financial Institution. All Executives present must agree upon the value of money beforehand.

The Financial Director shall be responsible for the preparation and completion of an audit at the completion of the Fall term, and at the completion of the Winter term, or as otherwise required.

The Financial Director shall be responsible for renewing and applying for affiliation with external groups that benefit the Club, such as the Society.

The Financial Director shall be responsible for applying for funding from external groups.

The Financial Director shall be responsible for working alongside the Business Director and other interested Executives in organizing fundraising strategies and initiatives.

#### **4.4 Business Director**

The Business Director shall be responsible for renting and managing of Club lockers at all times.

The Business Director shall be responsible for coordinating and managing the buses contracted to shuttle Members and to Survey Camp. Mineral Engineering students and applicable Engineering Science students shall be invited to make use of the Survey Camp shuttle bus.

The Business Director shall be responsible for the sale of Club merchandise including, but not limited to, clothing, patches, technical handbooks, and drafting tools.

The Business Director shall be responsible for stocking the Club vending machine, and keeping accurate inventory records.

The Business Director shall be responsible for identifying and executing potential fundraising strategies.

The Business Director shall be responsible for strategizing opportunities for the Club to offer new or alternative services to students.

The Business Director shall communicate all financial revenues and expenses to the Financial Director in all activities undertaken, and should work closely with the Financial Director to provide quick and accurate reporting in the budget.

#### **4.5 Social Director**

The Social Director shall be responsible for organizing the Civil Engineering Dinner Dance.

The Social Director shall approach the Mineral Discipline Club for collaboration in organizing and funding the Dinner Dance, and shall work with the Mineral Discipline Club executive equivalent to the Social Director to plan professor gifts, speeches, as well as to coordinate logistics.

The Social Director shall be responsible for organizing social events throughout the school year aimed to engage Members and strengthen the student community. These events include, but are not limited to, the Fresh Week Event(s), Common Room socials, Coffee House, and pub crawl(s).

The Social Director shall make an effort to collaborate with other groups and Disciplines when planning external social events.

#### **4.6 Academic Director**

The Academic Director shall sit on the Civil Engineering Academic Planning Committee (APC), and Civil Engineering Department Council.

The Academic Director shall act as a liaison between the Club Members, the Department, and the Faculty and shall develop strategies to involve Members and provide accurate feedback to the Department.

The Academic Director shall be responsible for leading the organization of the Civil Anti-Calendar, Midterm Evaluations, and focus group sessions. The Academic Director shall communicate and collaborate with the Class Representatives and other Executives as necessary to achieve their goals.

The Academic Director shall be responsible for communicating with other Discipline Club Academic Director equivalents, and with the Vice President Academic of the Society

The Academic Director is responsible for communicating with Members and the Department on matters of academic planning, concerns, and issues.

## 4.7 Class Representatives

There shall be four Class Representatives, one per year of the Civil Engineering undergraduate program. The Class Representative must be a Member of their respective year.

The Class Representatives must be elected by the Members enrolled in the year of the Representative.

The Class Representatives shall assist in, and inform their class of, all activities of the Club and its Executive.

The Class Representatives are responsible for organizing events and activities to improve the social, academic, and/or professional experience of their class.

The Fourth Year Class Representative shall be responsible for, and coordinate all information for, the Iron Ring ceremony and social event, the Gratitude initiative, the Capstone projects, and any other relevant Fourth Year event.

## 4.8 Communications Director

The Communications Director shall be responsible for the documentation of all meeting minutes.

The Communications Director shall be responsible for maintaining the Club's calendar of internal and external events, based on the information provided from all Executives.

The Communications Director shall be responsible for creating, compiling and distributing the Club's newsletters, social media posts and/or general notifications after the Chair or Vice Chair has approved such a message. The Communications Director shall distribute information in the most efficient and effective manner available.

The Communications Director shall be responsible for creating updates related to Club and Department activities for the Club's website, and shall create content for the Club's social media outlets.

The Communications Director shall strive to act as a unified voice and tone in all Club communications, and coordinate targeted information release to best benefit the Members. The Communications Director will also oversee the creation of branding and media suitable for promoting a recognizable Club identity.

Additionally, the Communications Director shall be responsible for updating, managing and maintaining the Club's website and Dinner Dance organizational web portal.

#### **4.9 Professional Experience Year Coordinator(s)**

The Professional Experience Year Coordinator(s), hereafter known as the PEY Coordinator(s), shall be a Member of the Club who has completed their third year, and has accepted a contract for a Professional Experience Year position.

The PEY Coordinator(s) shall assist in, and inform Members on their Professional Experience Year of, all relevant Club activities.

The PEY Coordinator(s) shall be responsible for coordinating and promoting PEY Member socials and information sessions. The PEY Coordinator(s) shall host a PEY Information Session for third year Members interested in accepting a PEY position.

#### **4.10 Mentorship Coordinator**

The Mentorship Coordinator shall be responsible for organizing, managing, improving and maintaining the Civil Engineering Mentorship Program throughout the year.

The Mentorship Coordinator shall be responsible for the planning and oversight of mentor and mentee recruitment in a timely and efficient manner.

The Mentorship Coordinator shall strive to prepare their mentors to the best of their ability to be effective and reliable sources of considerate academic and lifestyle advice for their mentees.

#### **4.11 Common Room Manager**

The Common Room Manager shall be responsible for managing the Club Members' common spaces. This includes, but is not limited to, operations, maintenance, and renovations.

The Common Room Manager shall manage the following common spaces:

- i) Galbraith Building Room 123 (The Common Room),
- ii) Galbraith Building Room 128 (The Common Study Space),
- iii) Galbraith Building Room 124 (The Office), and
- iv) Galbraith Building Room 422 (The Civil Engineering Computer Lab).

The CRM(s) shall be responsible for ensuring a balance between study and social use in the common spaces, and shall adapt the room to the Members' needs pending approval of the Executives.

## **5 Elections and Appointment Procedure**

### **5.1 Eligibility, Nominations and Dates**

Elections are to be held for the Class Representatives, the Chair, and the Vice Chair of the Club.

All Members of the Club are eligible to vote in the election of the Chair and Vice Chair.

Elections shall be conducted by the Society, under oversight of the Society's Chief Returning Officer.

The Club shall use the Society's election rules and procedures for nomination, campaigning and voting as stated in Bylaw 3 – The Elections Bylaw of the Society<sup>3</sup>. The dates and times of election-related events shall be decided upon by the Society's Chief Returning Officer.

### **5.2 Procedure and Campaigning**

All members of the Club running for an elected Executive position shall adhere to the rules and regulations of the Society's bylaws.

The Society's Chief Returning officer shall be responsible for supplying the candidates with information, requirements and rules for the elections.

The Society's Chief Returning Officer shall have the power and authority to disqualify a candidate who commits severe and/or repeated acts which violate the rules as specified in Bylaw 3 – The Elections Bylaw of the Society<sup>3</sup>. All rule infractions are subject to the discretion of the Chief Returning Officer

### **5.3 Appointment**

All positions not subject to election shall be filled through an appointment process. Positions to which this procedure applies are listed in the table found in section 3.3.

A call for candidates shall be issued by email to the membership outlining the positions available, and procedure for application (including deadlines). Applications shall include a short written statement and Resume from the applicant.

If possible, an information session shall be held by the Executive to outline the responsibilities of their positions to potential applicants, and to answer any questions they may have.

Applicants shall be reduced to a suitable number in order to be feasibly interviewed. In attendance at each interview: incoming and outgoing Chair & Vice Chair, plus the outgoing Executive holding the position being interviewed for. All applicants should be notified promptly as to the status of their applications (i.e. whether they continue to interview, or if their application has been rejected).

The final decision for the appointment of the new Executive shall be the result of consensus reached between the incoming and outgoing Chair & Vice Chair, with consultation from the rest of the outgoing Executive.

## **6 Amendment Procedure**

Amendments to this Constitution can be made annually at the end of the Winter term by the outgoing Executive, or at the beginning of the Summer term by the incoming Executive.

Amendments shall be voted upon by the Executive and must be accepted by a minimum of two-third of quorum.

## **7 References**

1. Bylaw 7 – The Discipline Clubs Bylaw – The University of Toronto Engineering Society
2. Bylaw 2 – The Directors Bylaw – The University of Toronto Engineering Society
3. Bylaw 3 – The Elections Bylaw – The University of Toronto Engineering Society