

Queen's Electrical and Computer Engineering Club Constitution

Amended February 29th, 2016

Article I: Name and Scope

1. The official Club name shall be “Queen’s Electrical and Computer Engineering Club”; the Club may also be referred to as “ECE Club”.
2. Within this document, the Queen’s Electrical and Computer Engineering Club shall be referred to as the “Club”.
3. Within this document, Electrical and Computer Engineering shall be referred to as “ECE”.
4. This constitution defines the roles, responsibilities, regulations, policies, mandate and scope of the Club, and supersedes any other document addressing these topics for the Club.

Article II: Membership and Privileges

1. All full time undergraduate Queen’s University Electrical and Computer Engineering students shall be regular members.
2. Any member who is an officer as defined by Article IV is considered part of the Club Executive.
3. All members are represented by the Club Executive, and have the right to participate in Club events.

Article III: Purpose

1. The purpose of the Club is:
 - a. to promote good communication among undergraduate students, graduate students, and staff of the department,
 - b. to help resolve academic and administrative difficulties within the department via meetings with the faculty at least once per term,
 - c. to maintain good communication with the Queen’s University Engineering Society through the Engineering Society Representative,
 - d. to organize Club social events and manage the revenues and expenses of such events,
 - e. to design and purchase Electrical and Computer Engineering merchandise,
 - f. to communicate with the “Electrical and Computer Engineering” community to aid in obtaining jobs for undergraduate students and to understand the needs of the community,
 - g. to provide professional development opportunities specific to Electrical and Computer Engineering disciplines, and
 - h. to act in the best interest of Electrical and Computer Engineering students within the purview of this document and ensure the autonomy of the Club.

Article IV: Executive

1. The Executive of the Club shall be elected as outlined in Article VII.
2. The tenure of office for the Club Executive shall be one year, starting the April 1st after the election, with the exception of the 2nd year positions as outlined in Article VII.
3. As soon as elected or acclaimed, the incoming Executive shall sit as observing members at Executive meetings.
4. The outgoing Executive shall be responsible for instructing and informing the incoming Executive of their duties, preferably by providing written notes on duties performed.

5. The following members constitute the Executive of the Club, and shall be in the corresponding year of studies:
 - a. 4th Year
 - i. President
 - ii. Senior Academic Representative
 - iii. Senior Events Coordinator
 - iv. Engineering Society Representative
 - v. Merchandise Coordinator
 - b. 3rd Year
 - i. Vice-President
 - ii. Treasurer
 - iii. Junior Academic Representative
 - iv. Junior Events Coordinator
 - v. Communications Coordinator
 - c. 2nd Year
 - i. Second Year Electrical Engineering Representative
 - ii. Second Year Computer Engineering Representative
6. Additional persons may be appointed to the Executive as non-voting members at the will of the voting Executive.

Article V: Executive Roles and Responsibilities

1. Within this clause, members of the Club Executive shall be referred to as “officers”.
2. All officers shall attend Club meetings called by the President, within reason. An officer may not fail to attend three consecutive Club meetings.
3. All officers shall act in the best interest of the Club and Club members.
4. Officers are expected to perform reasonable duties beyond the scope of their specific duties, at the will of the Club President and the Club Executive as a whole.
5. The following officers have these specific duties:
 - a. President
 - i. they shall act as the official spokesperson of the Club or appoint an alternative to do so on their behalf.
 - ii. they shall chair regular meetings of the Club Executive as outlined in Article VI,
 - iii. they shall ensure that all elections are carried out as outlined in Article VII,
 - iv. they shall ensure a smooth transition from past Executive to present Executive, including continuing to chair mutually attended meetings until April 1,
 - v. they shall inform all members of the Executive of their duties and responsibilities and make available to them a copy of the constitution,
 - vi. they shall conduct an examination of the constitution and make necessary amendments according to Article X,
 - vii. they shall help to promote a good social, academic and administrative environment among staff and students,
 - viii. they shall delegate to the Executive tasks and duties of the Club as they arise,
 - ix. they shall support and guide other members of the Executives in their specific duties,
 - x. they shall issue funds as necessary in the absence of the treasurer.

- b. Vice President
 - i. they shall be responsible to conduct the duties of the President in the President's absence,
 - ii. they shall assist the President with the President's specific duties,
 - iii. they shall work with the Engineering Society to submit a proposal for the Better Engineering Donation (BED) on behalf of the Club,
 - iv. they shall be responsible to call and chair any by-elections to fill permanent vacancies on the Executive.
- c. Treasurer
 - i. they shall maintain adequate financial records of the Club,
 - ii. they shall assume responsibility to issue and/or collect funds approved by the Executive,
 - iii. they shall act as the financial officer for the Club,
 - iv. they shall prepare written financial statements of revenues and expenses of each Club event.
- d. Communications Coordinator
 - i. they shall take minutes at all meetings,
 - ii. they shall monitor and manage communication outlets used by the Club, these include but are not limited to the Club email, webpage and social media accounts.
- e. Engineering Society Representative
 - i. they shall attend all Queen's University Engineering Society Council meetings as a representative of the Club and as a voting member of Council,
 - ii. they shall give a report (verbal and written) at alternate Engineering Society meetings as required,
 - iii. they shall voice concerns of the Club at Engineering Society meetings or to the Engineering Society Executive through the Director of Internal Affairs,
 - iv. they shall inform the rest of the Club of major issues of the Engineering Society.
- f. Merchandise Coordinator
 - i. they shall design, or commission the design of, Electrical and Computer Engineering merchandise,
 - ii. they shall work with commercial vendors to purchase and deliver merchandise,
 - iii. they shall run merchandise sales throughout the year.
- g. Junior Academic Representative and Senior Academic Representative
 - i. they shall represent the interests of undergraduate Electrical and Computer Engineering students to the faculty,
 - ii. they shall sit on the ECE Undergraduate Curriculum Committee as student members, and attend ECE Department meetings (schedules permitting),
 - iii. they shall promote and attend academic relations and feedback events (ie. Working Group on Undergraduate Relations, Town Hall),
 - iv. they shall organize and administer additional academic feedback events or processes, as deemed appropriate by the Executive (ie. TA feedback process),
 - v. they shall organize academic and professional development tutorials and events specific to Electrical and Computer Engineering.

- h. Junior Events Representative and Senior Events Representative
 - i. they shall be responsible for, or assist in the organization of all events, and
 - ii. they shall determine and book appropriate venues on behalf of the Club and arrange appropriate deposits.
- i. Second Year Electrical Engineering Representative and Second Year Computer Engineering Representative
 - i. they shall help integrate second year students into the Club activities,
 - ii. they shall work with the Academic Representative to handle second year academic issues.

Article VI: Meetings of the Executive

1. The Executive shall meet at the call of the President, or Vice-President, or the appointed person acting in the place of the President or Vice-President.
2. The President shall call a meeting of the Executive when requested by two other members of the Executive.
3. A majority of the Executive, consisting of at least one representative from each of 2nd, 3rd, and 4th year shall constitute a quorum.
4. The Executive shall meet not less than twice per calendar month from September to March inclusive.

Article VII: Elections

1. The Club shall hold elections in the month of March for the following school year, for all positions except 2nd Year Representatives.
2. The elections for the 2nd Year Representatives shall be held in September during class for the school year currently in progress.
3. The elections may be run by Executive members during a mandatory class for the year appropriate to the position.
4. Notice of the elections and the available positions should be advertised by email at least 3 full days before the elections occur.
5. All Electrical and Computer Engineering undergraduate students are eligible for the Executive positions so long as:
 - a. They are full time students in an Electrical and Computer Engineering program for the following school year,
 - b. They are entering the appropriate year for the position they are running for as specified in Article IV,
 - c. Nominees for President should have previously been a member of the Executive, unless no previous member is willing or able to assume the position.
6. If the elections are held in class, all candidates are allowed 30 seconds to speak to the class. If a member is unable to attend the election, they can prepare written statement no longer than one hundred fifty words to be presented by the Executive member running the election.
7. Positions are awarded based on runoff voting. If a position is unopposed, a vote of confidence is held where the member must receive more votes in favour than opposed.

Article VIII: Removal of Executive members

1. An Executive member may be removed from their position by a two thirds majority vote of the Executive.
2. An Executive member may voluntarily withdraw from their position.
3. An Executive member is automatically removed from their position if they are no longer a full time Electrical and Computer Engineering student during their tenure.

Article IX: Replacement of Executive members

1. If an Executive member is removed from the position of President, Vice-President, Senior Academics Representative, Treasurer, or Engineering Society Representative they must be replaced within one month using the policies outlined in Article VII.
2. For any other position, either of the following can be used to replace the member:
 - a. An election following the policies outlined in Article VII.
 - b. A majority vote from the Executive members on candidates who have self-nominated in response to a public notice concerning the vacant position.
3. The year requirements outlined in Article IV do not apply when replacing a member of the Executive.

Article X: Constitutional Changes

1. Any part of the constitution of the Club may be added, amended or removed by a two thirds majority vote of the Club Executive.
2. A constitutional amendment may be brought to a referendum requiring more votes in favour than opposed to succeed. A referendum can only be initiated by a one third vote of the Executive.

