

*University of Ottawa CSCE/SCGC
Constitution and Bylaws*

The following is the Constitution and Bylaws of the Canadian Society for Civil Engineering (CSCE) University of Ottawa Student chapter.

The constitution was created on February 9th, 2013 and was last adjusted and ratified on March 13th, 2019

1. **Definition**

1.1. The CSCE University of Ottawa Student Chapter (UOCSCE) will operate both as a sub-association of the University of Ottawa Engineering Student Society (ESS) and as the student branch of the Canadian Society for Civil Engineering (CSCE). In this role the University of Ottawa CSCE Student chapter will serve as both the Civil Engineering Student Society and the student branch of the CSCE.

2. **Goal**

- 2.1. The chapter's primary goal will be the promotion of professional development within the profession of Civil Engineering
- 2.2. The chapter will strive to create a positive social environment between students, professors and professionals.
- 2.3. Promotion of student membership into the CSCE will be a continuing goal of the chapter.

3. **Membership**

3.1. **Definition of Membership**

- 3.1.1. **Student Members:** All Civil Engineering students enrolled within the University of Ottawa are members of the UOCSCE.
- 3.1.2. **Registered Student Members:** Students who register with the CSCE as student members are subject to additional benefits.
- 3.2. All executive members, including year reps and directors must be CSCE members.

4. **Executive Positions and Responsibilities**

- 4.1. **Definition of Executive Team:** The chapter's *executive team* will be the current elected executives and will consist of six (6) or seven (7) members: One President or two co-Presidents, one VP Finance, one VP Communications, one VP Internal, one VP Corporate Affairs and one VP Social. Up to six year representatives (FR/EN 1st year, FR/EN 2nd year, 3rd year and 4th year) will also be considered to be a part of the executive team, however they will not be given a key to the office. Additional directorship positions can be created if demand exists.
- 4.2. **Terms of Office:** Each executive member shall take office on the 1st of May following the elections and end on the 30th of April the following year. Each member shall fulfill their duty over the course of the term, if not see section 10.
- 4.3. **Social Media:**

4.3.1. All VP positions will have access to the UOCSCE Facebook page as Editors, with President(s) and VP Communication as Admins, VPs can request to have themselves removed. Upon request, VPs may also have access to the UOCSCE Instagram account at the discretion of the VP Communication.

4.4. **Transitions**

4.4.1 All executive members must have their transitions done by the second week of May.

4.4.1.1 Updated and completed transition documents shall be written by the outgoing exec and be presented to the incoming exec in person to explain position that they are transitioning.

4.5. **Positions**

4.5.1. **President(s) (Chair)**

- 4.5.1.1. Organize the location and time of meetings.
- 4.5.1.2. Prepares agenda 24 hours prior to the meeting.
- 4.5.1.3. Meet with the Faculty Advisor once every two months or more as required, to give updates on the Chapter's Affairs.
- 4.5.1.4. Attend CSCE National Capital Chapter meetings, or send a proxy from the executive team.
- 4.5.1.5. Must attend monthly ESS council meetings and provide updates to council of CSCE events and issues, or send a proxy if necessary.
- 4.5.1.6. If a position is vacant the President will assume the position until the position can be filled.
- 4.5.1.7. Overlook the Vice-President's responsibilities, and provide assistance if necessary.
- 4.5.1.8. Must complete and submit the MANDATORY bi-annual CSCE report to the CSCE in order to stay in good standing
- 4.5.1.9. Must organize and send a delegation of CSCE student members/executives to the CSCE Annual Conference held during the summer or any equivalent Civil Engineering conference. This should include the incoming and outgoing president(s), if possible.
 - 4.5.1.9.1. A two-week application period will be opened if there is space for any additional delegates. The previous executives will review and vote on any additional delegates chosen for the CSCE Annual Conference.
 - 4.5.1.9.2. An executive is exempt from voting if they send in their application to attend.
- 4.5.1.10. Must encourage and/or support students who wish to attend conferences if possible.
- 4.5.1.11. MUST apply to become a 101 week guide.
- 4.5.1.12. Ensure compliance to office hours' schedule.
- 4.5.1.13. Must organize a transition period after elections, where the newly elected members and the previous executive members meet to discuss their roles and responsibilities.

- 4.5.2.10. Co-President- Under extenuating circumstances 2 presidents are allowed to run for this position. The tasks enumerated in this section are to be divided as decided by the two (2) parties. President
- 4.5.2. **Vice President of Financial Affairs**
 - 4.5.2.1. Will assume the role of Treasurer for the CSCE annual report.
 - 4.5.2.1.1. Must complete end of year report/audit of the chapter's finances before the CSCE annual report is due.
 - 4.5.2.2. Must complete three audit/report applications.
 - 4.5.2.2.1. The first audit must be completed as requested by the VP Finance of ESS (Fall semester).
 - 4.5.2.2.2. The second audit/report must be completed as requested by the CSCE annual Chapter for the midterm report.
 - 4.5.2.2.3. The third audit/report must be completed for the CSCE final report.
 - 4.5.2.3. Keep official records of the chapter's financial activities. (Budget, bank account balance, logbook, receipts, cash box).
 - 4.5.2.3.1. All security features to be changed before the third Monday in September.
 - 4.5.2.3.2. The outgoing President and outgoing VP Finance must sign the signing authority document as soon as the new executives are elected.
 - 4.5.2.4. In the event that the President is unable to fulfill their duties, the VP Finance will assume presidential responsibilities.
 - 4.5.2.5. Responsible for reimbursement of funds to members pending approval of both the President and the Vice President of Financial Affairs.
 - 4.5.2.6. Will ensure that all expenditures accounts are properly authorized (refer to section 8.2 for procedures).
 - 4.5.2.7. Will ensure that all money received by the UOCSCE is deposited in the UOCSCE bank account in a chartered bank.
 - 4.5.2.8. Shall be able to present, on one week's notice, a financial statement to the UOCSCE executive members.
 - 4.5.2.9. Required to make their approved annual budget available on the website and to all students upon request. Budget must be approved and voted on at an open council meeting.
 - 4.5.2.10. Must create a goal with VP Corporate on how much minimum sponsorship has to be sought for.
 - 4.5.2.11. Must be present at EEF presentations and submit EEF applications and receipts on time.
 - 4.5.2.12. Ensure sufficient funds for the Chapter's affairs for the year.
- 4.5.3. **Vice President of Social Affairs**

- 4.5.3.1. Must organize the logistics (room booking, projector, dates and times, food and drinks, supplies, etc.) for all UOCSCE social and academic events. The Chapter requires a minimum of one social event and one academic event per semester to stay in good standing with the ESS.
- 4.5.3.2. Organize annual surveying class BBQ in late April in conjunction with the President.
- 4.5.3.3. Organize the drafting AutoCAD competition for the first year drafting classes.
- 4.5.3.6. Must try and organize a delegation/team to participate in the Troitsky Bridge Building Competition held in Montreal, Quebec. Preferably the winning team from the UOCSCE Small Bridge Popsicle Competition.
- 4.5.4. **Vice President of Communications**
 - 4.5.4.1. Must be bilingual (French and English). If not bilingual, must appoint a bilingual Director of Translations who will be voted in by the executive committee.
 - 4.5.4.2. Will ensure that every text that is posted and created will be translated into French.
 - 4.4.4.2.1. If requested by a UOCSCE member, constitution must be translated in French within a week
 - 4.5.4.3. Shall be responsible for the publicity of the UOCSCE.
 - 4.5.4.4. Ensure media outlets are updated with latest events and may include posters.
 - 4.5.4.5. Regularly maintain and update UOCSCE website and Facebook page.
 - 4.5.4.6. Maintain relations with VP Communication of ESS and Chair of Civil Engineering to send out emails to all engineering students.
- 4.5.5. **Vice President of Corporate Affairs**
 - 4.5.5.1. Responsible for editing and sending previous sponsorship package to key business/corporate contacts and recruiters during the summer.
 - 4.5.5.2. Responsible for ensuring the sponsorship package is up to date by March 30th to ensure a proper transition for the next VP Corporate.
 - 4.5.5.3. Must ensure that adequate funding is sought through external resources. The goal amount decided with the VP Finance must be acquired by September 30th. If unable to achieve this goal by the set date, VP Corporate will have accountability meeting with fellow exec.
 - 4.5.5.4. Develop, maintain and consistently update the Chapter Corporate Contacts database, which contains key business/corporate contacts and recruiters.
 - 4.5.5.5. Must organize the outreach (Companies and sponsorship) for all UOCSCE social and academic events.
- 4.5.6. **Vice President of Internal**

- 4.5.6.1. Will assume the role of Secretary for the CSCE annual report.
- 4.5.6.2. Will conduct the purchase and sales of CSCE merchandise, including at minimum sweaters and patches, as well as any additional initiatives.
- 4.5.6.3. Responsible to register all new members in a method that allows tracking of enrollment numbers for mid-term and final-term reports.
- 4.5.6.4. Create office hours schedule.
- 4.5.6.5. Document meeting minutes and provide executive team with the minutes within 24 hours.
- 4.5.6.6. Responsible for developing a strategy to recruit students to become members and maintain a healthy relationship with all the said members.
- 4.5.8. **Directors**
 - 4.5.8.1. Directorships can be appointed or eliminated at any time depending on need and participation interest.
 - 4.5.8.2. To create a director position two thirds (2/3) of present voting members must agree on the creation of the position.
 - 4.5.8.3. To appoint an individual to a directorship two thirds (2/3) of present voting members must agree on the appointment.
 - 4.5.8.4. The roles, responsibilities, and the term, of the directorship must be defined on the creation of the position.
 - 4.5.8.5. The directorship will be valid at maximum until the end of the current academic year.
 - 4.5.8.6. A director is eligible to run for CSCE president, provided no executive member or year representative is running for the position.
 - 4.5.8.7. Suggested directorships include but are not limited to the following:
 - 4.5.8.7.1. Directorship of Industry Night
 - 4.5.8.7.2. Directorship of Graphics design
 - 4.5.8.7.3. Directorship of Competitions
 - 4.5.8.7.4. Director of IT
 - 4.5.8.7.5. Director of sponsorship
 - 4.5.8.7.6. Director of Marketing
- 4.5.9. **Year Representatives**
 - 4.5.9.1. The following positions are available for year representatives:
 - 4.5.9.1.1. (2) 1st year rep FR/EN
 - 4.5.9.1.2. (2) 2nd year rep FR/EN
 - 4.5.9.1.3. (1) 3rd year rep
 - 4.5.9.1.4. (1) 4th year rep
 - 4.5.9.2. Year rep positions are elected in a by-election that must take place no later than September 30th.
 - 4.5.9.3. Class presentations and promoting future events.
 - 4.5.9.4. Give feedback from peers to executives.
 - 4.5.9.5. Those running will ensure that they are in the appropriate year.
 - 4.5.9.6. See Section 5.0 for election procedure.
 - 4.5.9.7. Must attend all CSCE executive meetings, if available.

4.5.9.8. Work with Vice President of Internal to maintain good relations with our members.

4.5.10. **Official Volunteers**

4.5.10.1. A person is subject to being an official volunteer and is not an executive member, director or year representative who has contributed substantially to the function and running of anything related to the UOCSCCE.

4.5.10.2. An official volunteer must be a University of Ottawa student and should be a student member.

5. **Elections**

5.1. **Elections Officer**

5.1.1. An elections officer will be chosen prior to the announcement of the election.

5.1.2. The elections officer is required to be a student at uOttawa that is not in Civil Engineering.

5.1.3. The elections officer will be provided with the login information of the elections email, and must temporarily change the password for the duration of the election period, and then revert it back to the original password after the elections.

5.1.4. The elections officer is responsible for the running of the elections and as such is to be impartial to the results of the election.

5.1.5. The Elections Officer is given the power to appoint a deputy if required to assist on Election Day.

5.1.6. The Elections Officer will be provided with a key to the office for the Election Day.

5.1.7. The Elections officer must provide the election rules from the UOCSCCE constitution (Section 5.9) and the ESS constitution (By-Law 6, Article 1) to all potential candidates.

5.1.8. Must hold a candidates meeting prior to the start of the campaigning period to go over the rules of the election.

5.2. Applications

5.2.1. Students will be provided at minimum one (1) weeks' notice prior to the application deadline.

5.2.2. The application deadline is required to be advertised through email and social media, the office and the website and to be submitted to the elections officer email

5.3. Election Date

5.3.1. The election will be held at least 4 days after the application deadline.

5.3.2. One (1) day will be given to the election with polls open for at least 8 hours.

5.4. Location

5.4.1. Elections are to be held in the CSCE office CBY A08.

5.5. Advertisement

5.5.1. An email notice to students is to be provided to advertise the election.

- 5.5.2. A Facebook event and a posting on the official UOCSCE website will be used to advertise the date, location and times open for voting at least one (1) week prior to the election day.
- 5.6. Eligibility
 - 5.6.1. All undergraduate Civil Engineering students enrolled in the University of Ottawa are eligible to vote.
- 5.7. Applicants
 - 5.7.1. All **Civil Engineering students**, or students switching to Civil Engineering, in good standing with the University of Ottawa and the ESS, are eligible to run for all positions.
 - 5.7.2. However, the position of President requires the applicant to have served on the executive team, if not, a year rep, if not year rep, directorship. (See sections 4.1, 4.3.7, 4.3.8) for one (1) year unless no prior exec member applies. In addition, an official volunteer can run at the discretion of the current executive committee (See section 4.3.9).
 - 5.7.3. Applicants are responsible for their own advertisements and are encouraged to advertise their platform through posters, class presentations, etc.
- 5.8. Voting
 - 5.8.1. All undergraduate Civil Engineering students can vote in the executive election
 - 5.8.2. Voting will take place by secret ballot.
 - 5.8.3. The Elections Officer will be responsible for ensuring that students only receive one vote.
 - 5.8.4. Voting is to be open for a minimum of 8 hours.
- 5.9. Election Rules
 - 5.9.1. The rules of the general executive election will follow the rules of the Engineering Students Society's election rules as outlined in the ESS constitution (By-Law 6, Article 1) with some exceptions
 - 5.9.1.1. Any student who wishes to run for an executive position must submit the following information to the elections officer:
 - 5.9.1.1.1. Name
 - 5.9.1.1.2. Program
 - 5.9.1.1.3. Student Number
 - 5.9.1.1.4. Reasons why you want to join CSCE
 - 5.9.1.2. Candidates are allowed to spend a maximum of \$50 for posters, banners or any other campaign related expenditure. The UOCSCE will NOT cover the cost of any campaign related material. However, receipts must be submitted/shown to the elections officer upon request to prove the amount spent.
 - 5.9.1.3. Slates are not allowed and will be punished with disqualification.
 - 5.9.1.4. Class presentations are not mandatory however encouraged.
 - 5.9.1.5. Any other rules not listed here MUST refer to the ESS constitution (By-Law 6, Article 1)

6. Meetings

6.1. Regular Executive Meeting

- 6.1.1. A *regular executive meeting* is defined as a normal meeting that takes place at least once every 2 weeks. *Regular meetings* do not include meetings called to discuss specific and/or urgent matters.
- 6.1.2. Regular Executive Meetings will be mandatory for current executive members and is highly encouraged for year reps and directors.
- 6.1.3. Executives are responsible for attending all meetings and attendance will be taken.
- 6.1.4. If unable to attend a meeting due to illness or scheduling the executive is responsible for notifying the President prior to the meeting.
- 6.1.5. If an executive misses more than 2 meetings with no notice then the member may be subjected to impeachment (Section 10).

6.2. Open Council Meetings

- 6.2.1. An open meeting is defined as a meeting in which only executive team members (See Section 4.0), year representatives (See Section 4.3.8), directors (See Section 4.3.7) and CSCE student members can attend. Attendance will be taken.
- 6.2.2. These meetings will be served to get the input of the members outside of the executive team.
- 6.2.3. Meetings will be announced through the Facebook page and website one (1) week before the scheduled meeting.
- 6.2.4. Those present in this meeting can bring up issues/concerns to those present and can bring motions that can help resolve/alter issues
- 6.2.5. Attendance will be taken to ensure those present fulfill the requirements to attend this meeting
- 6.2.6. All Executive members and year reps **must** be present at this meeting, or can send a proxy
- 6.2.7. Those present at the open meetings hold final authority, except in cases where it may choose, by resolution, to entrust authority to the Executive team. The open council's authority includes the following:
 - 6.2.7.1. Adopt, modify or revoke any resolution.
 - 6.2.7.2. Adopt, amend or reject the budget prepared by the Vice-president of Financial Affairs of the UOCSCE.
 - 6.2.7.3. Create or abolish committees and/or directorships.
 - 6.2.7.4. Dismiss the members of commissions, committees or other bodies with the exception of the Executive Committee.
 - 6.2.7.5. The current CSCE uOttawa Student Chapter's President(s) will chair the meeting
 - 6.2.7.6. The quorum for the open council meeting shall be half of the Council positions (6/7 executive positions, current year rep positions) plus one.
- 6.2.8. Voting
 - 6.2.8.1. Any vote will be deemed successful with at least 50% plus one (1) of attendees in favor.

6.2.8.2. In case of a tie the President will use their vote as a tie breaking vote, however they must explain the reasons for the choice. This will be recorded in the minutes.

6.3. Executive accountability meeting

6.3.1. **All members must be present**

6.3.2. An Executive accountability meeting is defined as a meeting in which only executive team members (See Section 4.0), year representatives (See Section 4.3.8), directors (See Section 4.3.7) and CSCE student members can attend. Attendance will be taken.

6.3.3. Meeting of the member and executive team to evaluate the responsibilities and the upholdings of the mandate.

6.3.4. All executive members must present their progress up to the date of the meeting as well as their goals moving forward.

6.3.5. One meeting must be held each semester

7. **Language**

7.1. The University of Ottawa CSCE/SCGC must operate in English and French.

8. **Finances**

8.1. Signing Authority

8.1.1. Both the President and VP Finance hold signing authority of all financial accounts of the UOCSCE chapter.

8.1.2. The signing authority must be transferred from the old executive to the new executive by May 1st

8.1.3. The Vice-President of Financial Affairs and the President **both** must sign every cheque written. They are the only ones who can sign a cheque. If one of them cannot sign it due to extreme circumstances, the executive committee must unanimously approve the signature by one of either the President or VP Finance.

8.1.4. Vice-President of Financial Affairs is able to send e-transfers upon receiving written approval (including the purchase and amount) from the President, via email.

8.1.4.1. Vice-President of Internal Affairs is able to send and receive an e-transfer **only** for merchandise. Keep all emails about the merchandise finances on the Vice President of Internal Affairs email.

8.2. Expenditures

8.2.1. All expenditures of over \$150 must be approved by the executive committee

8.2.2. Expenditures under \$150 must be made with approval of the President and VP Finance.

8.2.3. A cheque will not be written without an acceptable receipt or invoice.

8.3. Records

8.3.1. The VP Finance shall keep accurate and complete records of all financial transactions of the UOCSCE and shall make these available to auditors upon request.

9. **Oversight**

- 9.1. The operations of the UOCSCE will be overseen by the Engineering Student Society (ESS).
- 9.2. In the case of ambiguity of bylaws, the bylaws set out by the ESS will govern.
- 9.3. In case of an irresolvable dispute, resolution will be sought through the ESS executives.

10. **Impeachment**

- 10.1. Grounds: Any civil engineering student or CSCE member may request to the Executive Team that an executive member be impeached for any of the following, but not limited to, reasons (within reason):
 - 10.1.1. Not fulfilling duties.
 - 10.1.2. If the student requesting for impeachment feels that an executive member is not capable of handling the position.
 - 10.1.3. Not attending meetings, without reason and/or warning.
 - 10.1.4. Abuse of UOCSCE material or any material given/loaned by a third party
 - 10.1.5. Any illegal activity such as theft, abuse, fraud, etc.
- 10.2. In the event of such request, the Executive Team will treat this matter at the next executive meeting. If the Executive Team feels that there is not enough time before the next meeting to warn all implicated parties, they may elect to delay this discussion to a further meeting. This meeting cannot be any later than one (1) week after the initial request was made.
- 10.3. During the selected meeting, both parties will discuss their opinions in a reasonable and respectful way. Once both are satisfied with their statements, the remainder of the Executive Team and council members will cast secret votes to determine whether the Executive member can keep their post.
- 10.4. In the event that an executive member is impeached, they lose voting privileges immediately and will return their office key within one (1) week.
- 10.5. In the event that a majority of the executive and year representatives agree ahead of time impeachment will come into effect immediately (Emergency measure).
- 10.6. During the selected meeting a mediator or a governing body should be brought in to ensure order.

11. **Voluntary Resignation**

- 11.1. An executive member of the UOCSCE may voluntarily resign their position by informing the President(s) in writing with a two weeks advance notice.
 - 11.1.1. In the event of a resignation the member shall continue their duties for the rest of the two (2) week period.

12. **Office Keys**

- 12.1. To our knowledge, there are six (6) keys to room CBY A08. All six executive team members may have a key. These keys must be returned by the first Wednesday of the month of May if the Executive member is no longer in office after the current academic year. There are **NO** exceptions! It is strongly recommended that members not planning to return

to the executive team return their keys as soon as possible to the Civil Engineering Department Secretary.

13. New Executive Members in Mid-year

- 13.1. If a vacant position exists on the *Executive Team* during the school year, the President(s) can at their discretion announce a call to fill the position.
- 13.2. The President(s) will be responsible to advertise the position at least one (1) week prior to the by-elections. At minimum an email sent by the ESS to the student body advising the students of the position and the date of the next meeting.
- 13.3. Eligible members (See election eligibility) are to present themselves at the following executive meeting.

14. Amendments

- 14.1. Amendments to this constitution can only take place at the Constitution review to identify what needs to be modified or changed
- 14.2. Constitutional amendments are approved by a 2/3 majority vote by those present at the Constitution review
- 14.3. Constitutional amendments must be presented to the open council members for approval at least once a year by the final open council meeting of the term of office.
- 14.4. All proposed constitutional amendments must be included with the notice and agenda of the meeting one (1) week prior to the meeting at which these amendments will be proposed.
- 14.5. All Constitutional amendments will be ratified at a general council meeting dedicated to that purpose.