

Concordia University

Institute of Industrial and Systems
Engineers

IISE Concordia Constitution & Bylaws

Chapter 818

VERSION HISTORY

Revision	Date	Revised By	Reason for Change
01	06-08-2020	Kimberly Richard	Creation of updated new official document
02	06-12-2020	Kimberly Richard	Removal of individual director descriptions & addition of 6.15 Director Positions.
03	11-11-2020	Kimberly Richard	Addition of Section VII: Changes to the Constitution and By-Laws. Modification to format.
04	01-03-2021	Kimberly Richard	Addition of co-presidency in section 5.1.1
05	03-14-2021	Kimberly Richard	Condition addition to Senior VP in section 3.1.1 Addition of VP Innovations Role in Section VI

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Section I: Name and Mandate

1.1 Name

The name of the organization shall be "The Institute of Industrial and Systems Engineers Concordia Chapter" and shall carry the acronym IISE Concordia.

1.2 Mandate

The organization's mandate is to serve and represent its members, the students enrolled in the Industrial Engineering program of Concordia University. It does this by:

- a) Organizing social and academic events for students.
- b) Helping students get involved and learn more about Industrial Engineering.
- c) Help create a link between academic life and the engineering industry.
- d) Building a strong relationship between students and faculty members.

Section II: Membership

2.1 Membership

All undergraduate Industrial Engineering students of Concordia University are members of the organization. Official members are students registered with the "The Institute of Industrial and Systems Engineers Concordia Chapter" IISE Concordia.

2.2 Membership Fee

Upon registration in the faculty, every member pays to the "Engineering and Computer Science Association" ECA or its agent a fee per credit. IISE Concordia is funded by ECA. Official members pay a membership fee directly to the IISE per year.

2.3 Rights of the Members

In addition to the rights afforded to them by law or otherwise in these bylaws and for greater certainty, every member of the organization has the right to:

- a) attend, speak at, and vote in the General Meetings of the Organization;
- b) attend and speak at Council Meetings of the Organization except for closed sessions;
- c) present their nomination for an appointed position;
- d) consult the annual financial statements or the Regulations of the Organization at any time.

2.4 Responsibilities of the Members

Members in their words and actions must:

- a) respect all individuals without regard to race, colour, sex, religion, creed, civil status, political opinions, language, social status, sexual orientation, ethnic or national identity, disability or age;
- b) embody respect for truth, integrity, fairness, free inquiry and the opinions of others;
- c) follow the letter and spirit of the Canadian Charter of Human Rights and Freedoms as well as the Quebec Charter of Human Rights.

Section III: Structure of the Organization

3.1 Executive Council

The organization is governed by the Executive Council. The full governing authority of the organization is vested in the Executive Council. Its mandate includes setting policies and adopting regulations for the organization. All members of the Executive Council have equal voting rights.

3.1.1 Permanent Executives

Permanent Executives are members of the organization holding a permanent executive position.

The permanent executive positions are seen in Figure 1: President, Senior Vice-President, Chair, Vice-President Internal, Vice-President Finance, Vice-President Sponsorship, Vice-President Social, Vice President Marketing, Vice-President Conference, Vice-President Webmaster. A complete description of the responsibilities of each executive position can be found in section VI.

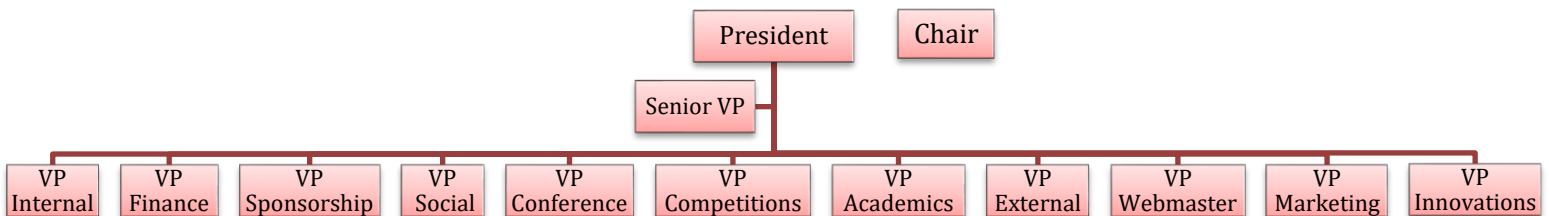


Figure 1. Permanent Executive Organizational Chart

Note, if there are two-copresidents, the role of Senior VP will not be filled that academic year. However, when there is a sole President, the President can decide to either have a Senior VP role or not.

3.1.2 Annual Executives

Annual executives are members of the organization holding a temporary executive position. These positions are created for a mandate lasting up to an entire academic year. These positions are created on a foreseen need anticipated by the President. They are supportive positions to permanent executive roles. Directors and First Year Representatives fall under this category.

3.2 Organization Structure Change

Permanent executive positions of the organization for the upcoming academic year may be added or removed from the structure by an absolute three-fourths (3/4) vote of the entire IISE executive council. Two weeks written notice of the proposal organization structure change must be given by the president elect to the current IISE Executive Council. The president elect must submit clear reasons for the change. Following the submission, the vote regarding the structure change proposal must be held within the next 14 days.

Section IV: Officers of the Organization

4.1 Term of Office

All officers of the Association serve until the end of the academic year as per the Concordia University Calendar.

4.2 Chair

The former President is appointed Chair of the society the year their term ends. If this position cannot be fulfilled by the former president, the current president shall elect a member with at least 1 full term of seniority in the society willing to assume the role. The chair will protect the integrity of the executive council's process and represent the executive council to outside parties.

4.3 Removal of Office

Elected Officers of the organization may be removed from office by an absolute three-fourths (3/4) vote of the IISE executive council for misappropriation of funds, delinquency of duties, violation of these by-laws or of the Regulations adopted there under. One week's written notice of the proposed removal from office must be given to the person subject to removal and the entire IISE executive council indicating the alleged cause for removal and the date, time and place of the meeting of the IISE executive council where the issue will be decided. The executive officer must be first advised of their lack in fulfilling their role. Then a second warning clarifying possible removal from office. Then finally a vote for their removal can be executed.

4.3.1 President Removal

If the president has been removed from office, chapter members must be notified by email of the vacancy. Interested candidates must fill out a form and present it to the vice presidents. No sooner than two weeks and no later than one month from the announcement of the acceptance of applications, a general meeting will be held where a new president will be elected.

Should no candidates present themselves, the Senior Vice President must take over the position; the position of senior vice president becomes vacant, and an election for senior vice president shall take place, if deemed necessary, no longer than 2 weeks after the appointment of the new president.

Section V: Elections

5.1 President Elections

President elections are to be held in the winter semester, no later than February 28th, with the ongoing team.

5.1.1 Applications

The entire IISE executive team will be notified of the election at least two weeks before the application deadline. Applicants can apply as a single individual running to become president, or as an entity of two individuals running to become copresidents. Co-presidency is limited to two individuals. Applicants must have minimum 1-year executive experience in the IISE Concordia Chapter.

5.1.2 Documentation

Students running for the president position must complete the application form by the set deadline. Once all applications are submitted, the current President must inform the applicants of the proper documentation they must submit to the team for the interview process. The applicants must be notified of the deadline at least two weeks before the submission date. This documentation should include but is not limited to; their experience with the association, the reason for applying for the position and their 1-year vision for IISE as president.

5.1.3 Interview

Applicants should be notified of their interview two weeks prior to the date. The interview process should include all members of the ongoing team. The team should appoint two interviewers of their choosing (members of the team) to ask the agreed upon questions to the applicants. All members are permitted to ask questions to the applicants during the interview as well.

5.1.4 Selection

A deliberation should take place right after the interviews have been completed, if possible. The deliberation should include all members who participated in all applicant interviews. All members have the right to voice their opinion during the deliberation period. Once all opinions have been

expressed, anonymous votes are made. Members of the deliberation can choose to vote for an applicant of their choosing or to abstain. In the event of a tie between two applicants, the current president has the right to break the tie. If the tie is between more than two applicants, the deliberation members are to deliberate for a second time and revote.

5.2 Executive Committee Elections

The executive committee elections are to be held towards the end of the winter semester to ensure the new team will be selected at least two weeks after the end of the Concordia academic calendar school year.

5.2.1 Applications

All Concordia Engineering students will be notified at least two weeks before the application deadline. They must be informed regarding the available positions, the responsibilities of each position as well as the important dates revolving around the entire application process.

5.2.2 Interviews

Applicants should be notified of their interview at least two weeks prior to the date. The ongoing executives are to help the new president with his/her interview process as needed. It is the new president's duty to ensure the least amount of bias for the interview process to give all applicants an equal opportunity.

5.2.3 Selection

A deliberation should take place right after the interviews have been completed, if possible. This deliberation should include all interviewers involved in the process. All interviewers have the right to voice their opinion during the deliberation period. Once all opinions have been expressed, a vote is conducted to determine which candidates will become part of the future team based on the number of available positions. In the event of a tie, the new president has the right to break the tie. Once the selection is complete, the president is to notify the chosen applicants of their new position and to notify the applicants that were not selected that the positions have been filled.

Section VI: Responsibilities & Commitments

6.1 General

- 6.1.1. IISE executives shall be accountable to fulfill their responsibilities and commitments.
- 6.1.2. IISE executives are required to attend all executive meetings.
- 6.1.3. IISE executives are required to read and familiarize themselves with IISE's bylaws.
- 6.1.4. Any IISE executive may be called upon to help any other IISE executives with their tasks.
- 6.1.5. Any executive who cannot fulfill their commitments should give a two week notice to Council before resigning their responsibilities.
- 6.1.6. IISE executives shall fulfill their responsibilities for the duration spanning between the end of one electoral period to the end of the subsequent electoral period.
- 6.1.7. All executives shall document the events and tasks they have undertaken. This documentation shall be entered in the book of IISE by the end of the academic year.
- 6.1.8. All IISE executives shall serve until the end of the Academic year as per the Concordia University calendar.

6.2 President

- 6.2.1. The President shall be responsible and accountable for all of IISE's major decisions not enacted through democratic procedure.
- 6.2.2. The President shall plan general meetings and IISE Council meetings.
- 6.2.3. The President shall represent IISE at all ECA Council meetings. Should the President be unable to attend, they should ask the Senior VP to attend. In the event where the Senior VP cannot attend, a replacement from Council must be sent.
- 6.2.4. The President shall ensure that all IISE executive Positions are filled and, to that end, seek candidates for any vacant positions.
- 6.2.5. In the event where the society has financial control, the President shall be a financial signatory for IISE.
- 6.2.6. The President shall ensure that all IISE executives have completed their entries in the Book of IISE and updated the IMS if necessary.
- 6.2.7. The President shall be responsible for the yearly student chapter slate creation and submission.

6.3 Chair

6.3.1. The Chair shall advise the President and the other executives.

6.3.2. The Chair shall assist executive members to understand their role, responsibilities, and accountability.

6.3.3. The Chair ensures that the executive committee is compliant with the requirements established by IISE.

6.4 Senior VP

6.4.1. The Senior VP shall represent the President in their absence during internal and external functions where the President is required to attend.

6.4.2. The Senior VP assists the President in leading the executive team

6.4.3. The Senior VP oversees tasks and activities

6.4.4. The Senior VP is cosigner of the cheques, if selected.

6.4.5. The Senior VP helps the President with the strategy of the year.

6.4.6. The Senior VP provides support and advises the other executives.

6.4.7. The Senior VP shall ensure that all IISE executives have completed their entries in the Book of IISE and updated the IMS if necessary.

6.4.8. The Senior VP shall assume the responsibilities of any vacant executive position.

6.5 VP Internal

6.5.1. The VP Internal shall oversee IISE's membership and internal operations.

6.5.2. The VP Internal shall plan general meetings and IISE Council meetings.

6.5.3. The VP Internal shall be held responsible for the proper documentation of all internal meetings, whether by taking minutes or by assigning another IISE member to fulfill this task.

6.5.4. The VP Internal shall be responsible for the creation and management of communication tools used in the normal functioning of the society.

6.5.5. The VP Internal shall be responsible for the submission of the Co-Curricular Record documents.

6.5.6. The VP Internal shall be responsible for all the association's room booking needs on campus.

6.6 VP External

6.6.1. The VP of External shall be responsible for organizing all external events including but not limited to: workshops, open houses, volunteering, outreach, etc.

6.6.2. The VP External shall promote IISE within the entire Concordia community in conjunction with the VP Marketing.

6.6.3. The VP External shall represent IISE in any external affairs.

6.6.4. The VP External shall be responsible for maintaining a database of events IISE participates in.

6.6.5. The VP External shall be responsible for strengthening interuniversity and company relationships.

6.7 VP Finance

6.7.1. The VP Finance shall oversee IISE's financial operations when the society has financial control.

6.7.2. The VP Finance shall maintain IISE's budget and expenses in a manner visible to all IISE members and available upon request to the ECA.

6.7.3. The VP Finance shall be in communication with the VP Sponsorship regarding external funding sources.

6.7.4. The VP Finance shall prepare a financial report to submit to the IISE Council and ECA Administrative Council by the end of each fiscal year or semester, as per the ECA Administrative Council's request.

6.7.5. In the event where the society has financial control, the VP Finance shall be a financial signatory for IISE.

6.7.6 The VP Finance shall manage internal sponsor outreach.

6.8 VP Conference

6.8.1. The Vice-President Conference shall act as the communication link between the conference hosting university and the IISE Concordia Chapter.

6.8.2. The Vice-President Conference shall be responsible for finding delegates and competition participants for the conference in conjunction with VP Competition.

6.8.3. The Vice-President Conference shall be responsible for organizing transportation to and from the IISE Conference, researching ideas for the video played at the opening ceremony, and designing and printing conference t-shirts.

Furthermore, they shall organize multiple events leading up to the conference that help introduce the delegates to the mentioned event.

6.8.4. The VP Conference shall create a Conference budget in conjunction with the VP Finance before the beginning of the fiscal year.

6.8.5. The VP Conference shall promote the IISE National Conference within the entire Concordia community in conjunction with the VP Marketing.

6.9 VP Social

6.9.1. The VP Social shall be in charge of organizing IISE's social events including but not limited to: Frosh, fall and winter Lizard Lounge, Annual Wine & Cheese and the meet&greet event.

6.9.2. The VP Social shall organize social events, including a yearly wine & cheese as well as one Lizard Lounge per semester as per ECA requirements.

6.9.3. The VP Social shall prepare a budget for social events in the upcoming academic year in conjunction with VP Finance.

6.9.4. The VP Social shall be in charge of at least one Team Bonding activity per semester.

6.9.5. The VP Social shall promote IISE social events within the entire Concordia community in conjunction with the VP Marketing.

6.10 VP Marketing

6.10.1. The VP Marketing shall be responsible for IISE's graphic branding and promotional material.

6.10.2. The VP Marketing shall create promotional posters within two weeks of a request.

6.10.3. The VP Marketing shall be responsible for IISE's social media management.

6.10.4. The VP Marketing shall create and manage IISE's Sponsorship Package in conjunction with the VP Sponsorship.

6.10.5. The VP Marketing shall create a marketing budget in conjunction with the VP Finance before the beginning of the fiscal year.

6.11 VP Sponsorship

6.11.1. The VP Sponsorship shall act as a point-of-contact between IISE and sponsors.

6.11.2. The VP Sponsorship shall manage corporate outreach efforts.

6.11.3. The VP Sponsorship shall create and manage IISE's Sponsorship Package in conjunction with the VP Marketing.

6.11.4. The VP Sponsorship is responsible for keeping track of and enforcing commitments made to the sponsors, as per the Sponsorship Policy.

6.11.5. The VP Sponsorship shall maintain a database of sponsorship and corporate outreach contacts and their interactions with IISE.

6.12 VP Competition

6.12.1. The VP Competitions shall be in charge of organizing IISE's competitions including but not limited to: a consulting case competition, simulation case competition, theoretical competition.

6.12.2. The VP Competitions shall secure the support of companies and teachers in conjunction with the VP Sponsorship.

6.12.3. The VP Competitions shall provide sufficient training for competitors for the IISE National Conference.

6.12.4. The VP Competitions shall promote IISE competitions within the entire Concordia community in conjunction with the VP Marketing.

6.13 VP Webmaster

6.13.1 The VP Webmaster is in charge of creating and maintaining the IISE Concordia website

6.13.2 The VP Webmaster is in charge of creating and maintaining the IISE Newsletter

6.13.3 The VP Webmaster shall create content for the website/newsletter in conjunction with the Marketing Team and/or the respective Executive(s).

6.13.4 The VP Webmaster shall only share content on the website and/or the newsletter that is approved by the respective Executive(s).

6.14 VP Academic

6.14.1. The VP Academic shall be responsible for organizing all academic events including but not limited to: panels, plant/office tours, tutorials/crash courses, COOP/INEX information sessions, etc.

6.14.2. The VP Academic shall be responsible for strengthening Concordia student and professor relationships.

6.14.3. The VP Academic shall represent IISE in any academic venture.

6.14.4. The VP Academic shall coordinate transportation for appropriate events in conjunction with the VP Internal.

6.14.5. The VP Academic shall promote IISE academic events within the entire Concordia community in conjunction with the VP Marketing.

6.15 VP Innovations

6.15.1 The VP Innovations is in charge of creating and maintaining the IISE Podcast.

6.15.2 The VP Innovations shall be responsible for the content creation of the podcast including choosing hosts, editing, and publishing.

6.15.3 The VP Innovations shall work in conjunction with the Marketing Team, the Webmaster Team and/or the necessary Executive(s).

6.15.4 The VP Innovations shall only publish content that has been approved by the Executive(s) and external stakeholders/partners that were involved in the process.

6.15.5 The VP Innovations shall be responsible for any other innovating project(s).

6.16 Director(s)

6.16.1. Director(s) shall provide support to their respective VP.

6.16.2. Director(s) shall adopt the respective VP responsibilities when need be.

6.17 First Year Representative(s)

6.17.1. The First Year Representative(s) shall act as a point-of-contact between IISE Concordia and the first year Industrial Engineering students.

6.17.2. The First Year Representative(s) shall provide support to IISE's executives.

Section VII: Changes to the Constitution and By-laws

Any changes to the activities, rights, duties of the executives, as well as any changes to be made to this document as a whole must be passed by a 3/4 majority of the IISE Executive Council in order to be incorporated into the Constitution and By-laws of IISE Concordia.

Changes can be voted on following the election of a new president and upon the president elect's request. Voting on the changes must be made with the existing executive council.

Changes made under the president elect will take effect on May 1st, at the same time as the new Executive Council begin their mandate.