



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

Updated January 7th, 2025

Contents

Article I: Definitions	3
Section 1: Name	3
Section 2: Purpose	3
Section 3: Representation	3
Article II: Membership	4
Section 1: Categories of Membership	4
Article III: Executive	5
Section 1: General Duties	5
Section 2: Executive Roles	5
Section 3: President	6
Section 4: Vice-President Internal Affairs	6
Section 5: Vice-President External Affairs	7
Section 6: Secretary	7
Section 7: Treasurer	8
Section 8: Sales Coordinator	8
Section 9: Tutorial Coordinator	8
Section 10: Public Relations Director	9
Section 11: Social Events Director	9
Section 12: Professional Development Director	9
Section 13: Events Committee Member	10
Section 14: Graduation Coordinator	10
Section 15: Third-Year Representative	10
Section 16: Second-Year Representative	11
Section 17: Design Team Representative	11
Section 18: Members at Large	11
Article IV: Finances	13
Section 1: Financial Dealings	13
Section 2: Signing Authority	13
Article V: Meetings	14
Section 1: General Meetings	14
Section 2: Executive Meetings	14
Article VI: Elections	15
Section 1: Election of Executive Members	15
Article VII: Amendments	16
Section 1: Constitutional Amendments	16
Article VIII: Impeachment	16
Section 1: Impeachment of Members	17
Article IX: Agency	18
Section 1: Relationship with USSU	18

Article I: Definitions

Section 1: Name

- 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 “CSCE USask.”
- 2) The following shortened versions and abbreviations of CSCE USask’s name will be the only names allowed for use in advertisement and representation of CSCE:
 - a) “Canadian Society for Civil Engineering, Saskatoon Student Chapter.”
 - b) “Civil Club” (Name on Bank Account)
 - c) “CSCE USask”
 - d) “CSCE SSC”

Section 2: Purpose

- 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) Through affiliation with the Canadian Society for Civil Engineers, The Club will facilitate communication between Civil Engineering students and the professional Civil Engineering Community.
- 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

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

Article II: Membership

Section 1: Categories of Membership

- 1) Membership is open to all students at the University of Saskatchewan.
- 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.
- 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.
- 4) Honorary Member:
 - a) Any other student at the University of Saskatchewan.
- 5) Graduate students within the Civil Engineering Department are also eligible for Student Membership within the Canadian Society for Civil Engineering

Article III: Executive

Section 1: General Duties

- 1) All executive members of CSCE USask are responsible for:
 - a) Maintaining the ideals of The Club in all dealings within and outside the College of Engineering.
 - b) Attending all executive and general meetings unless absent for reasonable circumstances.
- 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.
- 3) An executive member may occupy only one (1) executive position within The Club at a time.
- 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

- 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

- 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.
- 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) 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

- 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
- 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) oversee the Tutorial Director and organize tutorials for appropriate classes at the request of students.
 - c) assist the President in preparing the Annual Student Chapter Report.
 - d) oversees the Tutorial Coordinator, Year Representatives, and the Graduation Coordinator.
- 3) Under the event that the position of Tutorial Coordinator is not filled, the Vice-President Internal Affairs will absorb the responsibilities and duties of the Tutorial Coordinator.

Section 5: Vice-President External Affairs

- 1) The role of the Vice-President External Affairs is to oversee and direct all external representation of the Civil Club and their portfolios.
- 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 and the Professional Development Director.
 - c) represent the University of Saskatchewan at the Canadian Society for Civil Engineering Annual Conference.
 - d) assist the President in preparing the Annual Student Chapter Report.
 - e) oversee the Social Director, Professional Development Director, and Design Team Representative.
- 3) Under the event that the Design Representative is not filled, the Vice-President External Affairs will absorb the responsibilities and duties of the Design Representative.

Section 6: Secretary

- 1) The Secretary is responsible for performing all administrative tasks related to The Club.
- 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.
 - e) Have access to the student membership database for CSCE.
 - f) work with representatives of Geological Engineering to ensure the lounge is kept clean and has all necessary supplies.
 - g) assists the Sales Coordinator and Treasurer with membership sales throughout the year.

Section 7: Treasurer

- 1) The Treasurer is responsible for the financial dealings of The Club.
- 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 Sales Coordinator and The Secretary with membership sales throughout the year.
- 3) Under the event that the Sales Coordinator Position is not filled , the Treasurer will absorb the responsibilities and duties of the Sales Coordinator.

Section 8: Sales Coordinator

- 1) The Sales Coordinator is responsible for all sales activities related to the Club
- 2) The duties and responsibilities of the Sales Coordinator are:
 - a) Acquire sponsorships from local bars and restaurants for the CSCE Student Membership cards
 - b) Oversee the sales of membership cards, alongside the Secretary and Treasurer
 - c) Manage the civil clothing sales, alongside the Design Team Representative
 - d) Organize and manage food sales

Section 9: Tutorial Coordinator

- 1) The Tutorial Coordinator is responsible for overseeing the development and presentation of tutorial sessions on behalf of the Club.
- 2) The duties and responsibilities of the Tutorial Coordinator are:
 - a) Develop content for tutorial sessions in various civil engineering courses
 - b) Manage and oversee the presentation of tutorial sessions

Section 10: Public Relations Director

- 1) The Public Relations Director is responsible for the public relations of the Club.
- 2) The duties and responsibilities of The Public Relations Director will be to:
 - a) Establish and maintain the Club's visual identity
 - b) Manage CSCE USask social media accounts (Instagram: @csce.ssc)
 - c) Manage the Club's Eventbrite page
 - d) Maintain and update the website and as needed.
 - e) Ensure executive members have access to media platforms to advertise club events.
 - f) Provide support in maintaining the Club's industry relationships.

Section 11: Social Events Director

- 1) The Social Events Director is responsible for overseeing and planning social events on behalf of The Club.
- 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) assist The Graduation Coordinator in planning the official after graduation celebration.
 - d) Oversee the Events Committee alongside the Professional Development Director.
- 3) Under the event that the Professional Development Director position is not filled, the Social Events Director will absorb the responsibilities and duties of the Professional Development Director.

Section 12: Professional Development Director

- 1) The Professional Development Director is responsible for providing opportunities for professional development for the Civil student body on behalf of the Club.
- 2) The duties and responsibilities of the Professional Development Director are:
 - a) plan networking events for civil engineering students to attend
 - b) develop and maintain relationships with industry professionals within the Saskatoon community

- c) maintain communication with the Canadian Society for Civil Engineers in association with the President and the VP of External Affairs.
- d) Oversee the Events Committee alongside the Social Events Director.

Section 13: Events Committee Member

- 1) The Events Committee Member(s) is/are responsible for fulfilling the tasks associated with running events held by the Club.
- 2) The duties and responsibilities of the Event Committee Member(s) are:
 - a) provide support to the Social Events Director and Professional Development Director to develop and host events
 - b) provide support to the Graduation Coordinator to develop and host the annual Graduation Banquet.

Section 14: Graduation Coordinator

- 1) The Graduation Coordinator is responsible for fundraising for and organizing the graduation celebration for the students in Civil Engineering.
- 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 15: Third-Year Representative

- 1) The role of the Third Year Representative(s) is to assist The Executive with the organization and activities of The Club.
- 2) The Third-Year Representative acts as a liaison between The Executive and the students in third year Civil Engineering classes.
- 3) Provide information regarding class and midterm times.
 - a) 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.

- 4) Organize and inform students of events The Club is holding by giving class talks.
- 5) The Third Year Representative will be member of the Graduation Committee as an advisor and volunteer.

Section 16: Second-Year Representative

- 1) The role of the Second Year Representative(s) is to assist The Executive with the organization and activities of The Club.
- 2) The Second-Year Representative acts as a liaison between The Executive and the students in second year Civil Engineering classes:
- 3) Provide information regarding class and midterm times.
 - a) 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.
- 4) Organize and inform students of events The Club is holding by giving class talks.
- 5) The Second Year Representative will be member of the Graduation Committee as an advisor and volunteer.

Section 17: Design Team Representative

- 1) The Design Team Representative is responsible for establishing and supporting the needs of the civil engineering design teams on behalf of the Club.
- 2) The Design Team Representative acts as a liaison between the the Executive and the Civil Engineering Design Teams (the Steel Bridge Team and the Concrete Canoe Team).
- 3) The duties and responsibilities of the Design Team Representative are:
 - a) assist the Sales Coordinator during civil clothing sales
 - b) assist the Social Events Director and Professional Development Director in developing and planning collaborative events.

Section 18: Members at Large

- 1) The role of Members at Large is to assist The Executive as needed.

Article IV: Finances

Section 1: Financial Dealings

- 1) The Executive shall set an annual membership fee.
- 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.
- 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.
- 4) As of August 1st every 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.
- 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

- 1) Signing Authority of the bank account shall be granted to the members holding the positions of President and Treasurer.
- 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.
 - a) 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.
 - b) 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.
 - c) No signing authority may sign a cheque addressed to him/herself.

Article V: Meetings

Section 1: General Meetings

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

Section 2: Executive Meetings

- 1) The Executive shall meet no less than once per month.
- 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.

Article VI: Elections

Section 1: Election of Executive Members

- 1) Executive members shall be voted in at a General Meeting by a simple majority of the executive members present.
- 2) Voting must be done anonymously, such as through a paper ballot or anonymous online voting tools.
- 3) Nomination forms must be received by the outgoing President seven (7) days prior to the General Meeting where the elections are to take place.
- 4) The General Meeting where elections are to take place must be held no later than March 22nd.
- 5) 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).
- 6) 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

Article VII: Amendments

Section 1: Constitutional Amendments

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

Article VIII: Impeachment

Section 1: Impeachment of Members

- 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.
- 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.
- 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.
- 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.

Article IX: Agency

Section 1: Relationship with USSU

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