

Society Creation Policy

Policy

Version 2

Version	Description	Author(s)	Adoption
1	Initial Version	Alex Stojda (VP Marketing & Communications) Chirstopher Gallo (President)	April 2018
2	<ul style="list-style-type: none">- Grammatical fixes- Changed ENCS to GCS- Updated Section 4.0 & 4.2- Updated Section 8.0	Alex Stojda (VP Internal)	April 2019

Preamble

The ECA umbrella consists of member associations (student clubs/societies) which represent the engineering community through events, participation in competitions, and conferences (Not exclusively). Member associations recognized by the ECA as one of its subsidiaries can benefit from funding, workspace, and the legal framework of the ECA incorporation.

Section 1 - Definitions

1. The definitions present in the Bylaws shall be applicable to this document, in addition to the terms hereby defined
 - BOD: the ECA's Board of Directors
 - Advisory Council: the ECA's Advisory Council
 - Bylaws: the ECA's Bylaws
 - Society / Member Association: A member association as defined by the bylaws.
 - ECA: The Engineering and Computer Science Association
 - Student: ECA Member
 - NSC: New Society Committee
 - GCS: Gina Cody School of Engineering

Section 2 - Purpose

1. This policy specifies the procedures and requirements for the introduction of a student club.

Section 3 - Scope

1. In the event of any conflict between the Bylaws and this policy, the Bylaws shall take precedence, in accordance with article 128 of the Bylaws.
2. Additions, deletions, or amendments to this policy, and the adoption of any new policy with regards to the introduction of a new student club must be approved by a two-thirds (2/3) majority vote resolution of the BOD. Unless otherwise specified in the resolution, it shall take immediate effect.

Section 4 – Prerequisites

4.0 Overview

The following section pertains to the deliverables and criteria required by the ECA in order to be considered as student club associated with the ECA.

These deliverables must be submitted to the President of the ECA no later than January 5th of the current academic year.

A summary of the prerequisites is stated below. *(Refer to following subsections of section 4 for more information)*

1. Leadership Experience
2. Student Club Constitution
3. Budget
4. Year 0 Strategy
5. Full-Time Student Status (Engineering)
6. Exclusive executive membership
7. Faculty Advisor

4.1 Leadership Experience

Leadership experience within the context of the engineering community is a requirement of the new leader(s) of the proposed student club in order to ensure the sound development of the proposed club. Leadership experience within the context of the engineering community is defined exclusively unless otherwise waived by the ECA executive as holding an executive position within an ECA society, An ECA committee leader, or an ECA executive.

4.2 Society Constitution

A constitution must be written which clearly defines its purpose, its membership, and an electoral process.

4.3 Year 0 Strategy

A detailed strategy for how the society would function during its probationary year. This will include, at a minimum, the scope of the society, a mission, and the list of events the new student club intends on hosting.

4.4 Budget

The formulation of a budget that is consistent with the goals for year 0 of the proposed society is to be submitted. It shall include, information regarding the events, how many students are attending, how many students will be affected, a breakdown for each proposed activity, and its location.

4.5 Full-Time Student Status (Engineering)

Students involved in the establishment of a new student club must be pursuing an undergraduate degree in GCS and must be full-time students, as defined by section 16.1.2.1 of the [Concordia University Undergraduate Calendar](#).

4.6 Exclusive executive membership

The Individual that proposes to open the new society must only be an executive of the new association

4.7 Faculty Advisor

The proposed society must be supported by a faculty member of GCS. This individual will act as the representative of the respective society throughout its existence.

Failing this, and at the sole discretion of the BOD, the following may be deemed sufficient to meet this prerequisite:

1. A description of the specific circumstances resulting in the failure to secure a faculty advisor.
2. A quantifiable demonstration of the significant efforts made to secure a faculty advisor.

The NSC and/or BOD may request any supporting documentation it sees necessary to validate these claims.

Section 5 – New Society Committee

5.0 Overview

The advisory committee would be a group composed of 3 individuals from the advisory council, and 3 ECA executives. The purpose of this committee is to review the ruling made within the advisory council meeting and present their findings to the BOD. In the event of an impasse within the committee, the BOD will render a verdict.

5.1 Appointment

Council members of the new society committee are to be nominated by a majority vote of the advisory council immediately prior to the initial presentation of the proposed society and before the purpose and name of the society is revealed.

The ECA executives on the committee shall include the president and the vice-president of internal affairs.

5.2 Power

The advisory committee with a majority vote can accept or reject the proposition of the new society. An accepted society will pass to the BOD for final ratification. This process for this to take place will involve a meeting in which all NSC members must be present.

5.3 Anonymity

The vote within the NSC shall be anonymous. The chairperson and secretary of the BOD will be responsible for collecting and tallying the votes.

5.4 Voting

In order for the motion to move the proposed society onto the next stage of the process (2/3) of the committee must be in agreeance. Abstentions from voting within the NSC is not permitted.

5.5 Term

TO BE WRITTEN

Section 6 – Society Establishment Process

6.0 Overview

The process for the establishment of a new society will include the following;

1. Providing the deliverables mentioned in **Section – 4** of this document to the president of the ECA.
2. Presentation to the advisory council. Advisory council votes to form the NSC and allow it to start its review.
3. Review by the new society committee and presentation to BOD.
4. The decision to approve the society for a probationary period (see **Section 7 – Probationary Period**) by the BOD
5. End of probationary period presentation to the Advisory Council & New Society Committee with updated deliverables as needed (see **Section 4**). Advisory council votes to allow the NSC to proceed with its review.
6. Review by the new society committee and presentation of findings to the BOD
7. The decision by the BOD to approve, or not, the society to be recognized by the ECA as a registered member association.

6.1 Advisory Council Presentation

This presentation will require the members of the society to present themselves. The presentation shall include, at a minimum, the following; A mission statement, vision, budget, Breakdown of activities, Conclusion.

After the presentation a question period in which the members of the advisory council shall have the opportunity to ask questions.

A closed discussion will then ensue, that will end in a decision to approve or deny the society from moving forward in the society establishment process.

This presentation must occur no later than the second council meeting for the winter semester.

6.2 Advisory Committee Review

The committee shall review the conclusions made within the advisory council meeting. This will include reviewing the deliverables provided in **Section – 4**, as well as the minutes of the council meeting.

A decision shall be made to approve or deny the society to move onto the review by BOD.

The findings of the NSC must be presented to the BOD no later than the final BOD of the academic year.

6.3 Board of Directors Review

The BOD shall review the deliverables provided by the proposed student society, the findings of the advisory council, and the minutes of the advisory committee review.

The BOD shall approve or deny the society at the end of the BOD meeting for probationary standing.

The conclusion if the proposed society is accepted must also include the duration of the probationary period, as defined in **Section 7 - Probationary Period**.

Section 7 - Probationary Period

7.0 Overview

The probationary period is a set time that the BOD deems appropriate by which the new student club functions without any funding or space for the set amount of time.

The probationary period of an approved society will be no shorter than 1 academic year.

Section 8 – Approval or Rejection of Society following the probationary period

8.0 Overview

After the set duration of the probationary period, the NSC shall review the progress made by the society and its current standing.

Criteria including, but not limited to;

1. Successful events
2. Competitions
3. Conferences
4. The overall impact on the Concordia Undergraduate Engineering & Computer Science community

Shall be considered.

The proposed society shall present again to the advisory council, followed by a presentation of the NSC, in which they will present their findings after a review of the deliverables.

Should the advisory council approve the society, the BOD shall then proceed with a review.

The BOD shall make the final decision on if the society will be accepted as a part of the ECA umbrella using the same criteria.

Section 9 – Society Rejection

9.0 Overview

Should the society fail to pass any of the steps of creation it is only possible to reapply 2 academic years from the date of rejection.

A rejected society who reapplies must follow the full creation process as if they had never previously applied.

Section 10 – Interpretation

10.0 Overview

In the event of any ambiguity, conflict, or other disagreements as to the interpretation of this policy, the BOD, with a recommendation from the President and/or VP Internal, will make the final interpretation.