



Society Creation Policy

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Version 3

Version	Description	Author(s)	Adoption
1	Initial Version	Alex Stojda (VP Marketing & Communications) Christopher Gallo (President)	April 2018
2	Grammatical Fixes Changed ENCS to GCS Updated Section 4.0 & 4.2 Updated Section 8.0	Alex Stojda (VP Internal)	April 2019
3	Formatting Grammatical Fixes Updated Section 4.1, 4.2 & 4.6 Updated Section 5.0, 5.1, 5.2 Addition of Section 5.3 Updated Section 6.0 Consolidation of Sections 7.0 and 8.0 to Section 6.0 New Section 7.0	Sierra Campbell (President)	November 2022

Preamble

The ECA umbrella consists of member associations (student clubs/societies) which represent the engineering community through events, participation in competitions, and conferences (Not exclusively). Member associations recognized by the ECA as one of its subsidiaries can benefit from funding, workspace, and the legal framework of the ECA incorporation.

Section 1 - Definitions

1. The definitions present in the Bylaws shall be applicable to this document, in addition to the terms hereby defined
 - BOD: the ECA's Board of Directors
 - Advisory Council: the ECA's Advisory Council
 - Bylaws: the ECA's Bylaws
 - Society / Member Association: A member association as defined by the bylaws.
 - ECA: The Engineering and Computer Science Association
 - Student: ECA Member
 - NSC: New Society Committee
 - GCS: Gina Cody School of Engineering

Section 2 - Purpose

This policy specifies the procedures and requirements for the introduction of a student club.

Section 3 - Scope

1. In the event of any conflict between the Bylaws and this policy, the Bylaws shall take precedence, in accordance with article 128 of the Bylaws.
2. Additions, deletions, or amendments to this policy, and the adoption of any new policy with regards to the introduction of a new student club must be approved by a two-thirds (2/3) majority vote resolution of the BOD. Unless otherwise specified in the resolution, it shall take immediate effect.

Section 4 – Prerequisites

4.0 Overview

The following section pertains to the deliverables and criteria required by the ECA in order to be considered as a student club associated with the ECA.

These deliverables must be submitted to the President of the ECA no later than January 5th of the current academic year.

A summary of the prerequisites is stated below and further elaborated in the following subsections.

1. Leadership Experience
2. Student Club Constitution
3. Budget
4. Year 0 Strategy
5. Engineering Student Status
6. Executive Membership
7. Faculty Advisor

The NSC and/or BOD may request any supporting documentation it sees necessary to validate the prerequisites.

4.1 Leadership Experience

Leadership experience, particularly within the context of the engineering community, is a requirement of the new leader(s) of the proposed student club. This ensures the sound development of the proposed club. To demonstrate this prerequisite, leader(s) of the proposed club are to submit personal statements of minimum 500 words. These statements shall detail previous experience in student leadership that have prepared them to lead the new society. Relevant experience includes but is not limited to executive or director positions in the ECA and its member associations, student groups recognized by Concordia University, participation in activities as validated by Concordia University's Co-Curricular Record, and other opportunities deemed appropriate.

4.2 Society Constitution

A constitution must be written which clearly defines its purpose, its executive membership, and an electoral process. Mission of the society must be prepared in consideration of potential future objectives. The new society must have the following three roles as a part of their executive team: President, Vice President of Financial Affairs, and Vice President of Internal Affairs. The ECA will only recognize executive positions that are written into the constitution. Mandates of the executives, their responsibilities, and appointment are to be clearly outlined.

4.3 Year 0 Strategy

A detailed strategy for how the society would function during its probationary year must be prepared. This will include, at a minimum, the scope of the society, a mission, list of events the new student club intends on hosting, recruitment, and focus on student life engagement.

4.4 Budget

The formulation of a budget that is consistent with the goals for year 0 of the proposed society is to be submitted. It shall include information regarding the events, expected attendance, targeted student group, breakdown for each proposed activity, and its location.

4.5 Engineering Student Status

Students involved in the establishment of a new student club must be regular members of the ECA.

4.6 Executive Membership

The President of the new society must only be an executive of the new association.

4.7 Faculty Advisor

The proposed society must be supported by a faculty member of GCS. This individual will act as the representative of the respective society throughout its existence.

Failing this, and at the sole discretion of the BOD, the following may be deemed sufficient to meet this prerequisite:

1. A description of the specific circumstances resulting in the failure to secure a faculty advisor.
2. A quantifiable demonstration of the significant efforts made to secure a faculty advisor.

Section 5 – New Society Committee

5.0 Overview

The NSC is composed of 6 members total. 3 advisory councillors and 3 ECA executives make up the committee. The purpose of this committee is to review the ruling made within the advisory council meeting and present their findings to the BOD. In the event of an impasse within the committee, the BOD will render a verdict.

5.1 Appointment

Advisory councillors of the NSC are to be nominated by a majority vote of the advisory council at the first meeting in September.

The ECA President and Vice President of Internal Affairs are members of the NSC. The third ECA executive shall be appointed by the Advisory Council and ratified by the BOD.

5.2 Power

The advisory committee with a majority vote can accept or reject the proposition of the new society. An accepted society will pass to the BOD for final ratification. This process for this to take place will involve a meeting in which all NSC members must be present.

5.3 Meetings

Meetings of the NSC shall be chaired by the Chairperson of the ECA with minutes taken by the Secretary of the ECA. Meetings can be called by the President of the ECA or 2 members of the NSC.

5.4 Anonymity

Voting within the NSC shall be anonymous. The Chairperson will be responsible for collecting and tallying the votes.

5.5 Voting

In order for the motion to move the proposed society onto the next stage of the process (2/3) of the committee must be in agreement. Abstention from voting within the NSC is not permitted.

5.6 Term

The NSC shall be formed in September and serve until April 30th of the same academic year. The NSC will not operate over the Summer semester.

Section 6 – New Society Review Process

6.0 Overview

The process for the establishment of a new society will include the following;

1. Submission of the deliverables as outlined in Section 4 to the ECA President.
2. Presentation to Advisory Council. Following the presentation, Advisory Council votes for the NSC to conduct a thorough review of the submitted deliverables.
3. The NSC conducts a thorough review of the deliverables and creates a presentation to the BOD detailing reasons for approving or rejecting the new society for a probationary period.
4. After presentation of the NSC review, the BOD makes a decision regarding approval of the society for a probationary period.
5. At the end of the probationary period, the new society submits updated deliverables as needed and makes a presentation to the Advisory Council. Following the presentation, the NSC presents their final report and recommendation to the Advisory Council.
6. The BOD makes a final decision to approve, or not, official recognition by the ECA as a registered member association.

6.1 Advisory Council Initial Presentation

This presentation will require the members of the society to introduce themselves, the new society, and the value they wish to contribute to GCS student life. The presentation shall include, at a minimum, the following; mission statement, vision, budget, breakdown of activities, conclusion.

After the presentation a question period will ensue in which the members of the Advisory Council shall have the opportunity to ask questions.

A closed discussion will then commence, ending in a decision to approve or deny the society from moving forward in the society establishment process with the next step being NSC Review.

This presentation must occur no later than the second council meeting for the winter semester.

6.2 NSC Initial Review

The committee shall review the presentation from the new society and conclusions drawn from the Advisory Council meeting. This will include reviewing the deliverables provided in Section 4, as well as the minutes of the council meeting.

A decision shall be made to approve or deny the society to move onto the review by BOD.

The findings of the NSC must be presented to the BOD no later than the final BOD of the academic year.

6.3 Board of Directors Review

The BOD shall review the deliverables provided by the proposed student society, the minutes of the Advisory Council, and the findings of the NSC.

The BOD shall approve or deny the society at the end of the BOD meeting for a probationary period.

6.4 Probationary Period

The probationary period of the new society will commence May 1st. It will last for 1 academic year, until April 30th of the following calendar year. This is the opportunity for the new society to prove their contributions to student life and integration with the ECA and its member associations.

No space and financial resources will be allocated from the ECA to the new society during this period. They will be permitted to register with the Dean of Students Office as a student group for purposes of booking on campus spaces and will have an internal account created with the ECA to receive revenues and external sponsorships. The new society shall be displayed on the ECA website.

Throughout this period, the NSC will observe activities of the new society. This includes but is not limited to attending events hosted by the new society, interviews with the new society executives, consultations with their faculty advisor, and other activities the NSC deems necessary.

6.5 Advisory Council Final Presentation

The proposed society shall present again to the Advisory Council summarizing the activities conducted during their probationary period and justification for official approval as an ECA Member Association.

This will be followed by a presentation of the NSC to the Advisory Council, in which they will present their findings and recommendations. NSC criteria for progress includes but is not limited to: successful events, competitions, conferences, and overall impact on the Concordia Undergraduate Engineering & Computer Science community.

The Advisory Council will have a closed session discussion, ending in a decision to approve or reject the new society. In the case of approval, the new society will move forward in the society establishment process with the next step being BOD Final Review.

This presentation must occur no later than the second council meeting for the winter semester.

6.6 BOD Final Review

The BOD shall make the final decision on acceptance of the new society as a part of the ECA Umbrella. They shall use the same criteria employed by the NSC in evaluating the new society and consider all discussions from the Advisory Council.

Section 7 - Approval and Rejection

7.0 Approval as Official ECA Member Association

Following completion of the New Society Review Process, the new society is officially recognized as a Member Association of the ECA. They shall be allocated a budget and space from the ECA along with official participation in the Advisory Council.

7.1 Society Rejection

Should the society fail to pass any of the steps of creation, they cannot reapply until 2 academic years from the date of rejection. A rejected society who reapplies must follow the full creation process as if they had never previously applied.

Section 8 – Interpretation

8.0 Overview

In the event of any ambiguity, conflict, or other disagreements as to the interpretation of this policy, the BOD, with a recommendation from the President and/or VP Internal, will make the final interpretation.