



Concordia SAE Constitution  
Enacted February 18th, 2024

Version 1.0

### ***Revision History***

<b>Version</b>	<b>Description</b>	<b>Author(s)</b>	<b>Adoption</b>
1.0	Initial Version	Ziad Kabbani (President), Berk Yurteri (VP Finance), Matthew Parthimos (VP Safety & Facilities), Jason Zalass (VP IT), James Savelson (VP External), Peter Hopkins (VP Manufacturing), Samir Allouch (Coordinator – Aeroconnect), Jérémy Lampron (Coordinator – Aerodesign), Andrzej Fedorowicz (Coordinator – Baja), Austin Unruh (Coordinator – Formula).	February 18th, 2024

## Table of Contents

1. Preamble.....	5
2. PURPOSE .....	5
3. NAME .....	5
4. MEMBERSHIP .....	5
5. OFFICERS .....	6
6. DIRECTORS .....	7
7. RESPONSIBILITIES OF EXECUTIVES.....	7
7.a. General Note:.....	7
7.b. President.....	7
7.c. Vice President .....	7
7.d. VP HR & Advancement .....	8
7.e. VP Finance.....	8
7.f. VP Safety and Facilities.....	8
7.g. VP IT .....	9
7.h. VP Manufacturing.....	9
8. RESPONSIBILITIES OF COORDINATORS.....	9
8.a. General Note:.....	9
8.b. Coordinator of a team: .....	9
8.c. Business Team: .....	10
9. FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY.....	10
10. RECORDS KEPT .....	11
10.a. Physical records to be maintained: .....	11
10.b. Online records to be maintained and made public on the Concordia SAE website. ....	11
11. INTENT AND TRACKING OF PROTOTYPES.....	11
11.a. Submission and Deadlines .....	11
11.b. Purchase Form Approvals .....	12
12. SPECIAL TEAMS.....	12
12.a. Creation of New Concordia SAE Teams .....	12
12.b. Capstone Teams.....	12
13. FACULTY ADVISOR .....	12
14. CONCORDIA SAE COUNCIL MEETINGS .....	13

15.	QUORUM .....	13
16.	REMOVAL FROM OFFICE & RESIGNATIONS.....	14
16.a.	Removal from Office .....	14
16.b.	Proposal for Removal of an Officer .....	14
16.c.	Resignations.....	14
17.	YEARLY GENERAL ASSEMBLY .....	14
17.b.	Time and Location of the General Assembly .....	14
17.c.	Announcement .....	15
17.d.	Outline .....	15
17.e.	GA Quorum .....	15
18.	AMENDMENTS.....	15
18.a.	Permanent .....	15
18.b.	Temporary.....	15
19.	HARASSMENT POLICY .....	16

# 1. Preamble

- 1.a. This Collegiate Chapter has been chartered by SAE International and is subject to the Constitution, Bylaws, Rules and Regulations of the parent Society.
- 1.b. It must also act in accordance with Quebec regulations as an Incorporated Non-Profit

# 2. PURPOSE

- 2.a. The purpose of this organization is to maintain a safe and supportive environment in which students can design and build vehicles, with the intention of competing in SAE International Collegiate Design Series competitions. The intent of the organization is to promote hands-on learning experience that compliments the academic education system, in order to better prepare students for the workforce. Concordia SAE mimics a small business model, encompassing many aspects, from project flow, to teamwork, and financial management, and provides valuable insight into the engineering profession.
- 2.b. The purpose of this document is to outline the rules and procedures for general operations
- 2.c. This Constitution is supplemented by Policies adopted by Concordia SAE

# 3. NAME

- 3.a. The official name of this organization shall be:  
ASSOCIATION DES ÉTUDIANTS SAE À CONCORDIA  
or  
SOCIETY OF SAE STUDENTS AT CONCORDIA
- 3.b. It may also be referred to as “Concordia University Collegiate Chapter of SAE International” only when dealing with SAE Intl
- 3.c. This organization shall be referred to more commonly as Concordia SAE, including in this organization’s Constitution and Policies. Only within Concordia University may this organization be referred to and identified as SAE.

# 4. MEMBERSHIP

- 4.a. Concordia University students, alumni, faculty, and staff who are SAE International members are qualified to be members of Concordia SAE.
- 4.b. Concordia University students subject to the Concordia SAE fee levy are automatically considered general members, their annual membership is considered to be the Concordia SAE fee levy payable every semester, amounts of which are determined by the Concordia SAE fee levy policy.
- 4.c. To be allowed to participate in Concordia SAE affairs, events and Collegiate Design Series, the member must be a registered full-time or part-time Concordia University student and be subject to the Concordia SAE fee levy, OR if not a registered student, must have been an Active Concordia SAE member and have participated in the Collegiate Design Series, BOTH within the previous academic year.

- 4.c.i. An exception to this is business students participating in the advancement of Concordia SAE through the Business Team or equivalent.
- 4.d. A member in **Good Standing** is one who contributes (or has contributed) to the benefit of Concordia SAE, pays their annual membership dues to SAE International, behaves responsibly and accordingly with the [Concordia University Code of Rights and Responsibilities](#).
- 4.e. **Active** members are defined as members who are in Good Standing and are consistently involved and regularly contributing to the benefit of Concordia SAE and/or a team. Active or Non-Active status is determined at the discretion of the respective Coordinators and is subject to approval of the Concordia SAE Executives. Concordia SAE Executives may themselves determine members' Active/Non-Active status as deemed necessary.
- 4.f. The Concordia SAE Council reserves the right to ask a Concordia SAE member to leave a team and/or Concordia SAE in the event that they act to the detriment of the team and/or organization. Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (membership fees are not refundable).

## 5. OFFICERS

- 5.a. The term **Officer** refers to each member of the Concordia SAE Council. The Concordia SAE Council is composed of two types of Officers: Executives (elected) and Coordinators (appointed).
- 5.b. The **Executives** of the Concordia SAE Council are individuals elected as per the Concordia SAE Elections & Appointment of Officers Policy to govern the affairs of Concordia SAE.
- 5.c. The **Coordinators** of the Concordia SAE Council are individuals appointed by the Executives of the Concordia SAE Council as per the Concordia SAE Elections & Appointment of Officers Policy to lead a Collegiate Design Series team.
- 5.d. The Executives of Concordia SAE shall include:
  - 5.d.i. President
  - 5.d.ii. Vice President
  - 5.d.iii. VP HR & Advancement
  - 5.d.iv. VP Finance
  - 5.d.v. VP IT
  - 5.d.vi. VP Safety & Facilities
  - 5.d.vii. VP Manufacturing
- 5.e. The appointed Officers are Coordinators and are appointed at the discretion of the Executives. All teams which compete as a part of the Collegiate Design Series must have a coordinator.
- 5.f. Elected and appointed Officers will serve for a term of approximately one year (till the next elections).
- 5.g. Officers may not serve as Executives of any other student society.
- 5.h. A single person can hold only one position on Council – as either a Coordinator OR as an Executive. This does not limit an Officer from being actively involved in other societies and teams.

- 5.i. Positions may be modified/created/removed as needed by Council through an amendment to the Constitution.

## **6. DIRECTORS**

- 6.a. Directors may be appointed by Council for any or all Officer positions. Their purpose is to assist a specific Executive or to assist the Executives as a whole in Council duties and responsibilities. Directors can participate in Council meetings. Directors shall be appointed by a majority vote of Council throughout the year as seen fit. Directors may attend Council meetings following guidelines outlined in [Section 12](#).

## **7. RESPONSIBILITIES OF EXECUTIVES**

### **7.a. General Note:**

- 7.a.i. All Roles are not limited to the responsibilities outlined below, these are simply some examples of what each role should do
- 7.a.ii. All Executives are elected by the general populace and as such should operate with the main goal being the betterment of the whole organization, and not be biased to whichever team they come from.

### **7.b. President**

- 7.b.i. Oversees and is of assistance to all Officers
- 7.b.ii. Ensuring the overall functionality of the Concordia SAE
- 7.b.iii. Calling and presiding over meetings of the Concordia SAE Council
- 7.b.iv. Writing and sharing an agenda before each meeting and designating an Officer to take minutes
- 7.b.v. Interacting with SAE International, Concordia University faculty, Security, and the Dean of Students, among others
- 7.b.vi. Attending all ECA Advisory Council meetings as the official representative of Concordia SAE and voting on behalf of Concordia SAE on items that affect the undergraduate population
- 7.b.vii. Acting as a liaison between the ECA and the Concordia SAE Council
- 7.b.viii. Ensure that all Executives are fulfilling their responsibilities
- 7.b.ix. Assist other executives and directors
- 7.b.x. Assume the responsibilities of the Vice President should they be unable to perform their duties

### **7.c. Vice President**

- 7.c.i. Manages and oversees the Collegiate Design Series team Coordinators.
- 7.c.ii. Overseeing and assisting all Coordinators to ensure proper team management
- 7.c.iii. Ensuring that team rules and guidelines are followed
- 7.c.iv. Ensuring that the teams meet their deadlines and are prepared for competition
- 7.c.v. Working with faculty and staff to help ensure the continuity of procedures and documentation for future years
- 7.c.vi. Assume the responsibilities of the President should they be unable to perform their duties

7.c.vii. Meet with coordinators on a regular basis

#### **7.d.VP HR & Advancement**

- 7.d.i. Oversees internal conflicts between members and presents them at council meetings if this VP deems it necessary
- 7.d.ii. Aims to make sure Concordia SAE has a positive working culture
  - 7.d.ii.1. Can input themselves into specific team's affairs and work to a resolution with team coordinator or presents them at council meetings if this VP deems it necessary
  - 7.d.ii.2. Coordinators can bring up the VP's involvement in team affairs if they deem the situation to not need it, this will then be brought to a vote on Council
- 7.d.iii. Acts as the liaison between Concordia SAE and the various Academic & Community Conduct Offices at Concordia
- 7.d.iv. Oversees and plans recruitment events in conjunction with the business team
- 7.d.v. Oversees member advancement (career path within Concordia SAE including new member integration)
- 7.d.vi. Oversees Planning Non-Technical Workshops and Seminars to better prepare members for industry
- 7.d.vii. Keeps track of industry opportunities available to Concordia SAE members

#### **7.e.VP Finance**

- 7.e.i. Oversees the financial management of the Concordia SAE
- 7.e.ii. Keeping records of the Concordia SAE's income and expenditures
- 7.e.iii. Managing Concordia SAE budget and overseeing teams' finances and budgets
- 7.e.iv. Processing expenses and reimbursement in accordance with Concordia SAE financial procedures
- 7.e.v. Producing regular financial reports for Concordia SAE internal record keeping
- 7.e.vi. Keeping the Concordia SAE Council apprised of the Concordia SAE's financial status while working with the Coordinators to ensure that team budgets are properly followed
- 7.e.vii. Working regularly with the treasurer of GCS/Concordia University and the ECA VP Finance regarding the Equipment Fund and Budget allocated to Concordia SAE (eg: design team fund)
- 7.e.viii. Working in concurrence with Business Team Coordinator to oversee sponsorship funds and to maintain a master sponsorship list

#### **7.f. VP Safety and Facilities.**

- 7.f.i. Ensures the safety of Concordia SAE members and the upkeep of Concordia SAE's facilities
- 7.f.ii. Acting as the liaison between Concordia SAE, Environmental Health & Safety Office, and the Fire Marshal
- 7.f.iii. Ensuring that health and safety regulations are respected at all times
- 7.f.iv. Organising safety courses for new members and recurring training for existing members - WHMIS, EDML, etc.
- 7.f.v. Ensuring the safety and functionality of the Concordia SAE vehicles and trailer and maintaining them in accordance with manufacturer's specifications and government regulations (including vehicle and fuel logs)
- 7.f.vi. Ensuring the safety and functionality of Concordia SAE tools and machinery



- 7.f.vii. Maintaining shower and eyewash stations on a weekly basis
- 7.f.viii. Ordering safety equipment as needed
- 7.f.ix. Maintaining flammable cabinets, MSDS and disposing of hazardous waste
- 7.f.x. Sign-off on off-site testing documents, and approval of test safety officer
- 7.f.xi. Oversee on-site testing

### **7.g. VP IT**

- 7.g.i. Maintains the technological infrastructure of Concordia SAE
- 7.g.ii. Managing the concordiasae.ca domain with our domain name provider
- 7.g.iii. Maintaining the Concordia SAE Server and computers
- 7.g.iv. Managing user accounts and hard-drive access
- 7.g.v. Acting as a liaison between Concordia SAE and AITS/IITS/Concordia University
- 7.g.vi. Managing all user accounts of the domain [forest.concordiasae.ca](http://forest.concordiasae.ca)
- 7.g.vii. Working with the business team to secure new software and hardware for all of Concordia SAE
- 7.g.viii. Maintaining and modernizing the entire IT infrastructure of Concordia SAE

### **7.h. VP Manufacturing**

- 7.h.i. Acts as both a chief manufacturing officer for Concordia SAE and a primary liaison between the EDML and Concordia SAE manufacturing
- 7.h.ii. Maintaining CNC usage procedures
- 7.h.iii. Acquire sponsorship for cutting tools / equipment / materials directly related to manufacturing
- 7.h.iv. Training members to use CNC machines
- 7.h.v. Acting as the liaison between Concordia SAE and the MIAE Engineer in Residence for manufacturing and training
- 7.h.vi. Being available as a technical resource for manufacturing
- 7.h.vii. Oversee ECTs (Extra Curricular Trainings) with the EDML

## **8. RESPONSIBILITIES OF COORDINATORS**

### **8.a. General Note:**

- 8.a.i. All Roles are not limited to the responsibilities outlined below, these are simply some examples of what each role should do
- 8.a.ii. All teams are required to have a coordinator and will not be allowed to operate without one
- 8.a.iii. Subdivisions within design competitions, such as Aero Regular Class and Aero Micro Class or Formula Electric and Formula Combustion, can be considered as separate teams (under council's discretion) and would need to appoint a coordinator as per the Concordia SAE Elections & Appointment of Officers Policy.

### **8.b. Coordinator of a team:**

- 8.b.i. managing team members and team rosters
- 8.b.ii. managing the team finances

- 8.b.iii. managing tasks and delegating to members
- 8.b.iv. holding team meetings as needed to complete the project.
- 8.b.v. training new members
- 8.b.vi. attending Council meetings
- 8.b.vii. managing the team's Social Media or appointing a team member to do so
- 8.b.viii. prepping teams for presentations at events

### **8.c. Business Team:**

- 8.c.i. The role of the business team will be to fulfil the former positions of VP Marketing, VP Social and VP Sponsorship. Taking on the roles of producing content for all general social media platforms and the website. These responsibilities include:
- 8.c.ii. Organizing and preparing orders for team apparel (at the team's discretion) and Concordia SAE merchandise and ensure timely delivery for necessary events
- 8.c.iii. The planning, promotion, and executions of organization wide events.
- 8.c.iv. The creation of all sponsorship packages (at the team's discretion).
- 8.c.v. Help all teams with additional marketing, social and sponsorship related tasks, when the team has the resources and members to do so.
- 8.c.vi. Assist teams with competition tasks related to the team, this includes business / sales presentation for Baja and Formula as well as the real cost scenario for Formula, at the request of the coordinator of said other team.
- 8.c.vii. Ensuring that all teams have updated written/edited/printed sponsorship packages
- 8.c.viii. Producing and maintaining an up to date Concordia SAE General sponsorship package
- 8.c.ix. Managing Concordia SAE General, Team, and Master Sponsorship documents in concurrence with VP Finance
- 8.c.x. Seeking out and maintaining sponsorship for all of Concordia SAE
- 8.c.xi. Being available as a point of contact for any sponsorship-related queries
- 8.c.xii. Ensuring sponsorship agreements are fulfilled
- 8.c.xiii. Managing the content of all general Concordia SAE social media pages and the website, including monthly updates from each team
- 8.c.xiv. Preparing pamphlets, stickers, or merchandise in time for Frosh
- 8.c.xv. Assisting the teams with marketing
- 8.c.xvi. Organizing, and overseeing events at which Concordia SAE attends (Frosh, National Engineering Week, Science Fairs, Boo-Annex, etc.)
- 8.c.xvii. Organizing outreach events, and preparing events with sponsors and/or faculty
- 8.c.xviii. Ensuring that Concordia SAE is properly visible at Frosh/Orientation

## **9. FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY**

- 9.a. All officers are required to track budgets and expenditures as they come in.
- 9.b. All officers are required to submit a financial report at the end of each semester within a period of 2 weeks following the last day of final exams for that semester. Failure to do so may result in freezing of a team or executive's finances for the following semester.

- 9.c. The VP Finance is expected to track them all separately from other officers, through the accounting software/service used by Concordia SAE at the time.
- 9.d. After receiving a financial report, VP Finance will cross-evaluate them with their own report generated by their tracking.

## **10. RECORDS KEPT**

### **10.a. Physical records to be maintained:**

- 10.a.i. The letters patents and any supplementary letters patents
- 10.a.ii. Constitution and Policies, and any amendments made since Concordia SAE's incorporation
- 10.a.iii. All audited Financial Statements adopted by the membership;
- 10.a.iv. All contracts currently in effect for which Concordia SAE is a party;
- 10.a.v. Details as to the receipts and disbursements of Concordia SAE.
- 10.a.vi. The corporate records of Concordia SAE shall be available for viewing by any Member. Confidential information will be redacted out of the documents.

### **10.b. Online records to be maintained and made public on the Concordia SAE website.**

- 10.b.i. The Constitution currently in force, along with any temporary modifications yet to be adopted by the Members in accordance with Article 117;
- 10.b.ii. The Policies currently in force;
- 10.b.iii. Minutes from all Council meetings as approved by Council.
- 10.b.iv. All Financial Statements adopted by Council

## **11. INTENT AND TRACKING OF PROTOTYPES**

### **11.a. Submission and Deadlines**

- 11.a.i. One month following the end of the previous competition closeout, each team must submit a document based on the "Intent and Tracking of Prototypes" document.
- 11.a.ii. The deadline for the submission of that document is to be set by the Vice-President.
  - 11.a.ii.1. If a team has failed to submit said document, their team budget will be revoked.
- 11.a.iii. If a team is unable to meet the deadlines set by the document and send the proper deliverables:
  - 11.a.iii.1. President, VP Internal, and VP Safety and Facilities must meet with the team coordinator and the team's engineer-in-residence to ensure the team is able to meet their future deadlines.
  - 11.a.iii.2. If problems persist, Council can, in this case, reallocate human resources and reassess the team's project priorities.
  - 11.a.iii.3. If the team is unable to meet the deadlines due to valid reasons, this does not apply. Reasons are deemed valid at the discretion of President, VP Internal, and VP Safety and Facilities.

- 11.a.iii.4. Initiation of the process can be done by referral to council by any council member. Special meetings solely regarding such issues can be held if needed at any time.

## **11.b. Purchase Form Approvals**

- 11.b.i. If a team is not able to meet the deadlines set in the Intent and Tracking of Prototypes document and have failed to submit the required deliverables, the purchase forms of the team shall be signed at the discretion of President and the Vice-President of Finance until such time that the deliverables are submitted.
- 11.b.ii. If the purchases were made before said deadline, they shall be signed.
- 11.b.iii. The effectiveness of a team coordinator shall be subject to review by Council if a team makes unjustified and bulk purchases near a deadline, with the intention of bypassing the purchase form freeze.
- 11.b.iv. If a team is unable to meet the deadlines due to valid reasons, this does not apply.

## **12. SPECIAL TEAMS**

### **12.a. Creation of New Concordia SAE Teams**

If a member wishes to start a new Collegiate Design Series team in accordance with SAE International, they must approach the Council with a proposal and a list of interested members. A proposal must include a preliminary budget, project schedule and an outline of design goals. Additional information may be required to complete the proposal at the discretion of Council. Creation of the new team and appointment of the respective Coordinator is determined by majority vote of Council.

### **12.b. Capstone Teams**

Concordia SAE Capstone projects are based on an existing partnership with the Engineer in Residence of the relevant department. Concordia SAE, the Client, is to provide a series of project proposals (a minimum of one per team) in August of every year. Capstone teams are to remain independent, both financially and in a managerial capacity. Any resource arrangement is to the discretion of the coordinator. Capstone teams are subjected to Concordia SAE's design requirements and specifications.

## **13. FACULTY ADVISOR**

- 13.a. Concordia SAE shall, at all times, have an official Faculty Advisor.
- 13.b. It shall be the Faculty Advisor's responsibility to:
  - 13.b.i. Consult with the Officers of the Concordia SAE Council on matters pertaining to SAE school policies
  - 13.b.ii. Serve as liaison between the Collegiate Chapter and the local SAE Section, and to advise the Officers on Collegiate Chapter matters.
- 13.c. At the time of the last amendment of the Constitution, the official faculty advisor of Concordia SAE was Dr. Ashok Kaushal.

## 14. CONCORDIA SAE COUNCIL MEETINGS

- 14.a. The Officers of the Concordia SAE Council shall hold a full Council meeting at least once a month to discuss current affairs; this schedule may be amended for the summer period. If quorum is not met, per [Section 13](#), the meeting can be rescheduled or held as is, provided the meeting is for informational purposes only.
- 14.b. Council Meetings shall be announced no later than five days in advance. An Agenda for the upcoming meeting must be made available to the Council at the time of the announcement. Minutes must be taken at each meeting in accordance with the Agenda and prepared for the following meeting, where they will be reviewed for approval.
- 14.c. Only Officers (Executives and Coordinators) attending the Council meetings have speaking and voting rights. Directors have speaking rights on relevant topics (as decided at the discretion of the Officers). Active members are allowed to sit in on council meetings however they do not have speaking rights nor voting rights under any circumstances.
  - 14.c.i. The exception to this being that meeting visitors may have temporary speaking rights provided they are directly asked a relevant question or asked to give clarification on a situation directly related to them by an Officer.
  - 14.c.ii. If other Officers deem it irrelevant, this can be shutdown even if an Officer had posed the question initially.
- 14.d. If there are items to be discussed, Concordia SAE members can raise them with their Coordinator or any other Officer as deemed necessary, who may then bring them to the attention of the Council.
- 14.e. At Concordia SAE Council meetings, each Executive and each Coordinator has one vote. CO-Coordinators are considered as one person with 1 vote for council purposes.
- 14.f. A resolution can only be passed if two thirds (2/3) of Officers in attendance are in agreement, otherwise, the issue is tabled.
- 14.g. Officers are required to regularly attend Council meetings. In the event of an emergency, another Officer must be notified of the absence. An Officer absent from two or more Council meetings without valid cause or prior notice will be subject to consideration by Council for dismissal from their position.
- 14.h. In the case of extenuating circumstances, if an Officer is unable to attend in person, they will still be considered present at a Council Meeting if they participate via Conference Call or Voice Chat.
- 14.i. Concordia SAE Executive Meetings may be held, if quorum is met, in instances where the Executives must discuss team affairs.

## 15. QUORUM

- 15.a. Quorum for a Concordia SAE Council meeting consists of two-thirds of the Executives and two-thirds of the Coordinators.
- 15.b. Quorum for a Concordia SAE Executive Meeting consists of two thirds of the Executives.

- 15.c. If a topic has to be voted on by Executives only, and only the minimum amount to hit Executive Quorum are present, then all Executives present must agree for the vote to pass (100% yes).

## **16. REMOVAL FROM OFFICE & RESIGNATIONS**

### **16.a. Removal from Office**

- 16.a.i. Officers of Concordia SAE may be removed from office for misappropriation of funds, irresponsible behaviour, delinquency of duties, or the violation of this constitution.
- 16.a.ii. In the case where the removal of an Officer(s) is initiated, and the required petition(s) is (are) completed, but the member deems that the Concordia SAE Council does not adequately address the situation, said member may report their concerns to the chapter's faculty advisor.
- 16.a.iii. A person may not be reappointed or re-elected to the Concordia SAE Council after they have been removed.

### **16.b. Proposal for Removal of an Officer**

- 16.b.i. A proposal for removal of an Officer can be initiated by either an Officer or an active Concordia SAE member. This proposal requires a signed petition of at least twenty (20) active Concordia SAE members with at least two signatures from each of the active teams. A petition is not required to remove a Coordinator if the removal is proposed by an Executive. Also, a written notice of the proposed removal from office must be given to the person subject to removal and to Council indicating the alleged cause for removal. Council must discuss and approve the proposal. Should the proposal be approved, a vote will occur as per the following guidelines:
- 16.b.ii. If multiple officers are being proposed for removal from office, then multiple proposals are required; the contents must be as per [Section 14.b.](#)
- 16.b.iii. Removal of a Coordinator : A Coordinator may be removed from office by a two-thirds (2/3) vote of the Executives.
- 16.b.iv. Removal of an Executive: Elected or appointed Executives may be removed from office by a two-thirds (2/3) vote of the Concordia SAE Council.

### **16.c. Resignations**

- 16.c.i. An Officer may tender their resignation through email to the Concordia SAE Council or by announcement at a Concordia SAE Council Meeting. A recommendation for their replacement is encouraged but not required. If possible, an announcement two (2) weeks prior to resignation is preferred.

## **17. YEARLY GENERAL ASSEMBLY**

- 17.a. Once a year a general assembly is to be held where every current member of Concordia SAE is to be invited to attend.
- 17.b. **Time and Location of the General Assembly**

17.b.i. This assembly must take place after the Fee Levy Breakdown Committee has decided the breakdown for the coming year as well as following the Concordia SAE Executive Elections. Executive power transfer cannot happen till after the General Assembly. The specific date is subject to change year to year but would be around the End of April/Early May. The location will be a room in the Hall Building unless specified otherwise depending on the amount of confirmed attendees. Location may change in accordance with Quebec Regulations

**17.c. Announcement**

- 17.c.i. At least 10 days prior to the date selected
- 17.c.ii. Announcement must be made by email to all members

**17.d. Outline**

- 17.d.i. General assembly must announce:
  - 17.d.i.1. Major happenings in the previous year
  - 17.d.i.2. Last year's finances (financial statements) as up to date as possible (max 4 months prior to it happening)
  - 17.d.i.3. Proof of cross checking and verification of expenditures
  - 17.d.i.4. Projected expenditures for the next year
  - 17.d.i.5. Sponsorship and sponsorship amounts
  - 17.d.i.6. Major equipment and building inventory and value
  - 17.d.i.7. Depreciation amounts for said equipment (if applicable)
  - 17.d.i.8. Election Results
  - 17.d.i.9. Fee levy Breakdown results

**17.e. GA Quorum**

- 17.e.i. Quorum for the general assembly is a minimum of  $\frac{2}{3}$  of the Officers and 40 total members (officers included).

## **18. AMENDMENTS**

**18.a. Permanent**

- 18.a.i. Motions to amend policies may be passed by a two third (2/3) vote of the Concordia SAE Council.
- 18.a.ii. Motions to amend the constitution may be passed by a two third (2/3) vote of the Concordia SAE Council followed by a two third (2/3) vote by the membership.
- 18.a.iii. An amendment may be proposed by
  - 18.a.iii.1. Action of the Executives and Coordinators
  - 18.a.iii.2. A petition signed by twenty (20) or more active Concordia SAE members in Good Standing.
- 18.a.iv. An amendment takes effect immediately once it is approved.

**18.b. Temporary**

- 18.b.i. Throughout the year, temporary motions may need to be made at the discretion of Council to continue Concordia SAE operations

- 18.b.ii. Motions for temporary amendments of any kind may be passed by a two third (2/3) vote of the Concordia SAE Council. But the resulting amendment must be made public.
- 18.b.iii. Motions must include a cut-off date or milestone up until which the amendment is active.
- 18.b.iv. Records of these motions must be maintained.

## 19. HARASSMENT POLICY

Each member of Concordia SAE shall be free to work and research without threat of harassment in any capacity. Threats of any kind, unwelcome use or display of profanity, sexual harassment and insults shall not be tolerated on Concordia SAE premises. Those engaging in this type of behaviour will be asked to leave; members who repeatedly display such behaviour will no longer be considered in Good Standing and shall be asked to leave immediately and indefinitely. Any behaviour that makes another Concordia SAE member feel unsafe is also grounds for removal per the above.

Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (upon which membership fees are not refundable).