



BYLAWS

**ENGINEERS IN ACTION
UNIVERSITY OF TORONTO STUDENT CHAPTER**

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1.0 NAME AND PURPOSE

1.1 NAME

The official name of the recognized student group is Engineers in Action - University of Toronto Student Chapter, which may be shortened as EIA - UofT. The parent organization of this student chapter is Engineers in Action.

1.2 MISSION, VISION, AND VALUES

MISSION

Engineers in Action works with indigenous professionals to improve the lives of people in need through sustainable programs that build their capacity while also helping to develop global awareness among program participants. One program that our chapter participates in, is providing isolated communities with access to essential health care, education, and economic opportunities by building footbridges over impassable rivers.

EIA - UofT is a group of students dedicated to raising awareness and making a positive impact on student and global life. Our mission is to bridge the gap of isolation in developing communities around the world through the strategic design and construction of footbridges for communities facing impassable obstacles-rivers. Our vision is of a world where a lack of adequate infrastructure does not contribute to global poverty. As an organization we value human rights, professionalism, equality, education, innovation and excellence.

2.0 MEMBERSHIP AND LEADERSHIP ROLES

2.1 OFFICERS

Officer titles include **President, Vice President, External Relations Director, Bridge Project Manager, Media Director, Events Manager and Cultural Relations Manager**. These members make up the governing body of the club herein referred to as the Board. All voting members of the Board must be currently registered students of the University of Toronto. The maximum amount of non-voting positions on the Executive

Committee shall be one (1) position or ten per cent (10%) of the positions on the Board, whichever is greatest. One officer other than the president will be the treasurer (often the Vice President) and the organization's other financial signing officer. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto. Below is a summary of the minimum duties expected of each Officer.

PRESIDENT

The President is responsible for maintaining the positive image of EIA - UofT, communicating with EIA - UofT, and assisting the committees. They should coordinate and align the efforts of the committees so as to improve efficiency and encourage club sustainability and growth.

A. **Participation in Committees**

The President can act as either a committee leader or as a regular committee member, however, it is highly recommended that the President remains a regular committee member. Regardless, they must remain up-to-date on every committee and capable of advising committee leaders.

B. **Leadership Oversight**

The President works with the board and the Faculty Mentor as needed. The President will oversee all functions of the chapter.

C. **Understanding EIA - UofT Project Process**

The President is responsible for understanding the EIA - UofT project processes, and aiding/guiding the Project Committees through their respective processes.

D. **Understanding Finances**

The President is expected to hold signing and financial authority and be able to supervise the clubs finances along with the treasurer.

E. **Organizing Bi-Weekly Board Meetings**

The President is responsible for organizing bi-weekly Board meetings for the Officers and, if needed, the Faculty Advisor.

VICE PRESIDENT

The Vice President & Treasurer is responsible for managing EIA UofT funds. This person may be any role on the board other than the president but ideally should be the external relations lead.

A. Understanding EIA - UofT Finances

The Vice President is expected to hold signing and financial authority and be able to supervise the clubs finances along with the President.

B. Managing Club Purchases and Monitoring Budgets

The Vice-President is responsible for authorizing all club related purchases. No club purchase is legitimate until it has been reviewed and approved by the vice-president along with the president. The Vice-President is also responsible for helping the external relations director in budgeting EIA - UofT funds for meetings, projects, events, and travel.

C. Monitoring Budgets

The Treasurer is responsible for budgeting EIA - UofT funds for meetings, projects, and travel.

D. Making Agenda and Taking Minutes for Board Meeting

The vice-president will make an agenda and take minutes for each executive meeting.

EXTERNAL RELATIONS AND OUTREACH DIRECTOR

The role of the External Relations and Outreach Director is to manage the external relations team, which is responsible for all tasks related to interactions with corporations, alumni and faculty as well as all tasks related to team finances.

A. Managing all business development initiatives

Including the creation of custom sponsorship material, the strategy for approaching and maintaining corporate sponsors. The external relations director is also responsible for completing applications for faculty funding.

B. Managing contact points for all companies and alumni

A contacts book should be maintained for all corporate and other sponsorship so it can be used by future board members, this book should be complete and properly organized. A transition email should be sent to each contact at the end

of the director's term to introduce the new director.

C. Manage budgets, banking and team finances

The external relations director will be responsible for being a signing officer on the bank account as well as managing the budget for meetings, projects, events, and travel, with the help and collaboration of the president and vice-president.

BRIDGE PROJECT MANAGER

The Bridge Project Manager will be responsible for ensuring the success of the current year's University of Toronto Bridge Project.

A. Completing the Bridge Project Application

The level of which is to be determined by the board based on team experience and previous project success. The application is to be completed to make the current year's team complete and strong to be competitive in the EIA - application process.

B. Providing guidance for the bridge design

Following the EIA - manual for the design of suspended cable bridges the team is to complete a design for the current assigned site.

C. Ensuring the completion of Review Call (RC) reports

The bridge project manager will take a supervisory role in this task ensuring the report is completed professionally and before the deadlines. The Bridge Project Manager must also participate in RC calls to answer any questions and learn about any required changes from the RC.

D. Helping to select a travel team

The Bridge Project Manager will work with the current President to select a strong bridge team based on the requirements laid out in section 4.0 of this document. Special Criteria may be used at the discretion of the board.

EVENTS MANAGER

The role of the Events Manager is to manage the events team, which will be responsible for taking initiative of, and ensuring successful completion of all on campus events.

A. Running events to spread the name of EIA - Toronto and Enrich Student Life

This will include building on and improving events that were run this year, specifically Speaker Series, Bridge Competition and F!rosh Events as well as finding new events to raise awareness of our club while enriching student life for University of Toronto students. Will be adding new monthly socials to increase communication between students while moving to an online platform this year.

MEDIA DIRECTOR

The role of the Media Director is to manage the Media team, which will be responsible for the promotion and public image of the club.

A. Club Promotion

Including: dissemination of information via social media, website, newsletters, posters and all other media sources.

B. Managing the team's brand

Including, all communications including those put out by other portfolios of the team.

C. Oversee merchandise/team clothing development

Including anything to be used for internal or external sale, for travelling members or as gifts for sponsors

D. Photography and video at team events

To be used on the teams website and social media as a form of promotion and information about team events and actions.

CULTURAL RELATIONS MANAGER

The role of Cultural Relations Manager is to maintain relations with the local community and in-country partner. This will include:

A. Develop stakeholder engagement report

Develop strategies to encourage community engagement in the project and to maintain relationships with municipal government and other stakeholders

B. Maintain communications

The Cultural Relations Manager will be responsible for maintaining communications with

in-country partner, municipality, and community leader

GENERAL EXPECTATIONS

In addition to the above, each Officer is expected to perform the following tasks when possible.

A. Participation in Board Meetings

Officers are expected to participate in all Board meetings.

B. Participation in Club Events

All Officers are expected to attend the majority of club events.

C. General Event Planning

Each Officer is expected to contribute to the planning of all General Meetings.

D. 48-hr Communication

Out of common courtesy, every Officer is expected to check his or her email and phone messages every two days to facilitate ease of communication within the club.

SPECIALIST MEMBERS

Each team will select a group of specialist members based on their goals and actions for the year ahead. These members will be given tasks related to each of the board member's goals as detailed above. The selection of these members will be through application and interview process as necessary. The selection of these specialist members should take place in September or October to include the incoming first year students in the team. Each Specialist Team will be managed by a member of the board.

2.2 GENERAL MEMBERSHIP

Voting membership is open to all registered students of the University of Toronto. These members can attend and participate in events hosted by the club. Non-voting membership to the group is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do

not hold any rights awarded to voting members.

2.3 TERMINATION OF EXECUTIVES OR GENERAL MEMBERS

In the case where an executive or general member commits an act that negatively affects the interests of the club and its members, they will be given a notice of removal. The member has the right to defend their actions. A vote will be taken at an executive meeting, and the majority vote will determine the decision to be made. The member has a right to appeal the vote resulting in a revote.

3.0 ADVISOR ROLES

3.1 FACULTY ADVISOR

The **FACULTY ADVISOR** is appointed by the board at the beginning of each academic year. More than one academic advisor is allowed.

A. Participation in Board Meetings

The Faculty Advisor should participate in all board meetings when needed.

B. Participation in Club Events

The Faculty Advisor should participate in all club events when possible.

3.2 TECHNICAL MENTOR

The **TECHNICAL MENTOR** is appointed by the Bridge Project Team at the beginning of each project. More than one professional advisor is allowed. They are to add technical advice to the project committee.

4.0 TRAVELING MEMBERS

Traveling Members are chosen through a selection process managed by the Club Officers. Below is a summary of the selection process and general expectations of a Traveling Member.

4.1 SELECTION PROCESS

A. Application to Travel

The Application contains several questions that are meant to accurately represent a member's qualifications and enthusiasm for traveling with the club.

B. Contributions to Project

The contributions of the member to the project will be evaluated by the respective Project Lead.

C. Contributions to EIA - UofT

It is acknowledged that some projects offer an unequal opportunity to travel versus others and in light of this issue, members from other projects and committees will be considered for travel. The contributions of members in regards to EIA - UofT as a whole will be evaluated by the Officers.

D. Monetary Contribution

Each travelling member will be responsible for a travel fee which will be determined on a project by project basis. The goal of the organization is to keep the fee under \$500 per member in normal circumstances.

E. Exceptions

In some special circumstances, exceptions may be made to the normal selection process if a member covers all of their personal travel expenses related to the EIA - UofT trip.

- a. The member in question must hold special expertise that will prove especially valuable to the project. This may include technical expertise, professional experience, or language skills.

- b. The member in question cannot take the spot of someone else. If, after the normal selection process, there remains additional room available on the travel team, then an exception can be made.
- c. The exception must be approved unanimously by the Board, Project Lead, and Technical Mentor.

4.2 EXPECTATIONS

A. **Code of Conduct for Traveling Members**

The EIA - UofT Member Code of Conduct is included in the attached Bridge Binder. The document is intended to relay the expectations traveling members are expected to adhere to when traveling with the club.

B. **Post Travel Report**

All travel members are expected to contribute to the completion of post-travel reports. This includes contributing to the Post-Travel Review report, referred to generally as Review Call 4.

C. **Presentations**

All travel members are expected to be able to present their experiences during a club event.

D. **Lessons Learned**

The traveling members are required to conduct an After Action Review and compile a Lessons Learned document within two weeks of arrival back to the U of T campus.

5.0 MEETINGS

A. **General Annual Meeting**

General annual meetings should be held in September or October to introduce the club's activity and operations to the general public.

B. **Guest Speakers**

Guest speakers should be brought in whenever possible. Many other clubs and departments on campus are willing to co-sponsor guest speakers. Consider teaming up with other on campus groups when hosting guest speakers.

C. Committee Meetings

Bridge, Media, External Relations and Events committee meetings should take place on a bi-weekly basis with all members in attendance. These meetings are to ensure that the team is working together to achieve their goals.

D. Board Meetings

Meetings for Officers, with voluntary participation of specialists, should occur on a bi-weekly basis.

6.0 FINANCES

The student group may not engage in activities that are essentially commercial or for-profit 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 for-profit organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the group, and will not pay salaries to some or all of its officers.

7.0 ELECTIONS

7.1 ELECTION PROCESS

Elections are conducted once a year during the months of March or April. A Chief Returning Officer and 2 Scrutinizers shall be appointed and accept nominations from voting members that must be registered students of the University of Toronto. The election process is broken down into several stages:

A. **The Application**

The application contains several questions that are meant to accurately represent a candidate's qualifications and enthusiasm for an Officer position.

B. **Candidate Application Submission**

The Chief Returning Officer will accept nominations from U of T registered members for candidacy of executive positions. Once presented, the applications must sit for at least one week prior to voting.

C. **Voting**

Voting will occur through the use of paper ballots. Paper ballots will be placed in an enclosed box. Non-registered U of T members may not nominate or vote in elections.

D. **Officer Elect**

The Chief Returning Officer and the Scrutinizers shall count the ballots. The candidates with the most votes shall be elected to the position. The Board will contact each winner for each respective Officer position and will confirm that they accept the position. If they choose not to accept the position the next highest voted candidate will be contacted. Once each position has been confirmed the new Officers will be announced to the club.

7.2 TRANSITION, TIMING, AND INTERIM OFFICERS

A. **Duration of Officer Position**

Each Officer position will last for a complete year after election.

B. **Training**

Two Officer training sessions will be held following elections. The first should consist of a group leadership training as organized by the outgoing President and the second should consist of a one-on-one meeting with the Officer that held the past position. This meeting should also include the presentation of a transition report to the new officer.

C. **Contingency**

If an Officer steps down mid-term an interim Officer should be selected through the normal application process at a date specified by the current Board.

8.0 AMENDMENTS

A. Making an Amendment

a. Petition

A petition to amend the Bylaws must be submitted to the Board, and include a description of the proposed amendment and five (5) signatures of support by active EIA - UofT members.

b. Board Review

The petition will be reviewed by the Board and approved with a two-thirds (2/3) vote. If the petition is rejected, the Board must give notice to the submitters with the reasoning behind the decision.

c. Final Vote

These Bylaws may be amended at a General Meeting by a two-thirds (2/3) vote of all Members and Officers present, provided that a notice of the amendment was provided to all members one week prior.