

Troitsky Bridge Building Team Constitution

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1. General Information

1.1. The official name of the recognized student group is “Troitsky Bridge Building Team”

1.2. Statement of Purpose

Troitsky Bridge Building Team is an engineering design team that creates bridges to compete at Concordia University’s annual Troitsky Bridge Building Competition.

This event is held in Montreal and consists of testing model bridges under a hydraulic press, developing structural analysis reports, drafting and recommending applications in a real-world setting. Participating teams come from engineering programs across Canada and the US.

Within our school, multiple teams participate each year, providing many students with the opportunity of competition experience. In addition to participating in the competition, we host many workshops and events to improve our understanding of design and structural concepts needed to succeed in Montreal. These efforts have resulted in our school winning 1st place from 2019-2022 and placing fourth in the past competition.

1.3. Contact Information

Mailing Address:

University of Toronto Troitsky Bridge Building
Galbraith Building Rm. 123
35 St George St.
Toronto, ON M5S 14A
Canada

Email: troitsky@g.skule.ca

Website: <http://troitsky.skule.ca/>

2. Membership & Membership Fee

- 2.1. The group shall maintain a list of group members
- 2.2. Voting membership is open to all registered students of the University of Toronto
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership 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.
- 2.5. **Membership Fee:**

There will be no membership fee for all those interested in joining the workshops, networking events and activities run by the UofT Bridge Building Team.

There will be a *competition fee* initially set at \$100. Please note that all members can continue to attend our sessions and resources without this paying fee, and this is only applicable to those who choose to participate in **Concordia's Troitsky Bridge Building Competition**. The fee shall be announced at least one month before the starting date of the Competition. If a member is unable to pay, special arrangements can be made to accommodate them.

The membership fee is necessary to cover shortcomings in club funding from the Engineering Society and sponsorships. Club expenses include materials, transportation, lodging, and registration for the teams in Montreal, where the competition is held. Any remaining balance in the club account will be refunded evenly among all competing members. In the

event of surplus funds, these will be carried over to the next year's available funds, in the club's not-for-profit bank account.

- 2.6.** If a member expresses interest in attending the competition but has a medical condition that might hinder their travel or participation in Montreal, we request they notify the Managing Director. Additionally, we advise them to consult with a healthcare professional to assess their needs and make necessary arrangements such as accommodation or supervision to ensure their personal safety as well as the safety of others involved.

3. Rights of Members

- 3.1.** All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2.** All voting members have a right to attend all general meetings of members.
- 3.3.** All voting members have a right to cast votes at all general meetings of members.
- 3.4.** All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5.** All voting members have a right to cast votes in all group elections and referenda.
- 3.6.** All voting members have a right to propose and vote on amendments to this constitution.
- 3.7.** The rights prescribed in Section Three are not awarded to non-voting members as described in Section Two.

4. Executive Committee

- 4.1.** The term for all positions on the Executive Committee shall be from June 1st to April 30th.
- 4.2.** The Executive Committee shall be comprised of nine (10) voting members.
- 4.3.** All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4.** Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5.** The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6.** Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

5. Executive Committee Composition and Duties

The executive team will consist of one Managing Director, one Finance Director, one or more Communication Director(s), one or more Design Director(s), one or more Construction Director(s) and one Logistic Director. The Manager Director can appoint directors for positions as needed. Additionally, the club will be split into smaller design teams of four to six (4-6) members for competition purposes, which will be headed by a team captain.

5.1. Managing Director

- 5.1.1. Oversee the captains' progress reports, design and construction
- 5.1.2. Oversee directors, providing them with goals, timelines, and assistance:
- 5.1.3. Book accommodations and transportation for the competition
- 5.1.4. Lead executive and general meetings
- 5.1.5. Communicate with all Troitsky members
- 5.1.6. Complete the required university and competition forms
- 5.1.7. Make executive decisions

5.2. Finance Director

- 5.2.1. Acquire EngSoc funding
- 5.2.2. Acquire sponsorships
- 5.2.3. Record all financial transactions
- 5.2.4. Decide on annual membership fees based on a budget created alongside the Managing Director

5.3. Communications Director:

- 5.3.1. Work with the Managing Director to send out emails to Concordia, EngSoc, and other entities as needed
- 5.3.2. Maintain the club's social media accounts (Facebook, Instagram, Discord, website, and LinkedIn)
- 5.3.3. Create a sponsorship package

5.4. Design Director

- 5.4.1. Plan and run design workshops (woodworking, AutoCAD and others)
- 5.4.2. Provide the Finance Director with any materials that need to be purchased, as well as the corresponding invoices
- 5.4.3. Store materials and have access to the club design locker
- 5.4.4. Schedule meetings with team captains

5.5. Construction Director

- 5.5.1. Plan and run construction workshops
- 5.5.2. Operate all power tools and provide guidance to members when using hand tools
- 5.5.3. Provide the Finance Director with any materials that need to be purchased, as well as the corresponding invoices
- 5.5.4. Store materials and manage the club design lockers
- 5.5.5. Schedule meetings with team captains

5.6. Logistics Director

- 5.6.1. Find housing (hotels, Airbnbs) and transportation (trains, buses) for the competition, if held in person.
- 5.6.2. Book rooms and tools necessary for bridge model construction and events
- 5.6.3. Miscellaneous planning details

5.7. Team Captain

Team captains are **not** executive positions, but rather a contact person responsible for the internal team's progress. Each team must appoint a captain.

They must:

- 5.7.1. Deliver progress reports
- 5.7.2. Communicate with and report to executives, primarily to the Design Director, regarding materials for construction

6. Elections

- 6.1.** All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2.** All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3.** All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4.** Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5.** The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6.** On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7.** The elections must be held in a nonbiased manner. No individual who is seeking an election may participate in administering the election.

7. Finances

- 7.1.** The Finance Director shall keep an active record of income and expenses.
- 7.2.** The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
- 7.3.** The Executive Committee must approve all expenditures over \$500.00 through a majority vote at a meeting of the Executive Committee.
- 7.4.** The group may not engage in activities that are essentially commercial in nature.
- 7.5.** The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6.** The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7.** The group will not pay salaries to any of its officers.

8. Meetings

- 8.1.** The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2.** The group shall hold general meetings at least twice per year to provide the general membership with an opportunity to review the group's annual activity plan, and financial health, and propose or vote on constitutional amendments.
- 8.3.** The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Termination of Membership

- 9.1.** The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2.** A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3.** A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4.** Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5.** In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6.** Following termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7.** Executive Committee members are subject to the same termination of membership process as general members.

10. Amendments

- 10.1.** All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2.** All voting members may propose and vote on amendments to the constitution.
- 10.3.** The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4.** Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.