

Canadian Society for
Civil Engineering



Société canadienne
de génie civil

Constitution of The Canadian Society for Civil Engineering University of Toronto Student Chapter (CSCE UofT)

1.1 Name

The official name of this recognized campus group is The Canadian Society for Civil Engineering University of Toronto Student Chapter. The abbreviation of this is, CSCE UofT.

1.2 Purpose and Objectives

The Canadian Society for Civil Engineering (CSCE) University of Toronto Chapter is a professional development club that acts as a link between students with an interest in civil engineering at the University of Toronto to the professional industry. Our goal is to provide students the opportunities for both networking and professional development throughout the school year. This will be achieved by events such as guest speaker lectures, etiquette dinner and technical skills development workshops. All of our events will play a vital role in providing valuable learning experiences to the students in the community as well as connecting students to each other and working professionals in the industry.

1.3 Membership

Membership to the group is open to all University of Toronto students. Only U of T students are permitted to run, nominate, and vote in elections and constitutional amendments. All voting positions on the Executive Committee shall be filled through an annual election and each voting position is open to all student members

1.3.1 Executive List and Duties

The executive committee shall be comprised of 8 elected officers. These include **President(s), Vice President Finance, Vice President Logistics, Vice President Marketing, Vice President Professional Development, Vice President Community, and Vice President Academia.**

The President(s) shall:

- Oversee executive members and operations of the team.
- Schedule and lead team meetings.
- Ensure a proper transition to future executive members.

The Vice President Finance shall:

- Ensure a balanced budget throughout the school year.
- Develop plans to achieve funding from both internal and external legal sources.
- Tabulate expenses and revenue as accrued.
- Conduct monthly financial reviews where revenues, expenses, and overall budgets are presented.

The Vice President Marketing shall:

- Oversee all marketing operations of the chapter (eg. Event Promotion, facebook page, instagram page, and other socials as deemed fit).
- Utilize a marketing strategy to increase communication between CSCE and the student body.
- Create graphics and content in alignment with the marketing strategy for upcoming events and initiatives.
- Maintain and update the chapter website in alignment with marketing strategy and chapter initiatives.
- Promote upcoming events and initiatives through means of online and in-person channels, including but not limited to hanging up flyers on display boards, making class announcements, speaking at events etc.

The Vice President Professional Development shall:

- Work alongside the President(s) to organize a plan for the school year to reach certain milestones for each facet of civil engineering.
- Work alongside the External to create events that best serve students' professional development needs.

- Foster and maintain a relationship between civil engineering alumni and current students.

The Vice President Community shall:

- Research goodwill opportunities for chapter outreach to external communities.
- Organize fundraising events among the student body.

The Vice President Academia shall:

- Be the point of contact for the professors in the Faculty.
- Organize events that best cater to the students' future academic endeavors.
- Create awareness amongst the civil engineering students in all streams of civil engineering with regards to the University of Toronto Civil Engineering graduate program(s).

The Vice President of Outreach shall:

- Shall be the single point of contact between the club and external organizations/companies
- Seek sponsors for events
- Reach out to other clubs and groups for collaboration(s) and promotion(s) opportunities for the CSCE UofT Chapter

1.3.2 Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, may be given notice of removal at the discretion of any member of the executive committee. The member up for removal shall have the right to defend their actions before the executive committee and the general membership. The majority vote of the general membership will determine the result of the situation.

1.4 Elections

A Chief Returning Officer (CRO) and 2 Scrutinizers are appointed to accept nominations from registered U of T students and hold elections in April. Non-U of T students may not nominate or vote in elections.

U of T students will be provided with a paper ballot on the voting dates and be asked to place their ballot in an enclosed box.

The CRO and Scrutinizers will count the ballots when the election period is over. The candidate with the most votes will be elected. The candidate will be contacted and asked to accept the position. If the winning candidate chooses to not accept, the candidate with the next highest amount of votes will be offered the position.

1.5 Finances

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

1.6 Meetings

A general meeting will be held in September for the public to create interest for the events taking place during the school year and to recruit new students for the team.

Executive committee meetings will occur biweekly to discuss upcoming events and plan future goals for the team.

1.7 Amendments

Any registered U of T student may propose and vote on amendments to this constitution. Amendments will be discussed at the upcoming executive committee meeting. Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T students in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.