

The Constitution of the University of Toronto
Computer Engineering Undergraduate Club

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1. General

1.1 General

1.1.1 This document outlines and defines the constitution of the University of Toronto Computer Engineering Undergraduate Club.

1.2 Interpretation

1.2.1 In this document:

- (a) “**Computer Club**” shall mean Computer Engineering Undergraduate Club;
- (b) “**Electrical Club**” shall mean Electrical Engineering Undergraduate Club;
- (c) “**Joint ECE Club**” shall mean Joint Electrical and Computer Engineering Club;
- (d) “**EngSoc**” shall mean University of Toronto Engineering Society;
- (e) “**Constituency**” shall mean a subset of the membership that includes all students from either the Electrical Engineering or the Computer Engineering stream registered in a particular academic year;
- (f) “**Signing Officer**” shall mean a person who has the right to authorize financial transactions on behalf of the Club to which the Officer belongs;
- (g) “**Computer Club Executive Committee**” shall include the Chair, Vice-Chair, Finance Director, and Social Director of the Computer Engineering Undergraduate Club;
- (h) “**Electrical Club Executive Committee**” shall include the Chair, Vice-Chair, Finance Director, and Social Director of the Electrical Engineering Undergraduate Club;
- (i) “**Computer Club Full Council**” shall include the Chair, Vice-Chair, Finance Director, Social Director, and all Class Representatives of the Computer Engineering Undergraduate Club;
- (j) “**Electrical Club Full Council**” shall include the Chair, Vice-Chair, Finance Director, Social Director, and all Class Representatives of the Electrical Engineering Undergraduate Club;
- (k) “**Joint Executive Committee**” shall include the Computer Club Executive Committee, Electrical Club Executive Committee, Webmaster, Facilities Manager, Academic Director, and Mentorship Directors.;
- (l) “**Joint Council**” shall include the Computer Club Full Council, Electrical Club Full Council, Webmaster, Facilities Manager, Academic Director, and Mentorship Directors;
- (m) “**GM**” shall mean a meeting of the Joint ECE Club General Membership;
- (n) “**JEM**” shall mean a meeting of the Joint Executive Committee;
- (o) “**EAA**” shall mean the Engineering Athletic Association;
- (p) “**PEY**” shall mean Professional Experience Year Program; and
- (q) “**Constitution**” shall mean this document.

2. Computer Engineering Undergraduate Club

2.1 Purpose

2.1.1 The purpose of the Computer Engineering Undergraduate Club is:

- (a) To facilitate communication between undergraduate Computer Engineering students and the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
- (b) To facilitate communication between undergraduate Computer Engineering students and the University of Toronto Engineering Society; and
- (c) To provide services and organize events to increase morale and enhance the social and academic experience of undergraduate Computer Engineering students.

2.2 Membership

2.2.1 3 types of members of the Computer Club include:

- (a) full time members will be all full-time, undergraduate students enrolled in Computer Engineering;
- (b) PEY members will be all PEY students enrolled in Computer Engineering; and
- (c) part-time members will be all part-time, undergraduate students enrolled in Computer Engineering.

3. Computer Club Executive Officers

3.1 General

- 3.1.1 The Executive Officers of the Computer Club shall include the Chair, Vice-Chair, Finance Director, and Social Director.
- 3.1.2 Executive Officers of the Computer Club must be members of the Computer Club (as defined in Chapter 2) for the entirety of the term of office.
- 3.1.3 Each Officer shall be elected by the membership of the Computer Club as described in Chapter 9.
- 3.1.4 No Officer may simultaneously hold a position as an Appointed Director of the Joint ECE Club.
- 3.1.5 In case of resignation, ineligibility or recall of an Officer during the term of office:
 - (a) the Chair shall assume the Officer's responsibilities until an election can be held for the position. If agreed upon by voting of the executive council, as described in Chapter 7, the position of an officer can be appointed, excluding positions for Vice-Chair and Chair. This appointed candidate must still follow the criteria required for the position. In the case that the Chair has resigned or become ineligible, the Vice-Chair will assume the Chair's responsibilities;
 - (b) an election for the position shall be held as early as possible, as described in Chapter 9;
 - (c) all Officers and Appointed Directors may be candidates in such an election by resigning from their current positions.
- 3.1.6 Each Officer shall have rights and responsibilities as defined in this chapter and in Policies of the Joint ECE Club.
- 3.1.7 Officers shall be official representatives of the Computer Club, in the following order of authority: Chair, Vice-Chair, Finance Director, Social Director.

3.2 Chair

- 3.2.1 The Chair must be a member of the Computer Club as described in Chapter 2, enrolled in his/her graduating year of the Computer Engineering program for the entirety of the term of office.
- 3.2.2 The Chair shall be considered the main representative of the Computer Club.
- 3.2.3 The Chair shall be a Signing Officer of the Computer Club.
- 3.2.4 The Chair shall be responsible for:
 - (a) approval of major spending or spending outside of specified budgets that must be made in a short time period before an executive meeting can be held;
 - (b) fulfilling all duties towards EngSoc as an Ex-Officio Director as defined in the By-Laws and Policies of that body;
 - (c) organizing off-campus social events and trips in coordination with the Social Director;
 - (d) assuming or delegating the responsibilities of other Executive Officers when they are unavailable;
 - (e) attending Faculty Meetings in the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
 - (f) monitoring the Joint Executive Committee email and sending out emails on behalf of the Joint ECE Club;
 - (g) calling meetings and notifying the Joint Executive Committee and preparing an agenda and meeting minutes; and
 - (h) organizing the Iron Ring social event with the Vice Chair.

3.3 Vice-Chair

- 3.3.1 The Vice-Chair must be a full-time member enrolled in the third year of the Computer Engineering program for the entirety of the term of office.
- 3.3.2 The Vice-Chair shall be responsible for:
 - (a) the effective operation of the Computer Club Executive Committee;
 - (b) organizing off-campus social events and trips in coordination with the Social Director;
 - (c) attending Faculty Meetings in the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
 - (d) assuming or delegating the responsibilities of the Chair if the Chair is unavailable; and
 - (e) organizing the Iron Ring social event with the Chair.

3.4 Finance Director

- 3.4.1 The Finance Director shall be a Signing Officer of the Computer Club.
- 3.4.2 The Finance Director shall be responsible for
 - (a) organizing the budget of the Computer Club;
 - (b) maintaining up-to-date financial records and handling the accounts of the Computer Club;
 - (c) approval of budgeted spending for the Computer Club;
 - (d) preparing an end-of-year financial report prior to the end of the term of office;
 - (e) coordinating and recruiting members of the Joint ECE Club to aid in running events to collect Gratitude donations; and
 - (f) other duties outlined in Chapter 8.

3.5 Social Director

- 3.5.1 The Social Director shall be responsible for:
 - (a) organizing and running on-campus social events for the Computer Club;
 - (b) organizing and running the ECE Dinner Dance;
 - (c) organizing off-campus social events and trips with the Chair or Vice-Chair;
 - (d) communicating with the Webmaster to add and organize content on the Joint ECE Club website and ECE Dinner Dance website; and
 - (e) maintaining social media accounts belonging to the Joint Executive Club; and
 - (f) helping the chair with all communications to members of the Joint ECE Club.

3.6 Term of Office of Executive Officers

- 3.6.1 The term of office of Computer Club Executive Officers shall begin from the first of May, after the election of the Executive Officers takes place, until the thirtieth of April of the following year.
- 3.6.2 At the request of newly elected Executive Officers, at least one of the previous year's Executive Officers must attend a reasonably scheduled changeover meeting soon after a new term of office has begun.

4. Computer Club Class Representatives

4.1 General

- 4.1.1 There shall be one (1) Computer Club Class Representative from each year of study of Computer Engineering.
- 4.1.2 Computer Club Class Representatives must be members of the Computer Club, as described in Chapter 2, and registered in the required academic year for the entirety of their term of office.
- 4.1.3 Each Computer Club Class Representative shall be elected by the membership of their constituency. as described in EngSoc's Bylaw 3.
- 4.1.4 In case of resignation, ineligibility or recall of an Computer Club Class Representative during the term of office:
 - (a) the Chair shall assume or delegate the Computer Club Class Representative's responsibilities until an election can be held for the position;
 - (b) an election for the position shall be held as early as possible, as described in EngSoc's Bylaw 3.
- 4.1.5 Each Class Representative shall have rights and responsibilities as defined by the Engineering Society.

4.2 Computer Club Class Representatives

- 4.2.1 The Computer Club Class Representatives shall be responsible for:
 - (a) acting as a liaison between the Computer Club and the Class Representative's constituency;
 - (b) announce Computer Club events to the Class Representative's constituency;
 - (c) attending monthly meetings between the Joint ECE Club and staff representatives from the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
 - (d) bringing concerns and issues of their constituency to the attention of the Computer Club during meetings of the Computer Club and the Joint ECE Club;
 - (e) responsibilities outlined under the Engineering Society's Policy and the Vice-President of Academics;
 - (f) informing students about mid-term and end-of-term feedback evaluation processes; and
 - (g) collecting feedback from students before faculty meetings to bring up any concerns or questions.

4.3 Engineering Society Class Representatives

- 4.3.1 Each Computer Club Class Representative shall fulfill all duties towards EngSoc as defined in the Bylaws and Policies of that body.

4.4 Term of Office of Computer Club Class Representatives

- 4.4.1 The term of office for first and second year Computer Club Class Representatives shall begin with a successful election held in September and will end upon the completion of the election process the following September.
- 4.4.2 The term of office for third and fourth year Computer Club Class Representatives shall begin on the first of May, following a successful election held in March, and will end on the first of May the following year.

5. Joint Electrical and Computer Engineering Club

5.1 Calling a Meeting

- 5.1.1 It is the responsibility of the Chairs and Vice-Chairs to call meetings of the Joint Executive Committee.
- 5.1.2 Regular JEMs must be called at least once each fall and winter semester.

5.2 Membership

- 5.2.1 Members of the Joint ECE Club shall include:
 - (a) all members of the Electrical Engineering Undergraduate Club; and
 - (b) all members of the Computer Engineering Undergraduate Club.

5.3 General

- 5.3.1 The Joint Electrical and Computer Engineering Club shall be a formal joint operation of all common activities of both the Electrical Engineering Undergraduate Club and the Computer Engineering Undergraduate Club.
- 5.3.2 Members of both the Electrical Club and Computer Club belong to the Edward S. Rogers Sr. Department of Electrical and Computer Engineering. Joint operations between the two clubs ensures services and events are provided for the equal benefit of all members of both clubs.

6. Appointed Directors

6.1 General

- 6.1.1 All Appointed Directors of the Joint ECE Club must be members of the Joint ECE Club (as defined in Chapter 5) for the entirety of the term of office.
- 6.1.2 Each Appointed Director shall be elected by the Executive Officers of both the Electrical Club and Computer Club as prescribed in Chapter 9.

6.2 Webmaster

- 6.2.1 The Webmaster shall be responsible for:
 - (a) maintaining and updating the Joint ECE Club website; and
 - (b) creating and maintaining the ECE Dinner Dance website, by working in collaboration with the Social Directors.

6.3 Facilities Manager

- 6.3.1 The Facilities Manager shall be responsible for:
 - (a) maintaining, securing, and improving the ECE Common Room;
 - (b) maintaining, securing, and improving the ECE Club Office;
 - (c) maintaining, securing, and improving the ECE Study Hall; and
 - (d) purchasing for and stocking all vending machines belonging to the Joint ECE Club with the approval of one Finance Director from the Joint Executive Committee.

6.4 Academic Director

- 6.4.1 The Academic Director shall be responsible for:
 - (a) bridging the gap in the Academic Advocacy hierarchy, between the Computer and Electrical Class Representatives and EngSoc's VP Academic;
 - (b) assisting in general matters in the Academic portfolio, including, but not limited to, mid-course feedback, the Academic Advocacy Committee, and the Frosh Anti Calendar;
 - (c) attending bi-monthly meetings of, and contributing to, the Academic Advocacy Committee, as described in EngSoc's Bylaws;
 - (d) helping to synthesize mid-course feedback processes;
 - (e) maintaining frequent communication with ECE Class Representatives and aiding in resolving academic issues in the Edward S. Rogers Sr. Department of Electrical and Computer Engineering, which may involve meeting with Professors, Course Coordinators, and/or the ECE Undergraduate Curriculum Chair; and
 - (f) participating in activities and events held by the Joint ECE Club, as decided by the Chairs.

6.5 Mentorship Directors

- 6.5.1 There shall be no more than two (2) Mentorship Directors. They are responsible for:
 - (a) providing first year members of the Joint ECE Club with a guidance and support system to ease their transition into university;
 - (b) interviewing and selecting mentors to personally advise and aid incoming Electrical and Computer engineering students;
 - (c) oversee and communicate with mentors throughout the year to ensure they are fulfilling their duties; and
 - (d) running various events to foster relationships between the first year Electrical and Computer Engineering students and between the first year and upper year Electrical and Computer Engineering students.

6.6 Term of Office of Joint ECE Club Appointed Directors

- 6.6.1 The term of office of Joint ECE Club Appointed Directors shall be from the date of election by the Executive Officers, pursuant to Chapter 9 until the end of the current chair's mandate.
- 6.6.2 At the request of newly elected Executive Officers, a previous year's Appointed Directors must attend a reasonably scheduled changeover meeting soon after a new term of office has begun.

7. General Meetings

7.1 Calling a Meeting

7.1.1 It is the responsibility of one of the Chairs of the Joint Executive Committee to call all regularly scheduled meetings.

7.2 Notice of Meetings

7.2.1 Notice of GMs must be given electronically, posted on the Joint ECE website, and optionally in writing to every member of the Joint ECE Club at least 48 hours prior to the time chosen for the meeting.

7.3 Agenda

7.3.1 One of the Chairs of the Joint Executive Committee shall compile a meeting agenda to be discussed at all GMs.

7.3.2 A submission method for agenda additions must be made available through the Joint Executive Committee electronic mail account.

7.3.3 Any member may submit additions to the agenda until one day prior to a meeting.

7.3.4 Speaking rights at a meeting shall be granted to:
(a) all members of the Joint ECE Club; and
(b) any other person approved by a simple majority of a General meeting.

7.4 Voting

7.4.1 Each member of the Joint Executive ECE Club excluding Appointed Directors has one vote in each decision at a General Meeting.

7.4.2 Decisions at a General meeting shall be approved by a simple majority of the voting members at a General meeting where quorum is present.

7.5 Quorum

7.5.1 Binding decisions of a General Meeting can only be made where a quorum is present. General Meetings can still take place for informational purposes if quorum is not present.

7.5.2 The quorum of a General Meeting shall be:
(a) three-quarters ($\frac{3}{4}$) of the Electrical Club Executive Officers;
(b) three-quarters ($\frac{3}{4}$) of the Computer Club Executive Officers; and
(c) both the Chair of the Electrical Club and the Chair of the Computer Club.

8. Finances

8.1 General

- 8.1.1 Combined accounting shall be done in both the Computer Club and Electrical Club, until deemed unnecessary by the Finance Directors and the Chairs.
- 8.1.2 The Chairs and Finance Directors of the Electrical and Computer Club shall have signing rights to the Club accounts.
- 8.1.3 All cheques written on behalf of the Joint ECE Club must be signed by two Executive Officers with signing rights, which includes at least one Chair.

8.2 Records

- 8.2.1 Records of financial transactions relating to all joint activities of the Computer Club and Electrical Club shall be kept up-to-date by the Finance Director of the Computer Club and the Finance Director of the Electrical Club.
- 8.2.2 The Finance Director of the Electrical Club and the Finance Director of the Computer Club shall prepare and submit an annual financial report to the Joint ECE Club in March.
- 8.2.3 All financial records shall be made available to all members upon request, within a reasonable amount of time.

8.3 Budgets

- 8.3.1 The Finance Director of the Electrical Club and the Finance Director of the Computer Club shall be responsible for the preparation of an annual budget.
- 8.3.2 Approval of an annual budget shall be considered at or before the first Joint Executive Meeting called during the fall session.
- 8.3.3 Approval of an annual budget shall constitute approval of all regular spending within the budget.

9. Elections

9.1 General

9.1.1 All elections for Executive Officers, and Class Representatives shall be conducted by the Engineering Society.

9.2 Eligibility

9.2.1 The members eligible to vote in elections for Executive Officers of the Computer Club shall be limited to members of the Computer Club.

9.2.2 The members eligible to vote in elections for Executive Officers of the Electrical Club shall be limited to members of the Electrical Club.

9.2.3 The members eligible to vote in elections for Class Representatives of the Computer Club shall be limited to members of the Computer Club in the year of study defined by the position.

9.2.4 The members eligible to vote in elections for Class Representatives of the Electrical Club shall be limited to members of the Electrical Club in the year of study defined by the position.

9.3 Appointed Directors

9.3.1 The Joint ECE Club shall be notified of available Appointed Directorships and provided with an opportunity to apply for said positions.

9.3.2 Appointed Directors shall be appointed during a meeting of the incoming Executive Officers and outgoing Appointed Directors of said position held for this purpose.

9.3.3 The election shall be decided by a simple majority vote of the incoming Executive Officers and outgoing Directors of said position.

10. Recall of Position

10.1 Grounds for Recall

- 10.1.1 Any act or omission in the following areas by an Executive Officer, Appointed Director, that curtails the efficient operation of the Joint ECE Club, Electrical Club or Computer Club can be considered reasonable grounds for recall. These areas include, but are not limited to:
- (a) unreasonable dereliction of duties or responsibilities;
 - (b) discrimination, harassment or abuse of any member of the Joint ECE Club or Faculty of Applied Science and Engineering community based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socioeconomic status;
 - (c) unreasonable and unapproved activities performed on behalf of the Joint ECE Club, the Electrical Club or the Computer Club.

10.2 Recall

- 10.2.1 Executive Officers and Appointed Directors may only be recalled by a two-thirds (2/3) majority vote of the Joint Executive Committee at a meeting.

10.3 Automatic Recall by Ineligibility

- 10.3.1 Executive Officers, Appointed Directors, can be automatically recalled without a recall vote if he or she becomes ineligible to hold the position by failing to meet any of the position requirements as outlined by the definition of the position.

11. Amendments and Policies

11.1 Amendments to the Constitution

- 11.1.1 Amendments may be made to the Constitution by a 2/3 majority vote at a meeting. The agenda for this meeting must explicitly state that Constitution amendments will be discussed, as well as specific issues with the Constitution.
- 11.1.2 The full text of such an amendment must be provided to all members of the Joint Executive Committee not less than three (3) days prior to a meeting called for its approval.

11.2 Policies

- 11.2.1 Policies of the Joint ECE Club shall:
 - (a) describe details of the functioning of the Joint ECE Club;
 - (b) assign new responsibilities and clarify existing responsibilities of all Executive Officers, Appointed Directors, Class Representatives; and
 - (c) specify the organization of other areas of the Joint ECE Club and its activities.
- 11.2.2 Policies may only be passed, repealed or amended by a majority vote of:
 - (a) a Joint Executive Meeting; or
 - (b) a Joint Council Meeting.