

The University of Toronto

Civil Engineering Club Constitution

Faculty of Applied Science and Engineering

Prepared by the 2T1-2T2 Club Executive
23/06/2020

Name	Have you read the constitution for final review before submission? *respond with YES/NO*
Bo Zhao	YES
Awale Omar	YES
Ali Shamsaldin	YES
Cedric Jiang	YES
Mahzabin Karim	YES
Parsa Sahebi	YES
Maya Chai-Foo	YES
Nadia Mohsin	YES
Michael Zachepylenko	YES
Anna Hii	YES
Amy Bagrin	YES
Vishal Manek	YES
Kaiser Islam	YES
Neha Marfani	YES
William Ho	YES

Table of Contents

1.0 General Information	3	1.1 Location	3	1.2 Contact Information	3	1.3 Statement of Purpose	3
2.0 Membership	4	2.1 Monument Committee		2.2 Academic Advocacy Committee			
3.0 Administrative Business	5	3.1 Office Hours	5	3.2 Meetings	5	3.3 Office Access and Voting Rights	6
		3.4 Dismissal and Resignation	6				
4.0 Executive Members	7	4.1 Chair	8	4.2 Vice Chair	9	4.3 Finance Director	9
		4.4 Business Director	10	4.5 Social Director(s)	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(s)	13	4.12 Sponsorship Director	13
		4.13 Webmaster		4.14 International Student Representative			
5.0 Elections and Appointment Procedure	14	5.1 Eligibility, Nominations and Dates	14	5.2 Procedure and Campaigning	15	5.3 Appointment	15
		5.4 Amendment Procedure	16				
		6.0 References	16				

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

Email:

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 shall 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 Society¹.

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-thirds 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 Society¹.

2.2 Academic Advocacy Committee:

The Academic Advocacy Committee shall be organized and will take action throughout the whole Summer, Fall, and Winter term with the purpose of implementing Academic initiatives to help make academics in Civil Engineering as accommodating as possible. Core members will be the year representatives and the Academic Director with a couple of general members within the Civil Engineering Program.

Responsibilities include:

1. Developing pre-midterm and pre-final surveys to see how students are feeling about each specific course.
2. Developing course pamphlets during the summer term for 2nd year and above courses to transfer advice by upper year students for their juniors on what kind of assessment to look out for and general tips for success of the various core courses.
3. Develop course calendars for school terms to help remind students when dates of assessments are. Zoom links to different lectures in one list may be helpful too.
4. Conducting reminders on social media for review sessions that TAs may host for the courses we take.
5. Bridge professors and students for methods to get academic leniency for a student in an unforeseen event for a student, ask professors for how early and what kind items do they need to give academic leniency to the student.
6. Develop a virtual drive of course notes written by previous students passed down for current students to aid in a student's studies if he/she is falling behind.
7. Conduct drop-in focus groups for any students who wish to speak about their thoughts about each course throughout the winter and fall terms, all information from these sessions (outside of the ones conducted by the Academic Director and Nelly) will be relayed to Nelly.
8. Develop youtube video lists of different channels of videos explaining course concepts in case a student wants an alternative source of media to re-learn what the professor of a course has just taught.

Not all responsibilities must be fulfilled, and additional responsibilities can be added based on the Academic and Year representatives discretion.

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.

Position	Method of Selection	Voting Rights	Key Privileges
Chair	Elected	Vote	Office
Vice Chair	Elected	Vote	Office
Class Representatives	Elected	Vote (x4)	Office (x4)
Academic Director	Appointed	Vote	Office
Social Director(s)	Appointed	Vote	Office
Finance Director	Appointed	Vote	Office
Business Director	Appointed	Vote	Office and Vending Machine
Communications Director(s)	Appointed	Vote	Office
Professional Experience Year Representative (x2)	Elected	Consultation	Not Applicable
Mentorship Director (x2)	Appointed	Vote	Office(x2)
Sponsorship Director	Appointed	Vote	Office
Health and Wellness Director(s)	Appointed	Vote	Office
Webmaster	Appointed	Vote	Office
International Student Representative	Appointed	Vote	Office
Graphics Designer	Appointed	Vote	Office
Student Spaces Manager	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 1st each year, and lasts until April 30th 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 30th, 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 Society¹.

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 Society².

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 or if a Chair was not elected, 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(s)

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

The Social Director(s) 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(s) 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 Frosh Week Event(s), Common Room socials, Coffee House, and pub crawl(s).

The Social Director(s) 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 Society³.

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 the Faculty Council as set out by Bylaw 7 - The Discipline Club Bylaw of the Society³.

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(s)

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

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

The Mentorship Director(s) 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(s)

The Health and Wellness Director(s) 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(s) 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(s) 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(s) 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 by 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.

4.14 International Student Representative

The International Student Representative shall be appointed based on the incoming Chair and incoming Vice Chair's discretion. If appointed, the International Student Representative shall be responsible for improving international student engagement and further intertwine the social networks of domestic and international Civil Engineering students as one community.

Regarding the operations of Civ Club with this role, the International Student Representative can function as a consultant for other directors to find ways to reach out to international students with respect to their scope of engagement (Wellness, mentorship, social etc...).

Additionally, the International Student Representative should develop workshops that help international students' university experience easier. Examples could include workshops on how to fulfill one's tax responsibilities, find PEYs or job searching as international students.

With the scope of reaching out to other student/campus-affiliated organizations that involve themselves with international student engagement, the International Student Representative can develop new services or events in cooperation with the other organization to improve international student engagement.

Moreover, the International Student Representative can assist the Communications Director in developing effective lines of communication to reach out to international students on a more personal level by having a presence on social media that international students specifically use such as WeChat or Line.

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 the 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 Society³. 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 Society³. 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