



CONSTITUTION

Civil Engineering Graduate Student Association

Enacted September 8, 2008
Amended September 9, 2014



Revision History

Date	Description of Change(s)
September 8, 2008	<ul style="list-style-type: none">• Enacted
September 9, 2014	<ul style="list-style-type: none">• Changes to general formatting and layout• Removal of Secretary, Event Coordinator, and Member-at-Large positions• Addition of Vice-President Titles• Update of all Executive duties• Update of AGM and Elections procedures

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Article I. Interpretation

Section 1.01 Name

- (a) The official name of this course union shall be the Civil Engineering Graduate Student Association.

Section 1.02 Definitions

- (a) For the purpose of this constitution of the Civil Engineering Graduate Student Association, unless the context requires otherwise, the following shall mean:
1. “Association” shall mean the association of the Civil Engineering Graduate Students, University of Toronto;
 2. “Course Union” shall mean those Members of the Graduate Students’ Union who form course unions;
 3. “Department of Civil Engineering” shall mean the recognized department which registers Civil Engineering Graduate Students at the University of Toronto;
 4. “Executive” shall mean the President and Vice-Presidents of the Association
 5. “General Meeting” shall mean the general meeting of the Association
 6. “Graduate Students’ Union” shall mean the corporation of the University of Toronto Graduate Students’ Union, University of Toronto;
 7. “Members” shall be the persons who are admitted as Members of the Association; and
 8. “University of Toronto” shall mean the academic institution and the corporation of the University of Toronto, in the City of Toronto, in the Province of Ontario.

Section 1.03 Language

- (a) Words importing the singular number or the feminine gender shall include the plural number or the masculine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Section 1.04 Parliamentary Authority

- (a) The rules contained in the current edition of *Robert’s Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are consistent with the law, the constitution, and any special rules of order the Association may adopt.

Section 1.05 Order of Governance

- (a) The Constitution applies to all transactions and affairs of the Association.
- (b) The transactions and affairs of the Association shall be governed in order of precedence by:

1. The Letters Patent of the Graduate Students' Union;
2. The By-Laws of the Graduate Students' Union
3. The Corporate Policies of the Graduate Students' Union
4. The Memorandum of Agreement with the Graduate Students' Union; and
5. The Constitution.

(c) In the event of a conflict between these documents, the document with higher precedence shall be the authority.

Section 1.06 Amendments

- (a) Constitutional amendments may be proposed by majority vote at an Executive meeting.
- (b) The proposed Constitution shall be distributed to all members of the Association and seven (7) days shall be given to register any objections.
- (c) If any objections are made, the Executive shall call a General Meeting, at which there shall be opportunity to debate the proposed amendments. The proposed Constitution must be approved by two-thirds (2/3) of those voting at the General Meeting in order to become the official Constitution of the Association.
- (d) If no objections are made, the requirement of a General Meeting shall be waived, and the proposed Constitution shall become the official Constitution of the Association.

Article II. The Association

Section 2.01 Mandate

- (a) The Mandate of the Association shall be:
 1. To promote and maintain responsible student government;
 2. To represent the interests of the civil engineering graduate student body to the broader community, the faculty, and other student groups; and
 3. To sponsor events of common interest to the membership.

Article III. Membership

Section 3.01 Full Membership

- (a) The full membership of the Association shall consist of each graduate student registered in the School of Graduate Studies in the Department of Civil Engineering at the University of Toronto.

Article IV. General Meetings

Section 4.01 Procedure

- (a) The Annual General Meeting of the Membership shall be held in the Galbraith Building, or elsewhere on the University of Toronto campus, as the Executive may determine, during the month of October.
- (b) A General Meeting must be held in a venue that does not restrict access to the full members of the Association.
- (c) The financial statement of the year shall be presented by the outgoing Vice-President, Finance.
- (d) A quorum shall be fifteen percent (15%) of the full-members of the Association.

Section 4.02 Calling

- (a) At any time a General Meeting may be called by any one of the following:
 - 1. Fifteen percent (15%) full-members of the Association, by requisition; or
 - 2. The Executive, by majority vote.
- (b) In the case of a meeting called by requisition, the requisition for the meeting shall state the general nature of the business to be presented at the meeting and shall be signed by the requisitioners. The Executive shall call a General Meeting within twenty-one (21) days from the date of the deposit of the requisition at the Office of Student Services (GB 105) in the Department of Civil Engineering.

Section 4.03 Notice

- (a) Notice of a General Meeting must be given no more than twenty-one (21) days, and no less than seven (7) days, prior to the meeting.
- (b) Notice must be given to all members of the Association.
- (c) Notice must include all business to be transacted.

Article V. Executive of the Association

Section 5.01 Composition

- (a) The Executive of the Association shall consist of:
 - 1. The President;
 - 2. The Vice-President, Finance;

3. The Vice-President, Communication;
 4. The Vice-President, Academic; and
 5. The three (3) Vice-Presidents, Social.
- (b) The Executive shall elect from amongst themselves up to three Coarse Union representatives to the Graduate Students' Union.
- (c) All Executives must be full members of the Association.

Section 5.02 Conflict of Interest

- (a) The Executive may not be a chairperson or executive member of a club or other organization receiving or petitioning to receive funds from the Association.
- (b) The President or Vice-President, Finance may not sign cheques to organizations of which they are a member without explicit authorization from all Executive.

Section 5.03 Terms of Office

- (a) The Executive shall hold office starting no later than September 30.
- (b) The Executive shall hold office for one (1) year, commencing from their date of succession, or until their successor is duly appointed.

Section 5.04 Representation to Other Bodies

- (a) The Executive shall have the authority to administer the selection process for representation of the Association to other external bodies.
- (b) Representatives to other bodies must be full-members of the Association, and may be selected from within the Executive.
- (c) Representatives of the Association to any other body shall report to the Executive at the discretion of the Executive.

Section 5.05 Meetings

- (a) Any member of the Executive may call a meeting of the Executive.
- (b) Any member of the Association may attend a meeting of the Executive as long as notice is given at least one (1) day in advance.

Section 5.06 President

- (a) The mandate of the President is to represent the interests of the Association, provide overall guidance to the duties of the Vice-Presidents, and act as the primary spokesperson of the Association.

- (b) The President shall:
1. Preside at General and Executive Meetings of the Association;
 2. Coordinate the functioning of the Executive between meetings;
 3. Represent the Association in its official correspondence and communication;
 4. Act as a signing authority for any financial accounts of the Association; and
 5. Apply, with the Vice-President Finance, for head grant funding from the Graduate Students' Union
- (c) The President shall act as a representative to, or provide for the representation of the Executive, the Association, and its membership, at:
1. All external bodies, including the Department of Civil Engineering, the Faculty of Applied Science and Engineering, the School of Graduate Studies, and other department course unions;
 2. The Department of Civil Engineering Graduate Appeals Committee;
 3. The Department of Civil Engineering Academic Planning Committee, with the Vice-President, Academic; and
 4. The Department of Civil Engineering General Council, with the Vice-President, Academic.

Section 5.07 Vice-President, Finance

- (a) The mandate of the Vice-President, Finance is to oversee the strategic direction of the Association's finances, and ensure effective management of the allocation of Association resources.
- (b) The Vice-President, Finance shall:
1. Maintain sound financial records of the Association;
 2. Maintain an account for the Association at a financial institution;
 3. Prepare a detailed financial report for presentation at the Annual General Meeting of the Association;
 4. Prepare a statement of income and expenditures as required by the Executive;
 5. Make recommendations to the Executive about the use of funds;
 6. Coordinate the reimbursement of funds and pay any bills associated with activities of the Association;
 7. Represent the Association in its official correspondence and communication with any financial institution where the Association holds a financial account;
 8. Act as a signing authority for any financial accounts of the Association; and,
 9. Apply, with the President, for head grant funding from the Graduate Students' Union.

Section 5.08 Vice-President, Communication

- (a) The mandate of the Vice-President, Communication is to enhance the transparency of the Association, and foster a two-way transfer of information between the Executive and the Membership.
- (b) The Vice-President, Communication shall:
 - 1. Maintain the website of the Association including renewal of website services;
 - 2. Control the Association mailing list and email account(s);
 - 3. Create an active presence of the Association on social media;
 - 4. Update the Association poster board on a regular basis;
 - 5. Photograph all Association events and activities;
 - 6. Ensure that all events are publicized days in advance;
 - 7. Ensure that the membership is informed of all actions and decisions of the Executive; and
 - 8. Update and distribute the new graduate student Welcome Package.

Section 5.09 Vice-President, Academic

- (a) The mandate of the Vice-President, Academic is to enhance the educational opportunities for the Membership by facilitating academic events and programming.
- (b) The Vice President, Academic shall:
 - 1. Manage the planning of all academic events of the Association which shall include, but not limited to:
 - (i) CIV Talks
- (c) The Vice-President Academic shall act as a representative to, or provide for the representation of the Executive, the Association, and its membership, at:
 - 1. The Department of Civil Engineering Academic Planning Committee, with the President; and
 - 2. The Department of Civil Engineering General Council, with the President.

Section 5.10 Vice-President(s), Social

- (a) The mandate of the Vice-President(s), Social is to enhance the graduate student experience and graduate student life of the Membership by facilitating social events and programming.
- (b) The Vice-President(s), Social shall:
 - 1. Manage the planning and execution of all social events of the Association which shall include, but not limited to:
 - (i) Coffee Breaks

- (ii) Annual Departmental Charity Event
- 2. Maintain, and investigate improvements for the Graduate Lounge (GB 129) to enhance its social environment

Article VI. Elections

Section 6.01 Procedure

- (a) The outgoing Executive shall select a member of the Association to act as the Chief Returning Officer, hereafter called the CRO, who shall act as the primary administrator of the election.
- (b) The CRO shall schedule three (3) consecutive days for the election period, consisting of two (2) campaign days followed by one (1) voting day.
- (c) The CRO shall provide notice of the election to all members of the Association at least fourteen (14) days prior to the commencement of the election period.
- (d) The nomination period shall span at least seven (7) days and must occur within the fourteen (14) days of notice prior to the election period.
- (e) Any full member of the Association may run to be on the Executive, including the outgoing Executive who may run for re-election.
- (f) Voting of Members shall be held in the Galbraith Building in the Graduate Lounge (GB 129).
- (g) Voting shall be done with paper ballots using a preferential voting method.
- (h) In the event that seven (7) or fewer members submit a nomination, the Executive shall be acclaimed.

Section 6.02 Vacant Positions

- (a) In the event that fewer than seven (7) members are acclaimed, or a vacancy arises during the term, the Executive shall have the authority to institute procedures for the filling of those vacancies, notwithstanding Section 5.03(a).
- (b) Any member of the Executive who is not elected by the means outlined in Section 6.01, shall not be eligible to hold the position of President or Vice-President, Finance, nor act as a representative to the Graduate Students' Union or Department of Civil Engineering.

Section 6.03 Impeachment

- (a) Any member of the Executive may be impeached at any General Meeting by a two-thirds (2/3) vote of the members of the Association present and voting.

Section 6.04 Executive Position Selection

- (a) The assignment of Executive positions shall occur at the Executive Position Selection Meeting, and shall be held no later than seven (7) days after the election period.
- (b) The Executive shall each nominate themselves for an executive position.
- (c) In the event that only one (1) Executive nominates themselves for a position, the position shall be acclaimed.
- (d) In the event that more than one (1) Executive nominates themselves for a position, the position shall go to a vote of the Membership at the Annual General Meeting. Voting shall be done with paper ballots using a preferential voting method.

Article VII. Finances

Section 7.01 Accounts

- (a) Any funds held by the Association shall be deposited in an account at a financial institution.
- (b) The funds shall be used to fulfill the purposes of the Association.
- (c) The President and the Vice-President Finance shall act as signing authorities on the account.
- (d) The year-end balance of the account must be no less than approximately (25%) of funds earned through Grants from the Graduate Students' Union.