

CONSTITUTION



WOMEN IN ENGINEERING

Team
2024-2025

PART A: General Provisions

1. Definitions in the bylaws

WIE or society: Women in Engineering

University: Concordia University

Academic Year: academic year of the University

VP: Vice-President

Executive Member or Exec: any member of the Executive Body
(President, VPs, Chair, directors)

Member: Regular and Associate Members

Ambassador: WIE volunteers

GCS: Gina Cody School of Engineering and Computer Science

2. Mandate

Women in Engineering aims to provide female engineering and computer science students with academic, social, and professional support along their educational path at Concordia University.

WIE's goal is to encourage their involvement in various academic and social events of Concordia University's Engineering & Computer Science Association and those professional societies advocating their respective disciplines.

We endeavor to promote a culture of inclusiveness and provide a nurturing atmosphere that will foster the growth of members' professional, academic, leadership, and social skills.

WIE strives to inform and inspire young female students, as well as build their confidence so that they are able to pursue careers in STEM.

Women in Engineering does not discriminate and is open to all genders.

The objectives of WIE include but is not limited to the following initiatives:

- Stimulate and develop programs that increase participation of women in the field of engineering and computer science
- Increase the number of students studying in engineering and computer science at the undergraduate level
- Increase our members' involvement in the GCS community at large
- Promote the professional development and academic achievements of our members
- Develop initiatives support GCS students to achieve their full potential and bring awareness to the gender gap in STEM
- Provide networking and other progressive social activities
- Promote STEM to elementary, high school, and CEGEP levels

3. Ambassadors

WIE created an ambassador program to encourage GCS students to be involved in outreach programs, organize workshops, set up events, and/or compete and organize external and WIE hosted competitions.

An ambassador is:

- A GCS student
- Must fit the requirements defined by the WIE executive board.

4. Membership

WIE will be responsible for a member base, for whom all events will be designed, though these events will be open to all students.

A member of WIE is:

- Part of the social media community through Facebook, Instagram or Discord.
- Regularly notified of all upcoming WIE initiatives
- Enrolled by signing up for our mailing list
- Participated in at least one WIE event

A member can leave WIE by requesting to be removed from the mailing list.

Responsibilities of the Members

Members, in their words and actions, must abide by the University's code of Conduct both on campus and when representing the University elsewhere.

PART B: Executive Body

1. Composition

The Executive body of WIE shall be composed of the following:

- A. President
- B. Chair
- C. VP Internal
- D. VP Finance
- E. VP Sponsorship
- F. Ambassador Team
 - i. VP Ambassador
 - ii. Director Ambassador
- G. Marketing Team
 - i. VP Marketing
 - ii. VP Webmaster
 - iii. Director Marketing
- H. Events Team
 - i. VP Events

- ii. Director Events
- I. Outreach Team
 - i. VP Outreach
 - ii. Director of Elementary
 - iii. Director of High School
 - iv. Director of CEGEP
- J. Conference Team
 - i. VP Conference
 - ii. Director Conference
- K. Competitions Team
 - i. VP Competitions
 - ii. Director Competitions

For the simplicity of documentation, all positions aforementioned are singular, though co-executives may exist.

2. Mandates

A. President

- i. Attends ECA council meetings
 - a. In case of obligatory absences, they must find a replacement.
- ii. Enforces the society's mission statement and makes changes to it if necessary
- iii. Is a co-signatory on all cheques and requisitions
- iv. Leads and oversees the strategic direction of the Executive Body
- v. Ensures the proper distribution of responsibilities across the Executive Body
- vi. Chairs weekly Executive meetings
- vii. Ensures meetings are run as efficiently as possible
- viii. Creates and shares agenda with members before meetings
- ix. Ensures the sustainability of the group
 - a. Maintain a good work culture
 - b. Resolve conflicts
 - c. Ensure the members are engaged within their key roles and responsibilities

B. Chair

- i. To be appointed by the newly elected President before the beginning of their term
- ii. Provide guidance, support and constructive feedback to the executive
- ii. Assist the President with:
 - 1. ECA and societies relations
 - 2. Internal or external conflicts
 - 3. Specific knowledge of subteams or traditions
 - 4. Team participation and motivation

C. VP Internal

- i. Organize and maintain the Google Drive and Google Calendar for the academic year
- ii. Assists president with their day-to-day tasks

- iii. Supports executives to access equipment, booking spaces and filling in appropriate information for permits
- iv. Responsible for taking minutes during every meeting and send out a summary to all board members
- v. In charge of tracking the WIE executives and ambassadors for CCR

D. VP Finance

- i. Creates preliminary budget at the beginning of the mandate
- ii. Keeps a detailed account of all transactions
- iii. Enforces budgetary limitations
- iv. Co-signatory on all financial and society documents
- v. Keeps an archive of all receipts and relevant documentation
- vi. Sends invoices to sponsors via Square when requested by VP Sponsorship
- vii. Send direct payment requests and other inquiries to ECA VP Finance and/or the Office Manager
- viii. Communicates with ECA VP Finance regularly to ensure financial assurance

E. VP Sponsorship

- i. Responsible for maintaining relations with other Women in Engineering Associations across Canada (POWE McGill, Wise, etc.)
- ii. Works with external organizations to build long-term relationships
- iii. Update and manage the external contact list
- iv. Secure collaborations and sponsorships for the year and for specific events
- v. Curate the sponsorship package with the help of VP Marketing
- vi. Assist subteams with internal funding applications
- vii. Ensure sponsorship payments are sent and received with the help of VP Finance
- viii. Manages the Iron Ring podcast
 - 1. Reach out to and secure guests
 - 2. Book space and appointments in advance
 - 3. Create original content including discussion topics and questions
 - 4. Host podcast
 - 5. Ensure editing and receipt of final product
 - 6. Ensure proper posting and marketing of podcast episodes

F. Ambassador Team

i. VP Ambassador

- i. Oversees the WIE ambassador program and its members
- ii. Recruits ambassadors for WIE activities
- iii. Request and create volunteer opportunities for ambassadors
- iv. Assists WIE ambassadors in the creation of new workshops, events, and initiatives
- v. Manages the ambassador team
 - a. Train new ambassadors
 - b. Facilitate transition of new ambassadors to the team
 - c. Ensure communication between the ambassadors and the executive team

vi. Keep track of ambassadors participation and attendance for CCR

ii. Director Ambassador

Assists VP Ambassador with all ambassador program related tasks

G. Marketing Team

i. VP Marketing

- i. collaborate with VP Webmaster and Director Marketing to market the society's events to fellow students
- ii. In charge of designing posters, banners and all other marketing paraphernalia
- iii. Upkeeps the image of the society, ensuring the overall image is consistent while maintaining a positive and stylish image
- iv. Provide creative support to all society members with advertising as banners, posters, booklets, swag

ii. VP Webmaster

- i. Collaborates with VP Marketing and Director Marketing to market the society's events to fellow students
- ii. Maintains and creates a functional website
- iii. Advertises events on social media (Twitter, Facebook, Instagram)
- iv. Works with VP Marketing to perform graphic design tasks where necessary d. Ensures the website and social media information is accurate and up-to-date e. Gathers pictures of every WIE event and post them to the website and social media
- v. Sends out wie newsletters on a weekly or biweekly basis
- vi. Manage social media platforms, websites and newsletters
- vii. Coordinate with Events Team to ensure advertising of events
- viii. Implement online initiatives to broaden WIE's mission and visibility
- ix. Submit events to other associations as well as GCS and ECA newsletter

iii. Director Marketing

- i. Assist the VP Marketing with design related tasks and VP Webmaster with the management of social media platforms and the newsletter

H. Events team

i. VP Events

- i. To work with and delegate tasks to director of Events and ensure they are well executed
- ii. Staying up to date with all events within Concordia
- iii. Plans all academic and social events hosted by WIE (workshops, networking, lizard Lounges, Frosh, etc.)
- iv. Responsible for logistics of events including bookings and purchases
- v. Organize collaborations with professional organizations and other societies
- vi. Develop new events and improve existing WIE events on campus
- vii. Coordinate volunteer opportunities for WIE ambassadors
- viii. Attend, set up, and cleanup for events

ii. Director of Events

- i. Assist the VP Events with event organization, preparation and execution

I. Outreach team:

i. VP Outreach

- a. to support elementary, high school, and CEGEP outreach directors
- b. Organization and preparation of mentorship programs
 - Winter Cohort pairs CEGEP students with Concordia students
- c. Create events for mentors and mentees
 - d. Provide guidance to mentors

ii. Director of Elementary

Coordinate outreach program for elementary schools

iii. Director of High School:

Coordinate outreach program for high schools

iv. Director of CEGEP:

Coordinate outreach program for CEGEPs

- a. Responsible for organizing and scheduling all outreach events
- b. Develop outreach programs for younger demographics
- c. Coordinate volunteer opportunities for WIE ambassadors
- d. Reach out to schools, centers and any possible Outreach communities to expand WIE network
- e. Maintain relations with current outreach contacts
- f. In charge of all documentation and logistics related to outreach operations
- g. Ensure promotion of the mentorship program
 - 1. Advertise to CEGEPs and within Concordia to collect participants

J. Conference team

i. VP Conference:

ensure the planning of WIE's conferences

ii. Director Conference:

assist the VP Conference with all conference related tasks

- a. Plan the logistics, including the budgets, bookings, and schedules
- b. Work on the marketing campaign with the help of the Marketing team
- c. Coordinate with different companies and plan workshops
- d. Coordinate the volunteers and invite keynote speakers
- e. Purchase resources needed for the event (merch, tools, softwares, etc.)

K. Competitions Team

i. VP Competitions

organize the annual WIE competition with the help of the Director Competitions

and manage the podcast

a. Ensure the planning of the competition

1. Make a budget and schedule for the entire event
2. Coordinate with different companies for sponsorship and workshops
3. Work on the marketing campaign with the help of the Marketing team
4. Gather and organize the competitors of the competition
5. Coordinate the volunteers, judges, and other attendees
6. Purchase resources needed for the event (merch, tools, softwares, etc.)

ii. Director Competitions:

Assist the VP Competitions with all competition related tasks

3. Team of VPs and Directors

Each VP may have one or more directors, as needed. These directors, VPs, Chairs and President will compose the board of representatives, herein known as The WIE team.

Every member of the WIE team shall:

- Abide by the University's code of Conduct both on campus and when representing the University elsewhere
- Send the necessary receipts and documents for reimbursements to the VP Finance within one month after the transaction

The VPs:

1. Are voting members of the executive body during meetings.
2. Shall be composed of engineering and computer science undergraduate students
3. Is responsible for their directors if they have any
4. Represents WIE in accordance with this Constitution
5. Need to maintain good communication with their directors and other VPs

The Directors:

1. Shall be composed of engineering and computer science undergraduate students
2. Is responsible for helping their designated executive with their tasks
3. Represents WIE in accordance with this Constitution

A. Executive Selection Process:

See PART D

B. Executive Removal from Office:

After a fair warning, an executive failing to accomplish their tasks or disrupting the work culture may be removed from office by a two-thirds (2/3) majority vote in a meeting called for that purpose by the executive body.

See 4.A.

4. Term Details

The term of office shall end on April 30th, and begin on May 1st.

Any appointed member of Executive Board may be removed from the office in either of the following ways:

- A majority vote of the Executive Board upon the recommendation of the President
- A two-thirds (2/3) vote of the Executive Board without the recommendation of the President

A. Impeachment

Impeachment of an Executive Member should be done by a minimum two-thirds (2/3) majority vote.

- a. Impeachment should be announced to the membership
- b. All impeachment procedures must be observed by a member of the ECA
- c. Three (3) warnings must be issued to the executive, as well as physical proof of dereliction of duties, breaking of by-laws, or activity deemed unfit by the University code of conduct.

B. Resignation

- i.** Any Executive who wishes to resign from their position may do so by sending a notice to the President of the society. The Executive Members are free to interview for the newly opened position once the written notice from the former executive member has been received.
- ii.** Any resigning Executive Member shall give a two weeks' notice in order to allow the Executive Body to find a suitable replacement.
- iii.** The resigning Executive Member shall hand over any material related to the Society, as well as relinquish any access given to them by the Society.

PART C: Meetings

Meetings will be held at regular intervals as deemed necessary by the President, and will be attended by the Executive board. Each WIE meeting shall:

- Have an agenda written and made available for editing to all executives before the meeting
- Be documented in the form of minutes (taken by the VP Internal), that shall be made available to all executives through the Drive

1. Quorum

- i. Quorum for a meeting shall be set at a 65% minimum of the executive body.

2. Chairing of Meetings

- i. All meetings of the Executive Body shall be Chaired by the President
 - a. In the case of their absence, Chair shall be the VP Internal

3. Voting Rights

- i. All members of the Executive Body have equal voting rights. In the result of a tie in votes, the motion shall be deemed defeated. Members and Ambassadors of WIE shall have no voting rights.

4. Secretary of Meetings

- i. All meetings of the Executive Body shall be recorded by the VP Internal
 - a. In the case of their absence, a Secretary shall be chosen from within the Executive Members present.

5. Agenda

- i. The Agenda for a meeting shall be released before the meeting.
- ii. The content of the Agenda shall reflect current happenings that need to be discussed and shall be gathered from the Executive Members.

6. Attendance

- i. VPs must attend all executive meetings. Failure to do so will result in a warning issued to the Executive.
- ii. An executive may be excused from a meeting due to one of the following:
 - a. An exam prior to the scheduled meeting occurring on the same day
 - b. An emergency impeding the Executive from attending
 - c. VP need to give 24hr notice to the chair with a valid reason
- iii. If a member can not attend a meeting and has been excused, they are to ensure the communication of their notes either by updating the chair or sending their Director to the meeting on their behalf.

- iv. If a member fails to attend a meeting without prior notice, they need to give a valid reason for their absence to the chair within 24 hours following the meeting.

7. Sub-meetings

- i. The executive team shall have sub-meetings for specific WIE activity.
- ii. It is strongly recommended that VPs have bi-weekly meetings with their directors

PART D: Elections

The elections of WIE shall be held every year, the time being selected by the current President. Elections shall follow a timeline such that the candidates have ample time for preparing a speech or letter of intent.

1. Nomination

- a. Nominees must have a first and second choice for positions, returning executives includes
- b. A maximum of two people may apply together as co-executives for one position.

2. Eligibility

- a. A GCS undergraduate student available for the following academic year

3. Selection of Executive Body

i. Presidential Election

a. Eligibility

1. Be a VP on the executive body for at least a year.

b. Selection

1. The selection of the president shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus.
2. Two-thirds (2/3) of eligible executive members* must vote in any election for it to be valid.
3. Members and Ambassadors of WIE shall have no voting rights in the election.
4. The candidate is elected through a majority vote by the current eligible executives.

ii. Executive Body (Internal Election)

a. Eligibility

1. A WIE VP during the past academic year is eligible to nominate themselves for a position on the executive body during the internal election.
2. A WIE Director during the past academic year is allowed to nominate themselves for a position on the executive body if deemed eligible by their VP(s), the VP Internal, and the President. If deemed ineligible, the Director must wait for External Elections should they wish to apply.
3. WIE Ambassadors and Members are not eligible to run in Internal Elections.

*Eligible executive members are determined by the current President

b. Selection

1. The selection of each executive position shall be done by certain executive members through a closed interview process.
 - i. VP selection shall be determined by the outgoing VP, the outgoing President, and the newly elected President.
 - ii. In the case of an outgoing executive wanting to do a consecutive term in the same position, the selection for this position shall be determined by a closely associated executive NOT applying for that same position, the outgoing President, and the newly elected President.
2. A candidate may apply to up to two positions.
3. Each individual candidate will have a closed interview conducted by select executive members as determined in sections a. and b.
4. The candidate shall present themselves for said position(s), followed by a question period.
5. Should a candidate be rejected by both positions applied to, it is the responsibility of the select executive members to provide a referral to the candidate, either proposing them for another executive position or their retirement from the society.

iii. Executive Body (External Election)

a. Eligibility

1. Must be a GCS undergraduate student for the entire upcoming academic year.
2. It is strongly recommended that VP candidates have prior experience in student societies or related experience to the position that they are applying to.

b. Selection

1. The selection of each executive position shall be done by certain executive members through a closed interview process.
 - i. VP selection shall be determined by the outgoing VP, the newly elected President, and any other executive member(s) deemed necessary by the previously mentioned deciders.
 - ii. Director selection shall be determined by the newly elected VP(s), the newly elected President and any other executive member(s) deemed necessary by the previously mentioned deciders.
2. A candidate may apply to up to two positions.
3. Each individual candidate will have up to two individual OR group interview(s) conducted by select executive members as determined in sections i. and ii.*

4. The candidate shall present themselves for said position(s), followed by a question period.
5. Candidates who do not get selected for an executive position may be referred to the Ambassador Program.

*Group or individual interviews shall be determined by the select executive members. This decision shall be based on the amount of applicants and the feasibility of said interviews.

Amendments

In order to make amendments to this constitution:

- The proposed amendment must be approved to a majority vote at an executive meeting, after having been discussed.

Summary of changes

Name	Description of major changes	Date
Lama Azzam (President)	Events team: VP events + Director Events instead of VP Social and VP Academics External team: VP External changed to VP Sponsorship and Iron Ring Podcast transferred to VP Sponsorship as a new addition to the mandate description Marketing team: Director Social Media changed to Director Marketing Ambassador team: Director Ambassador added as a new position Experience team: VP Experience changed to VP Competitions and Iron Ring podcast removed from mandate and transferred to VP Sponsorship.	

Signature: _____ 

Date: 05/05/2024