

## **Article 1 Name of the Society**

The name of the Society shall be the Concordia University Building Engineering Society, hereinafter referred to as 'CUBES'.

## **Article 2 Aims of the Society**

The aims of CUBES shall be to promote Building Engineering at Concordia University by:

1. Organizing academic events for students.
2. Helping students get involved and learn more about Building Engineering.
3. Help create a link between academic life and the engineering industry through exposure to professional engineers.
4. Building a strong relationship between students and faculty members.
5. Organizing social events for students.

## **Article 3 Members**

3.1 All Undergraduate Engineering students of Concordia University shall be eligible to become members of CUBES.

3.2 Any eligible person shall become a member of CUBES on signing their name to the official membership list of the Society.

3.3 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:

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

## **Article 4 The Executive Committee**

4.1 The full governing authority of CUBES is vested in the Executive Committee.

4.2 The Executive Committee of CUBES shall consist of the following Officers:

1. President
2. Vice President Internal Communications
3. Vice President External Communications & Outreach
4. Vice President Finance
5. Vice President Social

6. Vice President of Marketing
7. Vice President of Sponsorship
8. Vice President Academic
9. Vice President Information Technology
10. Director (s)

Definitions of duties and responsibilities of each officer shall be outlined in Regulation I

#### 4.3 Election of the Executive Committee

4.3.1 The Executive Committee of CUBES shall be elected at the Annual General Meeting (A.G.M.).

4.3.2 All members of the Executive Committee shall be required to be members of CUBES.

4.3.3 The President shall act as returning officer for the elections. Where the President intends to be a candidate in any election, a returning officer who is not a candidate in any election shall be appointed by the Executive Committee. In the case that all officers are candidates in elections, an elections officer will be appointed by the Executive Committee.

4.3.4 Candidates for each position on the Executive Committee of CUBES must be proposed and seconded by members of CUBES at the A.G.M except if these positions are not filled in the annual general meeting, they can be filled by a vote at any meeting with a two third agreement of the executives present at the day of the meeting.

4.3.5 All members of CUBES shall be entitled to vote in the election of the Executive Committee.

4.3.6 The election of members of the Executive Committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

#### 4. Term of Office of the Executive Committee

The Executive Committee shall hold office from the first day of June subsequent to their election until the last day of May of the following year.

#### 5. Removal from Office

Elected Officers of the organization may be removed from office by an absolute two-thirds (2/3) vote of the CUBES Executive Committee 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 CUBES Executive indicating the alleged cause for removal and the date,

time and place of the meeting of the CUBES 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.

#### 4.6 Resignations from the Committee

The resignation of any member of the committee shall be instituted by a letter of resignation to the Vice President Internal. In the case of the resignation of the Vice President Internal, resignation may be instituted by a letter of resignation to the President.

## **Article 5 Meetings**

### 5.1 Executive Committee Meetings

5.1.1 Meetings of the Executive Committee shall be held at least monthly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

5.1.2 The quorum for a meeting of the Executive Committee shall be half of the total number of Executive Committee members plus one.

5.1.3 Meetings of the Executive Committee shall be chaired by the President, or failing the ability of the President to attend, the Vice President Internal. At least two days notice of an Executive Committee meeting shall be given by the President or Vice President Communications to the members of the committee.

### 5.2 Annual General Meeting

5.2.1 The Annual General Meeting of CUBES shall take place in the second semester of the academic year, at a time to be determined by the Executive Committee of CUBES.

5.2.2 No less than seven days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be notified to the ECA and advertised by public notice within the University.

### 5.3 Extraordinary General Meetings

5.3.1 An Extraordinary General Meeting of CUBES may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Address any other circumstance not provided for in this constitution.

5.3.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On foot of a submission to the Executive Committee of CUBES of a petition signed by not

less than ten members of CUBES.

5.3.3 No less than seven days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to the ECA and advertised by public notice within the University.

## **Article 6 Amendments to the Constitution**

6.1 Amendments to this constitution may be made by the Executive Council of CUBES.

6.2 Proposed amendments to this constitution must be submitted in writing to all members of the Executive Committee of CUBES at least 14 days prior to a meeting of the Executive Committee of CUBES except if proposed in meetings where all members are present and more than two thirds agree to the amendments.

6.3 A two-thirds vote at a meeting of the Executive Committee of CUBES is required for the adoption of any amendment.

## **7. Regulation I**

### **7.1 PRESIDENT**

7.1.1 To chair the council's meetings and provide agendas to all attending.

7.1.2 To be chairperson at general assemblies.

7.1.3 To be cosignatory of all cheques.

7.1.4 To be cosignatory of the CUBES Annual Budget Report along with the VP Finance.

7.1.5 To oversee and delegate responsibilities.

7.1.6 To help organize activities and give advice.

7.1.7 To conduct CUBES meetings on a regular basis

7.1.8 To attend ECA council meetings and report to the CUBES committee.

### **7.2 VICE PRESIDENT OF INTERNAL COMMUNICATIONS**

7.2.1 Take minutes during council meetings.

7.2.2 To be in charge of communication within the members.

7.2.3 To be in charge of booking any required room for CUBES events.

7.2.4 To be in charge of maintaining member email lists.

7.2.5 To be responsible of handling CUBES membership lists.

7.2.6 To be in charge of the CUBES Council's public relations with external organizations.

7.2.7 To participate in external contacts when appropriate.

7.2.8 To represent CUBES in any external business.

7.2.9 To organize promotional activities such as plant tours.

7.2.10 To acquire funds for CUBES purposes (sponsorships and grants for the CUBES)

7.2.11 To be in charge of contacts with companies and professionals.

### **7.3 VP FINANCE**

7.3.1 To be in charge of the financial administration of the organization.

7.3.2 To make the chapters financial records available for inspection upon request of the ECA council, Faculty advisor or the CUBES Executive Council.

7.3.3 To prepare the Annual Budget Report at the end of each fiscal year and to present it to the ECA Council.

7.3.4 To be an obligatory cosignatory of all cheques with the President.

7.3.5 To be cosignatory of the Annual Budget Report with the President.

### **7.4 VICE PRESIDENT OF SOCIAL AFFAIRS**

7.4.1 To find new and original ways to market and promote the CUBES' name inside and outside the realm of the University; this entails assisting the VP Communications and Academic on all promotions and all forms of publications.

7.4.2 To be responsible for maintaining and designing of CUBES related advertising media templates.

7.4.3 To organize and coordinate social events for CUBES in order to enhance student social life.

7.4.4 To find new and original ways to increase student membership and involvement in CUBES.

### **7.5 VICE PRESIDENT INFORMATION TECHNOLOGY**

7.5.1 To be in charge of designing and maintaining the CUBES website.

7.5.2 To be in charge of supporting all computer needs.

7.5.3 To be in charge of videotaping and taking pictures of all CUBES activities.

7.5.4 Responsible for the CUBES newsletter to be sent out to CUBES members at a minimum of once per month.

### **7.6 VICE PRESIDENT OF ACADEMIC AFFAIRS**

7.6.1 To organize and coordinate academic events for CUBES in order to enhance student academic life.

7.6.2 To find new and original ways to help create a link between academic life and the engineering industry through exposure to professional engineers.

7.6.3 To create and maintain contact with the chair of the department to collaborate for academic events.

## **7.7 VICE PRESIDENT OF MARKETING**

7.7.1 To promote all CUBES events electronically and physically including but not limited to social media, word of mouth, websites, tv, newsletter and posters.

7.7.2 To be responsible for all designs for all CUBES media and marketing materials

## **7.8 Vice President of External Communications and Outreach**

7.8.1 Responsible to be the contact person between CUBES and external companies, organizations and schools.

7.8.2 To reach out to elementary schools, high schools and cegeps, to promote building engineering.

## **7.9 VICE PRESIDENT OF SPONSORSHIP**

7.9.1 To be responsible for the CUBES sponsorship package with approval from the VP Finance and President.

7.9.2 To send out the sponsorship package to the professional contacts in the CUBES network.

7.9.3 To follow up at least once to all the individuals contacted with the sponsorship package.

7.9.4 The work of the VP Sponsorship should begin immediately upon the start of the mandate (June 1st) to obtain sponsorships before the start of the academic year.

## **7.10 DIRECTOR**

7.10.1 To help direct all the tasks and provide assistance in any other position when required.

7.10.2 To attend all CUBES events