

The University of Toronto

# Civil Engineering Club Constitution

Faculty of Applied Science and Engineering

Prepared by the 2T0-2T1 Club Executive  
07/01/2020

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## **Table of Contents**

<b>1.0 General Information</b>	<b>3</b>
1.1 Location	3
1.2 Contact Information	3
1.3 Statement of Purpose	3
<b>2.0 Membership</b>	<b>4</b>
2.1 Monument Committee	4
<b>3.0 Administrative Business</b>	<b>5</b>
3.1 Office Hours	5
3.2 Meetings	5
3.3 Office Access and Voting Rights	6
3.4 Dismissal and Resignation	6
<b>4.0 Executive Members</b>	<b>7</b>
4.1 Chair	8
4.2 Vice Chair	9
4.3 Finance Director	9
4.4 Business Director	10
4.5 Social Director	10
4.6 Academic Director	11
4.7 Class Representatives & Professional Experience Year Representative(s)	11
4.8 Communications Director(s)	12
4.9 Mentorship Director	12
4.10 Student Spaces Manager	13
4.11 Health and Wellness Director	13
4.12 Sponsorship Director	13
4.13 Webmaster	14
<b>5.0 Elections and Appointment Procedure</b>	<b>14</b>
5.1 Eligibility, Nominations and Dates	14
5.2 Procedure and Campaigning	15
5.3 Appointment	15
5.4 Amendment Procedure	16
<b>6.0 References</b>	<b>16</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:

[www.civ.skule.ca](http://www.civ.skule.ca)

Email:

[civclub@civ.skule.ca](mailto:civclub@civ.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 interests 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. The Vice-Chair and Third Year Rep may be responsible for striking the Monument Committee. All Third Year Members, upon completion of Survey Camp, shall be eligible to participate, with due effort being made to seek out any interested and eligible Members. In the event that a third year class or person attends Survey Camp with the subsequent class, they shall be eligible to participate in the Monument Committee of the subsequent year.

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 \$1000.00, to each Monument Committee towards the material construction costs of the Survey Camp Monument. The maximum funding of \$1000.00 may be increased upon two-third’s vote of the Executive. Executives also part of the Monument Committee shall recuse themselves from such a vote should it take place. Funds will only be committed to the Monument Committee upon presentation of a substantially complete work plan. Funds will be transferred through a reimbursement process upon presentation of receipts, memos, or invoices.

The Vice Chair or third year representative shall assume responsibility for ensuring that the Monument Committee understands expectations of the Club for the use of its 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 in order to receive funding, 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>.

## **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. Meeting minutes shall be taken at each meeting. Assignment of the role of taking minutes may be a rotation among the Executive, at the discretion of the Chair and Vice Chair.

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

Attendance at meetings 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.

<b>Position</b>	<b>Method of Selection</b>	<b>Voting Rights</b>	<b>Key Privileges</b>
<b>Chair</b>	Elected	Vote	Office
<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>Finance Director</b>	Appointed	Vote	Office
<b>Business Director</b>	Appointed	Vote	Office and Vending Machine
<b>Communications Director(s)</b>	Appointed	Vote	Office
<b>Professional Experience Year Representative (x2)</b>	Elected	Consultation	Not Applicable
<b>Mentorship Director (x2)</b>	Appointed	Vote	Office(x2)
<b>Sponsorship Director</b>	Appointed	Vote	Office
<b>Health and Wellness Director</b>	Appointed	Vote	Office
<b>Webmaster</b>	Appointed	Vote	Office
<b>Student Spaces Manager</b>	Appointed	Vote	Office, Storage Room

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 Executives 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 the 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. Resignation shall be announced through a written statement to the Chair. 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 are eligible to serve on the Executive including the Professional Experience Year Representative.

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 by April 30<sup>th</sup>, 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 Finance 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 Finance Director as soon as possible.

All Executives shall be responsible for transitioning their counterparts into their positions at the end of term. This entails a mandatory transition report detailing roles, responsibilities, difficulties, suggested improvements, and so on that must be submitted on the day that falls two weeks past the last day of the examination period. A meeting to discuss the transition reports between the incoming Executive and Outgoing Executive is highly recommended.

A transition dinner shall be held after the examination period to recognize the work and achievements of the outgoing Executive while welcoming the incoming Executive. An expenditure limit, equal to \$20 per attending Executive member, shall be applied and limited to non-alcoholic items.

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

Executive positions may be opened and closed by the incoming Chair during the transition and application period for the incoming club provided that the Chair is able to document this change in their addendum of the Constitution in the upcoming year.

#### **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. These responsibilities can be shared with the Vice Chair as the Chair and Vice Chair see fit for their elected year.

The Chair shall be responsible 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 email 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 Undergraduate Studies Committee 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 also be responsible for overseeing the activities undertaken by the club. These responsibilities should be shared with the Chair as the Chair and Vice Chair see fit for their elected 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 Finance Director**

The Finance 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 Finance Director shall be responsible for preparing and updating the Club budget.

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

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

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

The Finance Director shall be responsible for applying for funding from external groups with the help of the Sponsorship Director (if appointed).

The Finance Director shall be responsible for working alongside the Business Director, the Sponsorship Director (if appointed) and other interested Executives in organizing fundraising strategies and initiatives.

#### **4.4 Business Director**

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

The Business Director shall be responsible for coordinating and managing the buses contracted to shuttle Members 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 with the help of the Sponsorship Director (if appointed).

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 Finance Director in all activities undertaken, and should work closely with the Finance Director to provide quick and accurate reporting in the budget.

#### **4.5 Social Director**

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

The Social Director shall approach the Mineral Engineering 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 Flrosh 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 Undergraduate Studies Committee, and Civil Engineering Department Council.

The Academic Director shall act as a liaison between the Executive, 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 and ensuring access to 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 pursue and maintain initiatives such as, but not limited to, course archives and Anti-Calendars as they see fit.

The Academic Director shall be responsible for communicating with other Discipline Club Academic Director equivalents, and with the Vice President Academic of the Society as defined in Bylaw 7 - The Discipline Club Bylaw of the Society<sup>3</sup>.

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

#### **4.7 Class Representatives & Professional Experience Year Representative(s)**

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 Professional Experience Year Representative(s), hereafter known as the "PEY Rep(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 Class Representatives and PEY rep(s) must be elected by the Members enrolled in the

year of the Representative.

The Class Representatives and PEY rep(s) 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 PEY Rep(s) shall be responsible for coordinating and promoting PEY Member socials and information sessions. The PEY Rep shall host events including but not limited to “PEY Information Session” for third year Members interested in accepting a PEY position.

The Class Representatives shall sit on the Faculty Council and report back to the Executive and Members of its activities. Class Representatives shall fulfill the requirements of their role on Faculty Council as set out by Bylaw 7 - The Discipline Club Bylaw of the Society<sup>3</sup>.

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

There can be a maximum of two PEY Members on the Club Executive and they must be elected during the spring election period or during the by-election period provided that they join the executive before July of their elected year.

#### **4.8 Communications Director(s)**

The Communications Director(s) 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(s) shall distribute information in the most efficient and effective manner available.

The Communications Director(s) shall be responsible for creating updates related to Club and Department activities and shall create content for the Club’s social media outlets.

The Communications Director(s) 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(s) will also oversee the creation of branding and media suitable for promoting a recognizable Club identity.

#### **4.9 Mentorship Director**

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

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

The Mentorship Director 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.

#### **4.10 Student Spaces Manager**

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

The Student Spaces 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) Lassonde Mining Building Room 400 (The Civil Engineering Computer Lab).

The Student Spaces Manager shall be responsible for ensuring a balance between study and social use in the common spaces, and shall adapt the rooms to the Members' needs pending approval of the Executives.

#### **4.11 Health and Wellness Director**

The Health and Wellness Director shall organize and plan events for the student body to encourage good wellness practices and provide a safe space for students. They shall aim to address a variety of mental health topics and wellness issues within the student body by providing educational resources and contacts to applicable external initiatives. The Health and Wellness Director is not to be responsible for the well-being of the individual students.

The Health and Wellness Director shall provide students with applicable resources to health and wellness initiatives and shall work to improve student accessibility to such material.

The Health and Wellness Director shall identify important mental health and wellness awareness dates, such as, but not limited to, "Bell Lets Talk" Day and "Stop the Stigma" day, and ensure that students are aware of these global initiatives.

The Health and Wellness Director shall promote a safe space for the student community to help everyone feel welcomed and comfortable at school.

#### **4.12 Sponsorship Director**

The Sponsorship Director shall be appointed based on the incoming Chair and incoming Vice Chair's discretion. If appointed, the Sponsorship Director shall be responsible for strategizing opportunities for the Club to offer new or alternative services to students.

The Sponsorship Director shall be responsible for outsourcing funds for the club through external affairs or other fundraising activities during the year with the help of the Finance

and Business Director and any other interested executive.

The Sponsorship Director shall help the Finance Director, along with the Chair and Vice Chair to make decisions on the operating budget for the year and ensure that club affairs are within budget for the year.

The Sponsorship Director along with the Fourth Year Representative shall ensure that the Gratitude initiatives are carried out effectively throughout the year and that the Gratitude message is known to the student body.

In the absence of the Sponsorship Director, the Finance Director and/or Business Director shall assume all the duties of the Sponsorship Director.

#### **4.13 Webmaster**

The Webmaster shall be appointed based on the incoming Chair and incoming Vice Chair's discretion. If appointed, the Webmaster shall be responsible for maintaining the Club's calendar of internal and external events, based on the information provided from all Executives. This also includes ensuring an external budget is available in an online presence, after consultation with the Finance Director.

The Webmaster, with the help of the Communications Director(s) shall be responsible for creating updates related to Club and Department activities for the Club's website. This includes ensuring all Civil related events, resources and contacts will have an online presence.

The Webmaster shall strive to act as a unified voice and tone in all Club communications, and coordinate targeted information release to best benefit the Members.

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

In the absence of the Webmaster, the Communications Director(s) shall assume all the duties of the Webmaster.

## **5 Elections and Appointment Procedure**

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

Elections are to be held for the Class Representatives, Professional Experience Year Representative, 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. All elected positions shall be elected in the Spring EngSoc elections, excluding the First Year Representative and Second Year Representative which shall be elected in the Fall EngSoc elections.

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). The call shall be issued by the incoming Chair. Should the incoming Chair election run past three weeks prior to the last day of class, this task shall be coordinated by the outgoing Chair. 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 under which the interview will take place shall be agreed upon by the incoming and outgoing Chair and Vice Chair prior to the start of the interviews.

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

#### **5.4 Amendment Procedure**

Amendments to this Constitution can be made annually at the beginning of the term of the incoming Executive. Outgoing Executives may suggest amendments based on their experience in their transition reports.

Amendments shall be voted upon by the Executive and must be accepted by a minimum of two-third of quorum. All Executives must be given the opportunity to review and submit amendments, as well as comment on amendments prior to a vote. A record of amendments and rationale must be kept within the Club's online files.

## **6 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