

# THE CONSTITUTION OF THE QUEEN'S UNIVERSITY CIVIL ENGINEERING CLUB

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### **Article I: The Club**

1. The official name of the club shall be “Queen’s University Civil Engineering Club”. The Queen’s University Civil Engineering Club may be variously known as “Queen’s Civil Engineering Club” or “Civil Club”. Hereafter, in this document, the Queen’s University Civil Engineering Club shall be referred to as the “Club”

### **Article II: Mission Statement**

1. The Queen’s University Civil Engineering Club will strive to actively engage its members and strive to improve the quality of the undergraduate experience within civil engineering

### **Article III: Purpose Statement**

1. The club will
  - a. promote and maintain strong communication among undergraduate students, graduate students, and faculty;
  - b. help resolve academic and administrative difficulties;
  - c. provide academic resources including a service to pair students in 2<sup>nd</sup> and 3<sup>rd</sup> year with upper year student tutors;
  - d. organize an AutoCAD workshop with a civil engineering focus
  - e. conduct course and curriculum evaluations;
  - f. maintain good standing with associated professional groups such as the Canadian Society for Civil Engineering (CSCE);
  - g. maintain good communication with the “Engineering Society of Queen’s University” especially the Director of Internal Affairs and send a representative to Engineering Society Council
  - h. organize social events and athletic activities and manage the expenses and revenues associated with these events and activities

### **Article IV: Membership**

1. All undergraduate Queen’s University Civil Engineering students shall be regular members.
2. All first year students in the Faculty of Engineering and Applied Science shall be welcome to attend Club functions under the same regulations that apply to regular members.
3. All faculty and post-graduate students will be honorary members of the Club. Honorary members shall be allowed to attend Club functions. Their attendance at such functions may or may not be under the same regulations that apply to regular members at the discretion of the executive.
4. Any persons other than regular members, honorary members, or first year Engineering and Applied Science students shall be allowed to attend Club functions at the discretion of the executive.

## **Article V: Fees**

1. There shall be no Club membership fee levied for any regular member, honorary member, or first year student in the Faculty of Engineering and Applied Science.

## **Article VI: Rights, Privileges, and Obligations of Members**

1. The Rights of regular members shall include the following:
  - a. the right to vote at Club elections
  - b. the right to attend meetings of the Club
2. The Privileges of regular members shall include the following:
  - a. the privilege of holding an executive position within the Club subject to the qualifications of the position
  - b. the privilege of attending Club events and activities
  - c. the privilege of using Club facilities and services
3. The Obligations of regular members shall be as follows:
  - a. the obligation to obey the Constitution
  - b. the obligation to uphold, respect, and promote the integrity and traditions of the Engineering profession.

## **Article VII: The Executive**

1. The Executive shall consist of the following members:
  - a. the President
  - b. the Vice President Social
  - c. the Vice President Academic
  - d. the treasurer
  - e. two events coordinators
  - f. two athletics directors
  - g. the merchandise representative / webmaster
  - h. two representatives from the third year class
  - i. two representatives from the second year class
2. All members of the executive shall be elected:
  - a. all members of the executive excluding the second year representatives shall be elected in March
  - b. the second year representatives shall be elected during the first week of the fall semester
3. The duties of the President include, but are not limited to:
  - a. attending Engineering Society council
  - b. acting as the liaison between the Club and the:
    - i. Fourth Year Civil Engineering Class
    - ii. Engineering Society of Queen's University
    - iii. Faculty of Engineering and Applied Science
    - iv. Civil Engineering department
    - v. Canadian Society for Civil Engineering
  - c. organizing and overseeing the other members of the club
  - d. preparing reports for the Canadian Society for Civil Engineering
4. The duties of the Vice President Social include, but are not limited to:

- a. planning Civil Trip
  - b. assisting the event planners in planning other events
  - c. assisting the President
5. The duties of the Vice President Academic include, but are not limited to:
- a. assembling the list of graduate student tutors
  - b. organizing the distribution and summarization of the Turcke evaluations, and meeting with the Department Head to discuss the feedback
  - c. assist in the creation of the BED Fund proposal
  - d. advocate for student issues relating to academics
  - e. assist the President
  - f. act as the club secretary
6. The duties of the treasurer include, but are not limited to:
- a. maintaining the details of the Club's bank account
  - b. assisting in event budgeting
  - c. creating the BED Fund proposal
  - d. access bank account to withdraw money to pay for events as well as make deposits
7. The duties of the events coordinators include, but are not limited to:
- a. plan events for the members, including, but not limited to the following:
    - i. Welcome Back BBQ
    - ii. Pool with Profs
    - iii. Science Formal Wine and Cheese
    - iv. End of Year Banquet
8. The duties of the athletics coordinators include but are not limited to:
- a. organize intramural teams
  - b. organize a team for BEWIC Sports Days
  - c. plan Civil Bonspiel
9. The duties of the merchandise representative / webmaster include but are not limited to:
- a. collecting orders for merchandise and placing the order
  - b. maintaining the Club's Facebook page and Website
10. The duties of the second and third year representatives include but are not limited to:
- a. acting as a liaison between the Club and their year's class
  - b. assisting other members of the Club when necessary

#### **Article VIII: Impeachment & Non-Confidence**

1. A vote of non-confidence may take place if an executive member violates the Club Constitution
2. Any member(s) concerned with the aforementioned violation may call a vote of non-confidence
  - a. This vote must take place at a civil club meeting in which a quorum (2/3) of the membership is present
  - b. The vote of non-confidence shall pass with a simple majority

3. The Executive may pass a vote of non-confidence with unanimous vote (excluding the member the vote concerns)
4. A new member will be elected within one month of a non-confidence vote passing in accordance with standard election procedures

#### **Article IX: Finance**

1. Finances shall be managed in accordance with “The Engineering Society of Queen’s University Policy Manual” section 0.D

#### **Article X: Amendments**

1. Amendments to the club constitution may be made at any time
  - a. Any member of the Club may propose an amendment to the constitution, this shall be submitted to the Executive in writing at least one week prior to a vote
  - b. This vote must take place at a civil club meeting in which a quorum (2/3) of the membership is present
  - c. The vote of non-confidence shall pass with a simple majority
  - d. The executive may also pass an amendment with a unanimous decision