



UAV Concordia - Constitution

2020 - 2021

Table of Contents

Table of Contents	2
1. Defining Principles	4
1.1. Official Name	4
2. Membership	5
2.1. Requirements	5
2.2. Verification	5
2.3. Active Membership	5
2.4. Disqualification	6
3. Officers	7
3.1. Purpose	7
3.2. Fixed Officers	7
3.3. Eligibility	7
3.4. Vacancies	8
3.5. Term	8
3.6. Absences	8
3.7. Removal from Office	9
4. Duties of Fixed Officers	10
4.1. Society President	10
4.2. Society Vice-President	10
4.3. Vice President of Finance	10
4.4. Vice President of Competition	11
4.5. Vice President of Legal Affairs	11
4.6. Vice President of Research and Development	11
4.7. Vice President of Internal Affairs	12
4.8. Vice President of Social Affairs	12
4.9. Vice President of Academics	12
4.10. Vice President of Marketing	13
5. Division	14
5.1. Purpose	14
5.2. Divisions	14
5.3. Division Officer	14
5.4. Eligibility for Division Officers	15

6. Executive Committee	16
6.1. Purpose	16
6.2. Composition	16
6.3. Delegation	16
7. Standing Committees	17
7.1. Establishment	17
7.2. Standard Committees	17
8. Meetings	18
8.1. Executive Committees	18
8.2. General Meetings	18
8.3. Meeting Procedure	18
9. Bylaws and Amendments	19
9.1. By-Laws	19
9.2. Constitutional Amendments	19
10. Elections	20
10.1. Regular Officer Elections	20
10.2. Voting Procedures	20

1. Defining Principles

1.1. Official Name

- a. The Society shall be designated "UAV Concordia" in all English-language documents and proceedings.

2. Membership

2.1. Requirements

- a. All members of the Society must meet the following requirements:
 - i. Be registered for at least one semester of the academic year as an undergraduate or graduate student at Concordia University in a program operated by the Faculty of Engineering and Computer Science or one of its departments or institutes.
 - ii. Have no restrictions on student society membership imposed by the University.
- b. Additional conditions on membership may be imposed by the by-laws of the Society.
- c. Notwithstanding clause 2.1.b, no restriction on membership shall be imposed on account of race, national origin, religion, gender, sexual orientation, age, or disability.

2.2. Verification

- a. The Society may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any member or prospective member to provide proof that they meet all of the applicable requirements for membership.

2.3. Active Membership

- a. All members of a society must meet the following requirements in order to be considered as active members of the Society:
 - i. Attend meetings of the Division to whom they belong on a regular basis
 - ii. Assist in completing various tasks when asked by their Division Officer.
- b. Division officers may declare any member of their Division to be inactive if the duties listed in section 2.3.a have not been met.
- c. The Executive Committee may declare any member not currently part of a Division to be inactive if the duties listed in section 2.3.a have not been met.

2.4. Disqualification

- a. Failure to maintain any of the requirements for membership may result in the termination or suspension of an individual's membership as determined by the by-laws of the society or a decision of the Executive Committee.
- b. Additionally, members which become inactive may see their membership become suspended or terminated.
- c. For any changes to be made on the membership status of a member, which may include suspension or termination, the following proceedings must be followed:
 - i. An acknowledgement of their inactivity must be done by the qualified officer for the situation as specified in clauses 2.3.b and 2.3.c.
 - ii. Only the Executive Committee officers listed in clauses 2.4.d may act in suspending or terminating an individual's membership.
- d. The following Officers may engage in suspending or terminating the membership of an individual:
 - i. If the inactive member belongs to one of the permanent divisions (Software, Electrical or Mechanical), the Vice President of Competition may initiate the process.
 - ii. If the inactive member is a part of the Research and Development division or any non-permanent division, the Vice President of Research and Development may initiate the process.
 - iii. If the inactive member is not a member of any division, any officer on the Executive Committee may initiate the process.
 - iv. Under all circumstances, the Executive Committee has the authority to initiate the process.

3. Officers

3.1. Purpose

- a. In order to ensure effective leadership, the Society shall have a number of Officers who shall ensure the proper functioning of the Society and oversee its operations.

3.2. Fixed Officers

- a. At minimum, the society shall have as Officers a President, a Vice President, and a Vice President of Finance. Additional Officers may be defined in the by-laws of the Society and shall be subject to the same provisions as those Officers defined in this Constitution.

3.3. Eligibility

- a. Any member of the Society shall be eligible to hold a single Officer position, provided that they are registered to attend classes at the University over the entire expected duration of their term of office.
 - i. The requirement for registration shall include fall and winter semesters as applicable, but shall exclude summer semesters.
 - ii. Participation in a University-organized internship shall satisfy the registration requirement for the semester(s) in which it takes place.
 - iii. Candidate running for the three following fixed positions are required to have at least one year of active membership within the Society, unless no other candidate meets this requirement:
 - President
 - Vice President
 - Vice President of Finance
- b. The Society may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any Officer or candidate for an Officer position to provide proof that they meet all of the applicable requirements for the position.

3.4. Vacancies

- a. If a position remains unfilled as of the 1st of July following an election, or becomes vacant at any point after that date and prior to the next regular election, the Executive Committee may vote to appoint a member to fill the position. Such an appointment requires an absolute majority of the Executive Committee in favor and takes effect immediately.
- b. Unfilled vacant positions shall have their duties temporarily assumed by the President. If the President position is vacant, its duties shall be assumed by the Vice President. In the absence of a Vice President, its duties shall be assumed by an Officer designated by the Executive Committee.

3.5. Term

- a. Members elected as part of the regular election process shall hold their office for a term of one year, beginning on July 1st of the year they were elected and ending on June 30th of the following year.
- b. Members appointed to fill a vacant position shall hold office until the 30th of June following the next regular election of Officers.

3.6. Absences

- a. Any executive member who is absent during an executive meeting must provide the reason for their absence at the next meeting.
- b. The executive board will take a vote on whether the absence is deemed justified or not.
- c. After three absences that have been deemed unjustified, the executive in question will be removed from their position.
- d. At the beginning of every semester, all executives' unjustified absences are reset to zero.

3.7. Removal from Office

- a. An Officer may be removed from office pursuant to a motion approved by a two-thirds absolute majority of the Executive Committee, or a two-thirds regular majority of members in attendance at a General meeting.
- b. An Officer subject to a motion of impeachment shall not be entitled to vote on that motion, nor shall they be included in the number of eligible voters needed to establish the necessary majority.
- c. Any by-law or amendment to this Constitution that would, if enacted, effectively remove an Officer from their position shall, in addition to any other voting requirements, require the approval of that Officer.
- d. Any Officer who is shown to no longer meet the applicable requirements for their position shall be removed automatically from office seven (7) days after the discovery of such failure, unless the discrepancy is rectified within that period.

4. Duties of Fixed Officers

4.1. Society President

The Society President shall:

- a. Preside at all general meetings of the Society and the Executive Committee or designate another person to do so;
- b. Appoint members to all standing committees of the Society, subject to the approval of the Executive Committee;
- c. Assume all executive duties not otherwise delegated;
- d. Conduct such other business as the Executive Committee may direct.

4.2. Society Vice-President

The Society Vice President shall:

- a. Assist in organizing the Society's events and activities;
- b. Perform all functions of the President in their absence or at their request;
- c. Conduct such other business as the Executive Committee may direct.

4.3. Vice President of Finance

The Vice President of Finance shall:

- a. Be responsible for maintaining any bank accounts controlled by the Society;
- b. Receive all money and pay all debts of the Society authorized by the Executive Committee;
- c. Keep all financial records current and in order;
- d. Provide financial statements and reports to the Executive Committee, periodically or upon explicit request;
- e. Prepare all financial documents required for annual reports to be submitted to the ECA;
- f. Supervise budgeting and procurement for all activities and events;
- g. Provide advice and information regarding financial matters, procurement, and budgeting to officers and members upon request;
- h. Conduct such other business as the Executive Committee may direct.

4.4. Vice President of Competition

The Vice President of Competition shall:

- a. Actively oversee the progress of each permanent division.
- b. Be responsible for ensuring deadlines are being met for any of the technical tasks in each division.
- c. Ensure that every member working on competition tasks be given a chance to be involved with the design, assembly, and or manufacturing.
- d. Conduct such other business as the Executive Committee may direct.

4.5. Vice President of Legal Affairs

The Vice President of Legal Affairs shall:

- a. Be responsible for completing any paperwork required for all competitions in which the Society is participating.
- b. Ensure that the drones used are legally authorized to fly by fulfilling all requirements set by Transport Canada.
- c. Ensure that all the drones used are properly insured.
- d. Conduct such other business as the Executive Committee may direct.

4.6. Vice President of Research and Development

The Vice President of Research and Development shall:

- a. Manage all current projects aside those assigned to the Permanent Divisions.
- b. Provide an assessment of resources, work hours and skills required to the Executive Committee whenever it is needed.
- c. Ensure deadlines are being met for all of the special projects.
- d. Conduct such other business as the Executive Committee may direct.

4.7. Vice President of Internal Affairs

The Vice President of Internal Affairs shall:

- a. Manage communications within the different divisions in the Society.
- b. Inform all members on any upcoming events.
- c. Be in charge of managing and resolving any conflict within members or divisions in the Society.
- d. Be responsible for maintaining a membership directory. This directory would contain a list of all members of UAV Concordia, including information such as:
 - i. Date of Registration
 - ii. Full Name
 - iii. Student ID
 - iv. Email Address
 - iv. Current Division in which they are involved
- e. Conduct such other business as the Executive Committee may direct.

4.8. Vice President of Social Affairs

The Vice President of Social Affairs shall:

- a. Be responsible for organizing the Society's events and activities.
- b. Organize recreational team gatherings occasionally.
- c. Conduct such other business as the Executive Committee may direct.

4.9. Vice President of Academics

The Vice President of Academics shall:

- a. Be responsible for organizing the Society's tutorials and workshops.
- b. Actively encourage members of the Society to get involved in any of the tutorials hosted by the Society.
- c. Conduct such other business as the Executive Committee may direct.

4.10. Vice President of Marketing

The Vice President of Marketing shall:

- a. Be responsible for the setup and layout of the Society's booth at events or exhibitions.
- b. Prepare new banners, posters, business cards, and other promotional material whenever it is needed.
- c. Make sure the Society's website and social media accounts are active and up to date.
- d. Make sure pictures are being taken at social events the Society may be participating in and during any of the Society's general activities.
- e. Conduct such other business as the Executive Committee may direct.

5. Division

5.1. Purpose

- a. In order to ensure that the projects set by the Executive Committee are effectively carried out, the Society shall have a number of Divisions to ensure the tasks are delegated to the members.
- b. The Society shall have three permanent divisions, namely Software, Electrical, and Mechanical. Additional divisions may be created by the Executive Committee.

5.2. Divisions

- a. The permanent Divisions shall consist of the following:
 - i. Software Division
 - ii. Electrical Division
 - iii. Mechanical Division
- b. Non-permanent Divisions may be established and terminated at the discretion of the Executive Committee .

5.3. Division Officer

- a. Each Division shall have a Division Officer with the following duties:
 - i. Ensure the completion of any assigned projects by delegating smaller tasks to division members and by effectively coordinating their work.
 - ii. Communicate any announcements from the Executive Committee to all of the division members.
 - iii. Report to higher authority on the ongoing progress status of assigned projects on a regular basis or upon request.
- b. Non-permanent Divisions may be established and terminated at the discretion of the Executive Committee.

5.4. Eligibility for Division Officers

- a. Only members currently part of a Division shall be eligible to hold a Manager position of their division, provided that they meet the general requirements for membership of the Society.
- b. The Executive Committee has the responsibility of nominating the Division Manager.
 - i. For permanent divisions (Software, Electrical, and Mechanical), the Vice President of Competition has priority over that decision.
 - ii. For non-permanent divisions, the Executive Committee has priority over that decision.

6. Executive Committee

6.1. Purpose

- a. The Executive Committee shall be the governing body of the Society and shall transact all business it deems advisable, including the filling of vacancies in offices; the authorization of expenditures; the modification of the Society's by-laws; communication with the Engineering and Computer Science Students Association, and other organizations; and the provision of benefits and services to members.

6.2. Composition

- a. The Executive Committee shall be composed of all Officers of the Society, whether defined in this Constitution or the by-laws of the society.
- b. Additional persons may be permitted by the by-laws of the Society to attend meetings of the Executive Committee as participating observers while the Executive Committee is in open session. These persons may speak on any issue but may not vote on either substantive or procedural matters.
- c. Quorum and majorities for Executive Committee meetings shall be determined using the number of Officers only.

6.3. Delegation

- a. The Executive Committee may delegate any of its powers to any person or group as it deems necessary, temporarily or permanently, and revoke such delegation at its discretion. This includes deferring any decision to a standing committee, or a General Meeting of members. The decision to delegate any power or decision requiring a supermajority shall require the approval of an identical supermajority to delegate.

7. Standing Committees

7.1. Establishment

- a. Standing Committees may be constituted by the Society Chair on an as-needed basis, with the advice and consent of the Executive Committee.
- b. Any Standing Committee not constituted shall have its responsibilities assumed by the Executive Committee.

7.2. Standard Committees

Standing Committees may include, but are not limited to:

- a. A Program Committee, responsible for planning and executing the overall program of activities for the academic year;
- b. A Publicity Committee, responsible for coordinating the advertising of activities throughout the academic year;
- c. A Membership Committee, responsible for planning, organizing, and executing society recruitment activities;
- d. A Finance Committee, responsible for helping the Vice President of Finance plan fundraising activities;
- e. A Nominating Committee, responsible for setting the election guidelines and dates prior to the annual election of Officers, and for verifying the membership of all candidates prior to elections.

8. Meetings

8.1. Executive Committees

- a. The Executive Committee shall hold regular and special meetings at such times and places as it determines are appropriate, with a minimum of three meetings per academic year.
- b. Executive Committee meetings must be announced to Officers no less than three (3) working days prior to the date of the meeting unless the Officers unanimously agree to waive this requirement.
- c. Quorum for Executive Committee meetings shall be one-half the number of filled Officer positions, rounded up.
- d. Unless otherwise specified in this Constitution, all substantive decisions of the Executive Committee shall require a simple majority of officers in attendance to be adopted.

8.2. General Meetings

- a. The Society shall hold regular and special General Meetings of the full membership such as it determines are appropriate, with a minimum of three meetings per academic year.
- b. General Meetings must be announced to members no less than five (5) working days prior to the date of the meeting.
- c. Quorum for General Meetings shall be one-tenth of the number of total Society members, rounded up.
- d. Unless otherwise specified in this Constitution, all substantive decisions taken at a General Meeting shall require a simple majority of members in attendance to be adopted.

8.3. Meeting Procedure

- a. The default rules of procedure for both the Executive Committee meetings and General Meetings shall be as defined in the Society by-laws. Any rule or procedure not defined in either this Constitution or the Society by-laws shall be open to adoption as a standing or temporary rule by simple majority vote.

9. Bylaws and Amendments

9.1. By-Laws

- a. The Executive Committee may adopt such bylaws as it deems necessary to ensure the proper functioning of the Society.
- b. Bylaws may also be proposed at any General Meeting of the Society, and require a simple majority to be adopted.

9.2. Constitutional Amendments

- a. This Constitution may be amended with the concurrence of an absolute majority of the Executive Committee and a two-thirds regular majority of Society members present and voting at a General Meeting.
- b. Constitutional amendments must be announced to the full membership of the Society at least seven (7) days prior to their introduction at a General Meeting.

10. Elections

10.1. Regular Officer Elections

- a. Officer elections shall be held between March 1st and May 31st of each year, on such a date and place that a majority of members can be reasonably expected to be able to attend.
- b. No election shall be scheduled during an examination period held by the University, nor within seven (7) days of the beginning of an examination period.
- c. Post Election, a transitional period is expected where current officers are required to train newly elected officers. All related accounts belonging to each position are expected to be shared.

10.2. Voting Procedures

- a. Upon request by any two or more members eligible to vote, the election shall take place by secret ballot or an equivalently anonymous process.
- b. Any voting procedure not explicitly defined in the Society by-laws shall be determined by the Nominating Committee or, if it is not constituted at the time, the Executive Committee.
- c. All votes in Officer elections shall be counted according to one of the following schemes:
 - i. Simple plurality vote ("first-past-the-post");
 - ii. Exhaustive ballot plurality vote;
 - iii. Instant runoff vote ("alternative vote").
- d. Members shall be permitted to vote in favor of an unfilled position ("empty seat") in officer elections, and all candidates, including those running unopposed, must be ranked higher than this option in order to be elected.
- e. The Society may, by its by-laws, impose such restrictions on voting eligibility as may be necessary to remain in compliance with the applicable ECA regulations.
- f. No bylaw restricting the eligibility for a position on the Executive Committee may be enforced if it effectively limits the number of eligible members for that position to a single individual.