

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 Student 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, industry mixers, charity drives, 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. The president role is passed down from the former president to the next. Remaining positions are through an election process.

1.3.1 Executive List and Duties

The executive committee shall be comprised of 9 officers. These include **President(s), Vice President Finance, Vice President Logistics, Vice President Marketing, Vice President Professional Development, Vice President External Relations, Vice President Community, and Vice President Academia.**

The President(s) shall:

- Recruits the executive team, associates, and consultants
- Creates high level goals for the club and its direction
- Informs and empowers all members to execute their duties
- Manages distribution and execution of responsibilities
- Acts as a liaison to CSCE national and regional
- Prepares the interim and final CSCE club reports
- Ensures sustainability of club and its presidency
- Prepares the club transition report for the next year

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:

- Oversees all marketing operations of the chapter (eg. Event Promotion, Facebook, Instagram, Website)
- Ensures all marketing materials and events (posters, online banners, class announcements, alerts, etc.) are released in a timely manner
- Develops and implements a marketing strategy to increase communication and involvement between CSCE and the student body
- Manage and maintain the chapter website including current and archived events, chapter sponsors, 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 parties to create events that best serve students' professional development needs.
- Foster and maintain a relationship between civil engineering alumni and current students.
- Manage a mentorship program with current undergraduate students with civil engineering alumni

The Vice President Community shall:

- Research goodwill opportunities for chapter outreach to external communities.
- Organize fundraising events among the student body.
- Generates year-long student initiatives to increase community engagement

The Vice President Academia shall:

- Be the point of contact for the professors in the Faculty.
- Manages an undergraduate research opportunity program with civil engineering professors
- Increase familiarity and visibility of graduate studies and research to civil engineering at the University of Toronto
- Organize an undergraduate and graduate research showcase

The Vice President of External Relations 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
- Works alongside the Presidents and other executives to create sponsorship packages and incentives with engineering companies

The Vice President of Logistics shall:

- Organizes logistics for events and chapter initiatives (e.g. room bookings, catering, audio/visual equipment)

- Ensures that chapter events are planned in a timely manner and do not conflict with academic schedules of all years of Civil Engineering students
- Manages club assets and rentals (lockers, temporary office spaces, club merchandise)
- Supports President with event planning and other operational tasks

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.