



**Constitution of the Canadian Society for Civil Engineering  
Saskatoon Student Chapter**

Updated March 4<sup>th</sup>, 2022

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## **Article I: Definitions**

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### **Section 1: Name**

- 1.1 The official name of the club shall be “Canadian Society for Civil Engineering, Saskatoon Student Chapter”, and shall be referred to in this document as The Club.
- 1.2 The following shortened versions and abbreviations of The Clubs’ name will be the only names allowed for use in advertisement and representation of The Club:
  - a) “Civil Club” (Name on Bank Account)
  - b) “Canadian Society for Civil Engineering (CSCE), Saskatoon Student Chapter”.

### **Section 2: Purpose**

- 2.1 The main purpose of The Club is to represent, serve, and support the students enrolled in Civil Engineering at the University of Saskatchewan.
- 2.2 Through affiliation with the Canadian Society for Civil Engineers, The Club will facilitate communication between Civil Engineering students and the professional Civil Engineering Community.
- 2.3 The Club will work with the faculty and staff of the Civil and Geological Engineering Department to support the academic needs of the students in Civil Engineering.

### **Section 3: Representation**

- 3.1 For representation within the College of Engineering, the logo seen in Appendix A is to be used in part or in whole.

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## **Article II: Membership**

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### **Section 1: Categories of Membership**

1.1 Membership is open to all students at the University of Saskatchewan.

1.2 Canadian Society for Civil Engineering Student Membership shall be limited to undergraduate and graduate students of the Civil Engineering Department at the University of Saskatchewan.

1.3 Regular Member:

- a) Undergraduate students in the Department of Civil Engineering;
- b) Only Regular Members of the Canadian Society for Civil Engineering are eligible to hold executive positions within The Club;
- c) Only Regular Members are eligible to hold voting rights within The Club.

1.4 Honorary Member:

- a) Any other student at the University of Saskatchewan;
- b) Graduate students within the Civil Engineering Department are also eligible for Student Membership within the Canadian Society for Civil Engineering.

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## **Article III: Executive**

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### **Section 1: All Executive**

- 1.1 Shall strive to maintain the ideals of The Club in all dealings within and outside the College of Engineering.
- 1.2 Shall attend all Executive and General Meetings.
- 1.2 An executive officer that is removed or resigns will have their duties temporarily fulfilled by The President until such a time that a suitable replacement can be found.
- 1.3 May occupy only one (1) position within The Club.
- 1.4 Are required to provide the Incoming Executive with a report within one (1) month of their election detailing the information necessary to complete the required tasks of their position.

### **Section 2: Executive Roles**

- 2.1 The duties, powers, and responsibilities of the Executive Officers shall be set out in the following sections. The Executive positions shall be as follows:
  - a) President
  - b) Vice-President Internal Affairs
  - c) Vice-President External Affairs
  - d) Secretary
  - e) Treasurer
  - f) Social Media Director
  - g) Events Director
  - h) Graduation Coordinator
  - i) Third Year Representative
  - j) Second Year Representative
  - k) Members at Large

### **Section 3: President**

3.1 The role of The President will be to supervise and preside over The Club and all of the activities pertaining to the Regular Members and Honorary Members.

3.2 The roles and responsibilities of The President shall be to:

- a) oversee all members of The Executive in their duties;
- b) chair all Executive and General Meetings for The Club;
- c) maintain communication with all Engineering societies, clubs, and groups;
- d) serve as the liaison between students in Civil Engineering and the faculty and staff;
- e) attend meetings with the CSCE Saskatoon Section;
- f) plan annual CSCE Professionals Night;
- g) schedule and plan all General and Executive Meetings;
- g) attend Board of Directors and SESS Council meetings in accordance with funding requirements for the SESS

### **Section 4: Vice-President Internal Affairs**

4.1 The role of the Vice-President Internal Affairs will be to supervise and preside over their assigned portfolios and act as the internal organizer for the club's on campus presence

4.2 The roles and responsibilities of The Vice-President Internal Affairs shall be to:

- a) oversee the annual membership drive and sales throughout the year in association with the Treasurer and the Secretary;
- b) organize tutorials for appropriate classes at the request of students;
- c) assist the President in preparing the Annual Student Chapter Report;
- d) oversee the sales coordinator and year rep positions.

### **Section 5: Vice-President External Affairs**

5.1 The role of the Vice-President External Affairs is to oversee and direct all external representation of the Civil Club and their portfolios.

5.2 The roles and responsibilities of the Vice-President External Affairs shall be to:

- a) represent the club to outside bodies and individuals, in association with the President;
- b) maintain communication with the Canadian Society for Civil Engineers in association with the President;

- c) represent the University of Saskatchewan at the Canadian Society for Civil Engineering Annual Conference;
- d) solicit and collect sponsorship funds and maintain relationship with existing sponsors;
- e) assist the President in preparing the Annual Student Chapter Report;
- f) oversee the Webmaster and Graduation Coordinator.

## **Section 6: Secretary**

6.1 The Secretary is responsible for performing all administrative tasks related to The Club.

6.2 The duties and responsibilities of The Secretary will be to:

- a) request items for discussion and prepare the agenda for all meetings;
- b) be responsible for taking accurate meeting minutes, and distributing them to the appropriate sub-set of people in a timely manner;
- c) collect information and compile any articles required for submission to The 'Fo on a weekly basis;
- d) maintain a comprehensive list of Regular Members and Honorary Members;
  - i) Have access to the student membership database for CSCE.
- e) work with representatives of Geological Engineering to ensure the lounge is kept clean and has all necessary supplies;
- f) assist The Vice-President Internal Affairs and The Treasurer with membership sales throughout the year.

## **Section 7: Treasurer**

7.1 The Treasurer is responsible for the financial dealings of The Club.

7.2 The duties and responsibilities of The Treasurer will be to:

- a) keep proper financial record in compliance with general accepted accounting principles;
- b) oversee all budgeting for events, membership sales, clothing sales, and the graduation celebration;
- c) ensure there is adequate float available no less than forty-eight (48) hours prior to events;
- d) assist The Vice-President Internal Affairs and The Secretary with membership sales throughout the year.

## **Section 8: Social Media Director**

8.1 The Social Media Director is responsible for the online presence of The Club.

8.2 The duties and responsibilities of The Social Media Director will be to:

- a) maintain and update the website as needed;
- b) ensure executive members have access to media platforms to advertise club events

## **Section 9: Events Director**

9.1 The Events Director is responsible for overseeing and planning events on behalf of The Club.

9.2 The duties and responsibilities of The Events Director will be to:

- a) act as the liaison between other engineering discipline society social directors to plan events;
- b) extend invitation to Civil Engineering faculty and staff for events to which they should be invited;
- c) ensure the club has appropriate bar sponsorship for the year;
- d) assist The Graduation Coordinator in planning the official after graduation celebration.

## **Section 12: Graduation Coordinator**

12.1 The Graduation Coordinator is responsible for fundraising for and organizing the graduation celebration for the students in Civil Engineering.

12.2 The duties and responsibilities of The Graduation Coordinator will be to:

- a) organize and chair The Graduation Committee;
- b) oversee all fundraising and planning for the Graduation Banquet;
- c) assist the Sales Director in overseeing and managing weekly food sales;
- d) assist The Social Director in planning the official after graduation celebration.



### **Section 13: Third Year Representative**

13.1 The role of the Third Year Representative(s) is to assist The Executive with the organization and activities of The Club.

13.2 The Third Year Representative acts as a liaison between The Executive and the students in third year Civil Engineering classes:

a) Provide information regarding class and midterm times;

i) In order to adequately fulfil this role, the third year representative must be in a minimum of two (2) core classes in the prescribed third year civil engineering curriculum.

b) Organize and inform students of events The Club is holding by giving class talks.

13.3 The Third Year Representative will be member of the Graduation Committee as an advisor and volunteer

### **Section 14: Second Year Representative**

14.1 The role of the Second Year Representative(s) is to assist The Executive with the organization and activities of The Club.

14.2 The Second Year Representative acts as a liaison between The Executive and the students in second year Civil Engineering classes:

a) Provide information regarding class and midterm times;

i) In order to adequately fulfil this role, the second year representative must be in a minimum of two (2) core classes in the prescribed second year civil engineering curriculum.

b) Organize and inform students of events The Club is holding by giving class talks.

14.3 The Second Year Representative will be member of the Graduation Committee as an advisor and volunteer

### **Section 15: Members at Large**

15.1 The role of Members at Large is to assist The Executive as needed.

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## **Article IV: Finances**

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### **Section 1: Financial Dealings**

- 1.1 The Executive shall set an annual membership fee.
- 1.2 The finances of The Club must be handled exclusively by The Club, and must be kept separate from any other society, club, or group.
- 1.3 Any surplus resulting from the annual operations of the club shall be transferred or reserved for future use and no part of the surplus shall be payable to any member.
- 1.4 As of August 1<sup>st</sup> each year there must be a fund of, at minimum, three thousand (3000) dollars remaining in the Civil Club bank account with all outstanding financial obligations met.
- 1.5 In the event of the dissolution of the group, all surplus and assets shall be transferred to a similar group with a similar membership and purpose.

### **Section 2: Signing Authority**

- 2.1 Signing Authority of the bank account shall be granted to the members holding the positions of President, Vice-President Internal, Vice-President External, Gradation Coordinator and Treasurer.
- 2.2 Should any of the above mentioned positions be vacant following the annual elections, the incoming executive shall hold a vote as to which member of the incoming executive is to be awarded signing authority for the academic year.
  - 2.2.1 Should the original position become filled following the election and signing authority has already been awarded to another member of The Executive, the signing authority will remain with that member.
  - 2.2.2 Should the position of Treasurer be unfilled at the election and is filled at a later time, this member shall be given signing authority in addition to the other members of The Executive already holding signing authority.
- 2.3 No signing authority may sign a cheque addressed to him/herself.

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**Article V: Meetings**

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**Section 1: General Meetings**

- 1.1 At least one (1) General Meetings shall be held during the academic year.
- 1.2 Members must be informed of a General Meeting a minimum of fourteen (14) days in advance.
- 1.3 Agenda items must be reviewed by The Secretary no less than seven (7) days prior to a General Meeting.
- 1.4 The agenda must be circulated to all members no less than five (5) days before a General Meeting.

**Section 2: Executive Meetings**

- 2.1 The Executive shall meet no less than once per month.
- 2.2 Executive decisions must not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the student membership.

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## **Article VI: Elections**

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### **Section 1: Election of Executive Members**

- 1.1 Executive members shall be voted in at a General Meeting by a simple majority of the members present.
- 1.2 Nomination forms must be received by the outgoing President seven (7) days prior to the General Meeting where the elections are to take place.
- 1.3 The General Meeting where elections are to take place must be held no later than March 22<sup>nd</sup>.
- 1.4 For the case of Third Year Representative(s), Second Year Representative(s), and Member(s) at Large, any volunteer will be accepted for the position(s).
- 1.5 Should an applicant for any position be absent from the College of Engineering for the academic year in which the initial elections take place, they will be exempt from holding a membership for that academic year for the purposes of allowing their nomination to stand as valid.

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**Article VII: Amendments**

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**Section 1: Constitutional Amendments**

- 1.1 Amendments to the constitution shall be made at a General Meeting.
- 1.2 Amendments to the constitution must pass by a two-thirds (2/3) majority vote of the members present.
- 1.3 Recommended amendments must be received by the President no later than seven (7) days prior to a general meeting.

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**Article VIII: Impeachment**

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**Section 1: Impeachment of Members**

- 1.1 A motion to remove a member of The Club must be signed by at least ten (10) percent of the Regular Members of The Club.
- 1.2 The motion shall be presented in writing to the president of the club, and the president shall call a Special General Meeting where the impeachment will be the sole agenda item.
- 1.3 The individual facing impeachment will be notified, and will be given the opportunity to defend his or her actions at the Special General Meeting.
- 1.4 A quorum of twenty-five (25) percent of voting members and one hundred (100) percent of the remaining Executive are required to attend the Special General Meeting in order to remove a member from The Club and any responsibilities or privileges associate with such.

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**Article IX: Agency**

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**Section 1: Relationship with USSU**

- 1.1 The Club is not an agent of the USSU and The Clubs' views and actions do not represent those of the USSU.