



Concordia Society for Civil Engineers

CONCORDIA
UNIVERSITY

CSCE BYLAWS
2024-2025

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Part A: General Provisions

Section I: Name and Mandate

1.1 Name

The name of the organization shall be “Concordia Society for Civil Engineers” and shall carry the acronym CSCE.

1.2 Mandate

The organization’s mandate is to promote Civil Engineering at Concordia University. It does this by:

- Organizing academic events for students.
- Helping students get involved and learn more about Civil Engineering.
- Helping create a link between academic life and the engineering industry through exposure to professional engineers.
- Building a strong relationship between students and faculty members.
- Organizing social and competitive events for students.

Section II: Membership

2.1 Membership

All undergraduates in the BCEE department of Concordia University are encouraged to participate in CSCE activities. They are also encouraged to become members of the Canadian Society for Civil Engineers whose membership will be available through CSCE.

- Any member of the Toboggan, Concrete Canoe, and Troitsky teams is considered a CSCE member.

2.2 Rights of the Members

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

- Present their nomination for an appointed position.
- Consult the annual financial statements or the Regulations of the organization at any time.

2.3 Responsibilities of the Members

Members, in their words and actions, must:

- Respect all individuals without regard to race, color, sex, religion, creed, civil status, political opinions, language, social status, sexual orientation, ethnic or national identity, disability, or age.
- Embody respect for truth, integrity, fairness, free inquiry, and the opinions of others.
- Follow the letter and spirit of the ECA constitution, 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 full governing authority of the organization is vested in the Executive Council. Its mandate includes setting policies for the Organization and adopting Regulations for the Organization.

The CSCE Executive Council is composed of the following: President, Vice-President Finance, Vice-President Sponsorship, Vice-President Internal, Vice-President External, Vice-President Social, Vice-President Academic, Vice-President Marketing, Vice-President Outreach, Vice-President Toboggan, Vice-President Troitsky, Vice-President Canoe, and the Chair.

All executives have equal voting rights. The president Chairs the CSCE Executive Council.

3.2 Directors

The Director positions are defined by the corresponding Vice-Presidents as they see necessary and agreed upon by the executive council. The number of directors is defined through a unanimous vote by the executive council. A Director's priority is to support his/her supervising Vice-President with given portfolios. They work closely with their corresponding executive member and aid them in fulfilling their duties. With secondary priority, a director may be mandated to support other executive members.

Section IV: Officers of the Organization

4.1 Executive

The executive of the organization are individuals elected by the last year president and new president to govern the affairs of the organization. Their positions are as in section 3.1. A complete description of the responsibilities of each member of the Executive can be found in the Regulations.

- The President, VP Toboggan, VP Troitsky, VP Canoe, and VP Internal must be BCEE department undergraduate students.

4.3 Directors

The Directors of the organization are individuals nominated and elected by the Executive Council. Directors do not receive voting rights. Their positions are as in section 3.2. A complete description of the responsibilities of each Director can be found in the Regulations.

4.4 Members at Large

The members at large of the organization are individuals appointed by the Executive Council to administer a specific portfolio, help and assist executives if necessary. Members at large do not receive voting rights.

4.5 Committees

The CSCE Executive Council may form committees that would be headed by selected CSCE Executives whose mandate is to carry out the council's directives.

4.6 Removal from Office

Elected Officers of the organization may be removed from office by an absolute two-thirds (2/3) vote of the CSCE Executive Council for misappropriation of funds, delinquency of duties, violation of these by-laws, or of the Regulations adopted thereunder. One week's written notice of the proposed removal from office must be given to the person subject to removal and the CSCE Executive indicating the alleged cause for removal and the date, time, and place of the meeting of the CSCE Executive Council where the issue will be decided. Said person's responsibilities, however, will be frozen during this week period or until a vote can take place, in order to protect the security and integrity of said position.

- The President can fire any VP at any time for not performing their job properly.
- Any VP or CSCE member can be banned from CSCE and participating in competitions on reasonable grounds (e.g., proven allegations of making someone uncomfortable or breaching the ECA's alcohol policy) by the President or Chair.
- Breaching safety policies in the cage results in a direct ban from CSCE and competitions without a meeting by the Chair and President.

Section V: Meetings of the Organization

5.1 Executive Meetings

Executive meetings may be called by the President or one-third (1/3) of the members of that Executive. Executive Meetings must be announced at least forty-eight (48) hours in advance. Only members of the Executive and invited guests by the president or one-third (1/3) of the council or may attend a closed session.

Section VI: Regulations

Further to these by-laws, the activities, rights, and duties of the organization are described in its Regulations. Items must be passed by the full CSCE Executive Council in order to be incorporated into the Regulations.

- The President, VP Finance, and VP Internal must participate in both Canoe and Toboggan competitions if they choose to participate, to avoid conflicts of interest.
- Any document or decision not signed by the President is not legally binding for the CSCE.

Section VII: Amendments to these by-laws

These by-laws can be amended by the President and Chair.

Regulation I: Executive Positions

President:

1. Represents the society in all official ECA related and university events.
2. Maintains overall organization of the society's day-to-day operations.
3. Chairs CSCE executive council meetings.
4. Attends ECA Council meetings or designates a replacement if necessary.
5. Attends the CSCE - Montreal Chapter meetings.
6. Ensures that all executives are actively fulfilling their mandates.
7. Will be a mandatory signatory for the society.
8. May, along with the Chair and VP Internal, veto an appointment to the executive council. In the event that the outgoing council does not have a Chair, VP External may fill this position.

VP Internal:

1. Is the official booking officer of the society.
2. Oversees the liaison with other societies, the ECA, the faculty, and the administration.
3. Acts as the secretary of the executive council meetings takes meeting minutes and ensures they are properly documented and available in the Drive.
4. May attend ECA Council meetings with the President.
5. Maintains a good relationship with the BCEE Representative of the ECA.
6. Supports the VP Sponsorship with applications for funding from internal sources.
7. Supports the VP Academic and VP Social with the organization of internal and external events. Tasks may include but are not limited to booking rooms, booking caterers, booking busses, organizing the overall needs of a certain event (food, decorations, etc. to be purchased).
8. This mandate may be occupied by a Co-President.

VP External:

1. Is the liaison between CSCE and the Canadian Society for Civil Engineering – Montreal and National chapters.
2. Represents CSCE at CSCE National events and the annual conference (funding permitting).
3. Writes the CSCE National interim and final reports.
4. Supports the VP Sponsorship in communications with external organizations.
5. Communicates with external organizations when requesting guest speakers or other partnerships.

VP Sponsorship:

1. Actively and continuously seeks external sponsorship opportunities as well as maintaining long-term partnerships with the sponsors.
2. Works with the VP Internal to apply for sponsorships internally.
3. Works with each team captain to manage sponsorship needs and applications.
4. Organizes and seeks fundraising events such as Desjardins' Lunch and Learn and bake sales, supported by VP Internal.
5. Is responsible for maintaining and updating the Sponsorship Package, with the help of the VP Marketing if necessary.
6. Seeks help from the VP External for communications, if necessary.

VP Finance:

1. Controls and balances all cash flow and maintains an organized record of such.
2. Is a mandatory signatory for the society and co-signs all requisitions to the ECA.
3. Writes and submits the annual requested budget to the ECA. This is due in August and should be written and ready for review by the executive council by August 1st.
4. Manages cash box requisitions and transactions.
5. Manages the budgets and sponsorships acquired of each of the competing teams.

VP Social:

1. Organizes all annual and develops new social events. These include but are not limited to Lizard Lounges, Wine and Cheese, Whiskey Tasting, team bonding events, etc.
2. Creates Facebook events along with ECA and invites all potentially interested persons.
3. Promotes CSCE's social activities candidly among the community.
4. Is responsible for team building activities.

VP Academic:

1. Caters to the interests and needs of the civil engineering student body.
2. Organizes and develops academic events relating to civil engineering. These include but are not limited to ASP Safety in Construction Certification, site and office tours, tutorials, lectures, etc. A minimum of two academic tutorials and two extra-curricular outings per year is to be maintained.

3. Works with CUBES on joint academic events serving both civil and building engineering students.
4. Is the liaison between students and the department for counsel when requested.

VP Marketing:

1. Is responsible for the visual identity of the society.
2. Creates all required images for the promotion of events and activities organized by the society.
3. Writes and submits communications for the ECA and CSCE newsletters.
4. Maintains and updates the CSCE Website. May request help from sources outside of CSCE.
5. Is responsible for the management of the society's social media activity and image, posts on the official Facebook, LinkedIn, and Instagram pages.
6. Designs and manages all swag purchases and sales throughout the year.
7. Supports each of the team captains in their marketing needs.

VP Toboggan:

1. Is the captain of the Concordia Concrete Toboggan Team.
2. Recruits, manages and ensures the attendance of the Team at the Great Northern Concrete Toboggan Race (GNCTR).
3. Oversees civil, mechanical, arts, spirit, finance, sponsorship, marketing, and logistics sub-teams.
4. Supports the VP Sponsorship with all sponsorship requests directly relating to the competition and provides all necessary information.
5. Supports the VP Finance with the creation and management of the team's budget and ensures reimbursements are completed in a timely fashion.

VP Outreach:

1. Is responsible for reaching out and presenting at lower levels of education to increase interest and awareness in Civil Engineering. Tasks may include but are not limited to workshops, games, competitions, and presentations.
2. Creating good relationships with lower levels of education such as; high schools, camps, CEGEPs, etc.

VP Canoe:

1. Is the captain of the Concordia Concrete Canoe Team.
2. Recruits, manages and ensures the attendance of the Team at the Canadian National Concrete Canoe Competition (CNCCC).
3. Oversees mix design, canoe design, construction, sponsorship, marketing, and paddling sub-teams.
4. Supports the VP Sponsorship with all sponsorship requests directly relating to the competition and provides all necessary information.

5. Supports the VP Finance with the creation and management of the team's budget and ensures reimbursements are completed in a timely fashion.

VP Troitsky:

1. Is the captain of the Concordia Troitsky Bridge Building Team.
2. Recruits, manages and ensures the attendance of up to six teams at the Troitsky Bridge Building Competition.
3. Supports the VP Sponsorship with all sponsorship requests directly relating to the competition and provides all necessary information.
4. Supports the VP Finance with the creation and management of the team's budget and ensures reimbursements are completed in a timely fashion.

The Chair:

1. Advises the President and the executive council throughout their mandates.
2. Chairs executive council meetings in the absence of the President.
3. Supports the entire executive with any tasks deemed necessary.
4. Takes on the President's role in the event of their temporary absence.