



THE CANADIAN SOCIETY FOR
MECHANICAL ENGINEERING

CSME

Concordia University

Constitution 2022-2023

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Article I. Defining Principles

Section 1.01: Official Name

- (a) The Society shall be known officially as the Canadian Society for Mechanical Engineering - Concordia Student Chapter.
- (b) The Society may be referred to as *CSME Concordia* or unofficially as *CSME* where it would not be confused with the Canadian Society for Mechanical Engineering.

Section 1.02: Parent Organizations

- (a) The parent organizations of The Society shall be the *Canadian Society for Mechanical Engineering (CSME)* and the *Concordia Engineering and Computer Science Student Association (ECA)*.
 - I. The affairs of The Society shall be conducted in accordance with all regulations and principles upheld by the parent organizations.

Section 1.03: Mission

- (a) The mission of CSME is to serve the student body of Concordia's engineering departments industrially and academically, as well as to encourage excellence and to uphold the values of professional engineers.
 - I. The Society shall pursue these objectives through rapport with other student societies, industry, faculty, administration, and the students themselves.

Article II. Membership

Section 2.01: Requirements

(a) All members of The Society must meet all 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. Special permission may be granted by a majority vote of the executive to allow a non-faculty student a membership if the granting of said membership is beneficial to the Society and its members.
- II. It is strongly recommended to hold a membership, regardless of classification, with the Canadian Society for Mechanical Engineering.
- III. Have no restrictions on student society membership imposed by the university.

(b) No restriction on membership shall be imposed on account of race, national origin, religion, gender, sexual orientation, age, or disability.

Section 2.02: 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 of admissibility.

Section 2.03: 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 a majority vote of the Executive Committee.

Article III. Officers

Section 3.01: Purpose

- (a) In order to uphold the laws and regulations of The Society, as well as to ensure effective leadership and proper administration, The Society shall have a number of Officers, who form the Executive Committee, and who oversee its function and operation.

Section 3.02: Officers

- (a) At a minimum, The Society shall have as Officers and Executives the following: President, Vice-President Finance, Vice-President Internal, Vice-President External, Vice-President Academic, and Vice-President Social. Additional Officers or amendments to the minimum may be defined through by-laws and all Additional Officers shall be subject to the same provisions as all Officers as outlined in this Constitution.

Section 3.03: Eligibility

- (a) Any member of the Society is eligible to hold a single Officer position, provided that he or she is 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 an internship satisfies the registration requirement for the corresponding semester in which it takes place.
- (b) The Society may impose, via its by-laws, a decision of the Executive, or a resolution passed at a general meeting, restrictions on Officers where required to conform to the rules and regulations of the Parent Organizations.
- (c) The Society may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a General Meeting, require any Executive or prospective Executive to provide proof of admissibility.

Section 3.04: Vacancies

- (a) If a position remains unfilled as of the 1st of May 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 Society member to fill the position. Such an appointment requires an absolute majority of the Committee in favour and takes effect immediately.
- (b) Unfilled vacant positions shall have their duties temporarily assumed by one of the remaining executives or a combination therein.

Section 3.05: Term

- (a) Members elected as part of the regular election process shall hold their office for a term of one year, beginning on May 1st of the year they were elected, and ending on April 30th of the following year.
- (b) Members appointed to fill a vacant position shall finish their term on April 30th following the next general election.

Section 3.06: Removal from Office

- (a) An Officer may be removed from office pursuant to a motion of impeachment 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 he or she 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 his or her position shall be removed automatically from office seven (7) days after.

Article IV. Duties of Fixed Officers

Section 4.01: President / Co-Presidents

(a) The President or Co-Presidents shall:

- I. Preside at all general meetings of the Society and the Executive Committee or designate another person to do so;
- II. Appoint members to all standing committees of the Society, subject to the approval of the Executive Committee;
- III. Prepare such reports as may be requested by the university, ECA, or CSME;
- IV. Work with and coordinate activities with the university, ECA, or CSME;
- V. Act as a signing officer for all financial matters;
- VI. Conduct other business as the Executive Committee may direct.

Section 4.02: Vice-President Finance

(a) The Vice-President Finance shall:

- I. Be responsible for maintaining any financial accounts controlled by the Society;
- II. Receive all money and ensure all debts are paid by the Society authorized by the Executive Committee;
- III. Manage any forms of monetary transactions for society purposes;
- IV. Keep all financial records current and in order;
- V. Provide financial statements and reports to the Executive Committee, periodically or upon explicit request;
- VI. Prepare all financial documents required for annual reports to be submitted to ECA;
- VII. Supervise budgeting and procurement for all activities and events;
- VIII. Provide advice and information regarding financial matters, procurement, and budgeting to officers and members upon request;
- IX. Act as a signing officer for all financial matters;
- X. Conduct their business as the Executive Committee may direct.

Section 4.03: Vice-President Internal

(a) The Vice-President Internal shall:

- I. Act as the liaison between the Society, faculty members, and other student organizations;
- II. Act as the go-to executive for all matters that members deem need to be brought before the executive;
- III. Be the liaison, along with the Resident Fellow, between the Society, the University and Faculty advisor;
- IV. Assume all executive duties not otherwise delegated;
- V. Conduct such other business as the Executive Committee may direct;
- VI. Responsible to organize Society meetings;
- VII. Responsible for taking minutes during all Societies meetings and delegate the tasks to individual Officers;
- VIII. Responsible for any bookings such as tutorial computer labs, event locations;
- IX. Organize and delegate office hours among Officers;
- X. Manage an inventory of society resources in conjunction with Vice-President Orders and Projects;
- XI. Promote the Society within, and outside, the University.

Section 4.03: Vice-President External

(a) The Vice-President External shall:

- I. Act as the liaison between the Society and industries;
- II. Be the liaison, along with the Resident Fellow, between the Society and Industry;
- III. Organize events pertaining to industrial experience and professional practice;
- IV. Conduct such other business as the Executive Committee may direct;
- V. Keep sponsorship package up to date;
- VI. Act as the liaison between the Society and industries that sponsor us;
- VII. Oversee corporate sponsorships in conjunction with the Vice-President Internal;

- VIII. Responsible for sponsorship commitments and coordinate with VP Finance about financial contributions;
- IX. Promote the Society within and outside the University.

Section 4.04: Vice-President Projects

(a) The Vice-President Projects shall:

- I. Communicate with all project leaders;
- II. Communicate with Vice-President Internal to ensure adequate tool and consumables inventory for current operations;
- III. Organize and plan projects that CSME will participate in for the new academic year;
- IV. Organize and research competitions that CSME will participate in for the new academic year;
- V. Assemble a qualified team to take on the specific project at hand and organize registration and competition guidelines with the competition committee;
- VI. Organize an introductory project for new members in coordination with VP Academic and VP Outreach;
- VII. Promote the Society within and outside the University.

Section 4.05: Vice-President Academic

(a) The Vice-President Academic shall:

- I. Organize educational events for the Society's members (non-exclusive);
- II. Organize and plan tutorials that CSME will participate in for the new academic year;
- III. Assemble a qualified team to take on the specific project at hand and organize registration and execution;
- IV. Reach out to other educational institutions for collaborative academic events;
- V. Promote the Society within and outside the University.

Section 4.06: Vice-President Social

(a) The Vice-President Social shall:

- I. Organize social events for the Society and collaborations with other Societies (non-exclusive);
- II. Assemble a qualified team to take on the specific event at hand and organize registration and execution;
- III. Assist in managing social media accounts including Instagram, Facebook, Twitter, LinkedIn, Youtube, etc;
- IV. Promote and market any social, academic and external events;
- V. Promote the Society within and outside the University.

Section 4.07: Vice-President Marketing

(a) The Vice-President Marketing shall:

- I. Responsible for all visual aspect of social media, website, event posters;
- II. Manage social media accounts including Instagram, Facebook, Twitter, LinkedIn, Youtube, etc;
- III. Create and organize all event posters and banners;
- IV. Post and create events on Facebook & all CSME related socials;
- VI. Create and organize merch for society members;
- VII. Coordinate with VP social to manage social media accounts;
- VIII. Promote the Society within, and outside the University.

Section 4.08: Vice-President Outreach

(a) The Vice-President Outreach shall:

- I. Be responsible for recruiting new members each academic year;
- II. Act as the liaison between the Society and new members;
- III. Coordinate with VP Project to organize an introductory project for new members;
- IV. Responsible for hosting info sessions with and for new members;
- V. Promote the Society within and outside the University.

Section 4.09: Vice-President Orders

(a) The Vice-President Orders shall:

- I. Responsible for all 3D printing requests for the Society;
- II. Coordinate with VP Finance regarding payments;
- III. Determine an appropriate rate agreed upon by the Officers;
- IV. Communicate with Vice-President Internal to ensure adequate tool and consumables inventory for current operations;
- V. Promote the Society within and outside the University.
- VI. Responsible for the maintenance of printers;

Section 4.10: Vice-President Web-masters

(a). The Vice-President Web-masters shall:

- I. Responsible for creating and managing content of the society website.
- II. Make necessary changes to the website when needed.
- III. Update photos, upcoming events, project pages, team page and gallery images.

Section 4.11: Director Positions

(a). Director Positions:

- I. Director positions may be held for each respective Vice President position;
- II. The director who is second to the respective Vice President may:
 - i. Be delegated tasks by the respective Vice President;
 - ii. Take on initiatives and coordinate with the Vice President;
 - iii. Represent on behalf of the Vice President;

- iv. Hold a mandate for 1 year;
- III. Exception to this role is for President;
- IV. A director can be added to the executive team at any point in the year;
- V. Current executive team will vote on the director positions (requiring majority vote) at executive meetings.

Article V. Executive Committee

Section 5.01: 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 bylaws; communication with the CSME, the ECA, and other organizations; and the provision of benefits and services to members.

*All expenditures outside of what was already assigned to a certain executive position must be brought to the other executive's attention 72h before purchase of more than \$ 100 of the budget.

Section 5.02: 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) The Resident Fellow may also, at his or her discretion, attend meetings of the Executive Committee as a participating observer while the Committee is in either open or closed session. The Resident Fellow may speak on any issue and may vote on procedural, but not substantive, matters.
- (c) 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.
- (d) Quorum and majorities for Executive Committee meetings shall be determined using the number of Officers only.

Article VI. Resident Fellow

Section 6.01: Definition

(a) The Resident Fellow is the Faculty representative as defined by the Canadian Society for Mechanical Engineering.

Section 6.02: Duties

(a) The Society Counselor shall act to:

- I. Promote student application and renewal to the Canadian CSME;
- II. Encourage relations between the Society and other Canadian CSME branches;
- III. Promote student awareness of awards, contests, and benefits of membership;
- IV. Establish industrial contacts for Society programs and activities if possible;
- V. Interest other faculty members in the activities of the Society.

Article VII. Meetings

Section 7.01 Executive Committee

- (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 semester, excluding summer semester.
- (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.

Section 7.02 General Meetings

- (a) The Society shall hold regular and special General Meetings of the full membership at such times and places as designated by the Executive Committee, with a minimum of two 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-quarter 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.

Section 7.03 Meeting Procedure

- (a) The official rules of procedure for both Executive Committee meetings and General Meetings shall be *Robert's Rules of Order Newly Revised, 11th edition*.

Article VIII. Bylaws and Amendments

Section 8.01 By-Laws

- (a) The Executive Committee may adopt such bylaws as it deems necessary to ensure the proper functioning of the Society.
- (b) Such bylaws are enforceable to the extent that they comply with CSME and ECA regulations and this Constitution.
- (c) Bylaws may also be proposed at any General Meeting of the Society, and require a simple majority to be adopted.

Section 8.02 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.

Article IX. Elections

Section 9.01 Time and Place

- (a) Officer elections shall be held between March 1st and April 1st 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.

Section 9.02 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 constitution or bylaws shall be determined by the Executive Committee.
- (c) All votes in Officer elections shall be counted according to the following schemes:
 - (i) Simple Majority 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, via its by-laws, impose such restrictions on voting eligibility as may be necessary to remain in compliance with the applicable ECA regulations.
- (f) Any member who has run for a position but did not obtain majority votes can decide to be the director of that position or to run for a different position during the election process.

Section 9.03 Voting Eligibility and Ineligibility

- (a) All members in attendance at the election shall be entitled to one vote, unless specifically disqualified pursuant to a clause in the Constitution or the Society by-laws.
- (b) Undergraduate members of the Society who are not members of the ECA may not vote in Officer Elections.
- (c) All members in attendance at the election shall be entitled to one vote, unless specifically disqualified pursuant to a clause in the Constitution or the Society by-laws.
- (d) Undergraduate members of the Society who are not members of the ECA may not vote in Officer Elections.

Article X. ECA Compliance

Section 10.01 Provisions for ECA Compliance

- (a) The Society shall at all times ensure that the majority of its membership consists of engineering undergraduate students.
 - I. If at any time the Society fails to meet the undergraduate majority requirement, the Executive Committee shall immediately act to correct the situation.
 - II. As a last resort, once all other reasonably feasible solutions have been attempted, the Executive Committee may temporarily or indefinitely suspend the membership of any non-Officer member in order to achieve an acceptable distribution of members.
 - III. Any membership suspended pursuant to subsection (ii) shall be automatically reinstated once the distribution has been sufficiently corrected that such a reinstatement would not cause noncompliance.
- (b) The Society shall not engage in any activity of a political nature, whether at the student government level or outside the University community.