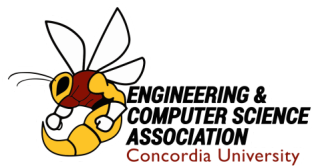


**Concordia University  
Building Engineering Society  
(CUBES)  
Constitution**



## Version Summary

<b>Version</b>	<b>Description of Changes</b>	<b>Authors</b>	<b>Adoption</b>
R0	Initial		
R1	Clarified and updated VP responsibilities, formatting & reorganization of document	Nora Kasem & Emily Winiker (Co-Presidents, 2022-23)	May 15, 2023



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## **PART A: General Information**

### **1. Definitions**

The definitions present in the Constitution shall be applicable to this document, in addition to the terms hereby defined:

- CUBES: Concordia University Building Engineering Society
- Academic Year: Academic Year of the University
- VP: Vice-President
- Executive: Refers to the Executives of the Society, the Executive Body
- Executive Member: Any member of the Executive Body (President, VPs, Directors)
- GCS: Gina Cody School of Engineering and Computer Science

### **2. Purpose of this Society**

The purpose of this society is to promote Building Engineering at Concordia University. CUBES aims to achieve this by:

- organizing academic events for students
- helping students get involved and learn more about Building Engineering
- creating a link between academic life and the engineering industry through exposure to professional engineers
- building a strong relationship between students and faculty members
- organizing social events for students

Overall, the goal of CUBES is to enhance the academic experience of Building Engineering students and provide them with opportunities to connect with their peers, faculty members, and professionals in the industry. The society aims to provide a well-rounded experience that not only focuses on academic excellence but also fosters a sense of community and social engagement.

### **3. Membership**

- 3.1. All undergraduate GCS students at Concordia University are eligible to become members of CUBES.
- 3.2. Every member of the organization has the right to:



- 3.2.1. Present their nomination for an appointed position
- 3.2.2. Consult the annual financial statements or regulations of the organization at any time. These rights are in addition to any legal rights afforded to them under the by-laws or otherwise.

## **PART B: Executive Body**

### **1. Composition**

There shall be an Executive Body in CUBES which shall be composed of the following:

- 1.1. President
- 1.2. VP Finance
- 1.3. VP Internal
- 1.4. VP External
- 1.5. VP Academic
- 1.6. VP Social
- 1.7. VP IT
- 1.8. VP Marketing
- 1.9. VP Sponsorship
- 1.10. General Director(s)

### **2. Mandates**

#### **2.1. President**

- 2.1.1. Attends ECA council meetings
  - 2.1.1.1. In case of obligatory absences, they must find a replacement.
- 2.1.2. Enforces the society's mission statement and makes changes to it if necessary
- 2.1.3. Is a co-signatory on all cheques and requisitions
- 2.1.4. Leads and oversees the strategic direction of the Executive Body
- 2.1.5. Ensures the proper distribution of responsibilities across the Executive Body
- 2.1.6. Enforce executive's duties
- 2.1.7. Chairs bi-weekly or weekly Executive meetings
- 2.1.8. Ensures meetings are run as efficiently as possible
- 2.1.9. Creates and shares agenda with members before meetings
- 2.1.10. Ensures the sustainability of the group
- 2.1.11. Maintains a good work culture
- 2.1.12. Resolves conflicts
- 2.1.13. Ensures the members are engaged within their key role responsibilities
- 2.1.14. Organizes and maintains Google Drive for the academic year

#### **2.2. VP Internal**

- 2.2.1. Assists the president with their day-to-day tasks
- 2.2.2. Supports executives to access equipment, book spaces, and fill in appropriate information for permits

- 2.2.3. Responsible for taking minutes during every meeting and sending out a summary to all board members
  - 2.2.4. Sends notices to the ECA mailing list when necessary
  - 2.2.5. Facilitates internal communications in the group
- 2.3. VP Finance
- 2.3.1. Keeps a detailed account of all transactions
  - 2.3.2. Creates preliminary budget at the beginning of the mandate
  - 2.3.3. Enforces budgetary limitations
  - 2.3.4. Makes budgetary requests to the ECA
  - 2.3.5. Is a co-signatory on all cheques and requisitions
  - 2.3.6. Keeps an archive of all receipts and relevant documentation
  - 2.3.7. Completes final yearly financial report
- 2.4. VP External
- 2.4.1. Works with external organizations to build long-term relationships
  - 2.4.2. Responsible for outreach and ongoing communication with companies for events such as the annual Wine & Cheese
  - 2.4.3. Updates and manages the external contact list
  - 2.4.4. Works with VP Academic to organizes and attend outreach events at elementary, high schools, and CEGEPs around Montreal
- 2.5. VP Academic
- 2.5.1. Works with VP External to organizes and attend outreach events at elementary, high schools, and CEGEPs around Montreal
  - 2.5.2. Responsible for planning ASP courses
  - 2.5.3. Responsible for planning tutorials and finding tutors, including Revit and AutoCAD and class-related tutorials
- 2.6. VP Sponsorship
- 2.6.1. Ensures sponsorship package is up-to-date and shared with all contacts to find general sponsorship or sponsors for specific events (e.g., Wine & Cheese)
  - 2.6.2. Keeps track of deadlines and applies for all necessary internal sponsorships
  - 2.6.3. Keeps a list of all the internal and external sponsorships that have been applied with links to the appropriate documentation.
  - 2.6.4. Is in continuous contact with sponsors



## 2.7. VP Marketing

- 2.7.1. Designs posters, banners, and all other marketing items
- 2.7.2. Ensures social media is up to date
- 2.7.3. Collaborates with VP IT and VP Social to market the society's events to fellow students through various media
- 2.7.4. Upkeeps the image of the society, ensuring the overall image is consistent while maintaining a positive image
- 2.7.5. Designs and leads sale of swag for Building Engineering students
- 2.7.6. Sends out posts and information about events to the ECA newsletter and other marketing platforms when required
- 2.7.7. Gathers/takes pictures of every CUBES event and posts them to our social media in collaboration with VP Social

## 2.8. VP Social

- 2.8.1. Responsible for planning all social events, including Lizard Lounges and Water Pong tournaments
- 2.8.2. Works with VPs Internal and External to plan annual Wine & Cheese, ensuring food, alcohol, and all other requirements are fulfilled
- 2.8.3. Works with VP Marketing to advertise events on social media
- 2.8.4. Gathers/takes pictures of every CUBES event and posts them to our social media in collaboration with VP Marketing

## 2.9. VP Information Technology (IT)

- 2.9.1. Maintains and creates a functional website
- 2.9.2. Ensures the website is regularly updated with the latest information

## 2.10. General Director

- 2.10.1. Provides support to all VPs and members
- 2.10.2. Adopts the respective VP responsibilities when need be

## 3. Team of VPs and Directors

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

### 3.1. The VPs

- 3.1.1. Are voting members of the executive body during meetings
- 3.1.2. Shall be composed of GCS undergraduate students
- 3.1.3. Are responsible for their directors, should they have any



- 3.1.4. Represent CUBES in accordance with this Constitution
- 3.1.5. Must maintain good communication with their directors and other VPs

### 3.2. The Directors

- 3.2.1. Are voting members of the executive body during meetings
- 3.2.2. Shall be composed of GCS undergraduate students
- 3.2.3. Are responsible for helping their designated executive with their tasks
- 3.2.4. Represent CUBES in accordance with this Constitution

### 3.3. Executive Selection Process

- 3.3.1. See [PART D: Elections](#)

### 3.4. Executive Removal from Office

- 3.4.1. 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

## 4. Term Details

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

## 5. Impeachment

- 5.1. Any appointed member of the Executive Board may be removed from office in either of the following ways:
  - 5.1.1. A majority vote of the Executive Board upon the recommendation of the President
  - 5.1.2. A two-thirds (2/3) vote of the Executive Board without the recommendation of the President
- 5.2. Impeachment should be announced to the membership
- 5.3. All impeachment procedures must be observed by a member of the ECA
- 5.4. 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

## 6. Resignation

- 6.1. 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.

- 6.2. Any resigning Executive Member shall give a two weeks notice in order to allow the Executive Body to find a suitable replacement
- 6.3. 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**

### **1. Executive Committee Meetings**

- 1.1. Meetings will be held at regular intervals as deemed necessary by the President, and will be attended by the Executive board
- 1.2. Each CUBES meeting shall
  - 1.2.1. Have an agenda written and made available for editing to all executives before the meeting
  - 1.2.2. Be documented in the form of minutes (taken by the VP Internal), that shall be made available to all executives through the Drive
- 1.3. Sub-meetings
  - 1.3.1. The executive team shall have sub-meetings for specific CUBES activities. These sub-meetings should be mentioned in the CUBES calendar

### **2. Annual General Meeting**

- 2.1. The Annual General Meeting of CUBES shall take place on or before May 15, at a time to be determined by the Executive Committee of CUBES
- 2.2. No less than seven days notice of the Annual General Meeting shall be given
  - 2.2.1. The date and time of the A.G.M. shall be notified to the ECA and advertised by public notice within the University

### **3. Meeting Guidelines**

- 3.1. Quorum
  - 3.1.1. The quorum for a meeting shall be set at a 65% minimum of the current executive body
- 3.2. Chairing of Meetings
  - 3.2.1. All meetings of the Executive Body shall be Chaired by the President
  - 3.2.2. In the case of their absence, either the meeting will be canceled or the President will allow the VP Internal to chair the meeting.
- 3.3. Voting Rights
  - 3.3.1. All members of the Executive Body have equal voting rights
  - 3.3.2. As a result of tie-in votes, the motion shall be deemed defeated
- 3.4. Secretary of Meetings
  - 3.4.1. All meetings of the Executive Body shall be recorded by the VP Internal
  - 3.4.2. In the case of their absence, a Secretary shall be chosen from within the Executive Members present.

### 3.5. Attendance

- 3.5.1. All executive members must attend meetings. Failure to do so will result in a warning issued to the Executive
- 3.5.2. An executive may be excused from a meeting due to one of the following:
  - 3.5.2.1. A University exam prior to the scheduled meeting occurring on the same day
  - 3.5.2.2. An emergency or any medical issues impeding the Executive from going to school
- 3.5.3. The VP needs to give 24hr notice to the chair of the meeting with a valid reason. The directors shall give notice to their VP.
- 3.5.4. If a member fails to attend a meeting without prior notice, they need to give a valid reason for their inability to attend to the chair within 24hrs after the meeting.

## **PART D: Elections**

### **1. Elections**

- 1.1. The elections of CUBES shall be held every year at the time selected by the current President.
- 1.2. Elections shall follow a timeline such that the candidates have ample time for preparing a speech or letter of intent

### **2. Nomination of the Executive Body**

- 2.1. Nominees must have a first and, optionally, second choice for positions, returning Executives included
- 2.2. A maximum of two people may apply together as co-executives for one position

### **3. Eligibility**

- 3.1. Any GCS undergraduate students available for the following academic year

### **4. Selection of the Executive Body**

#### 4.1. Presidential Election

##### 4.1.1. Eligibility

- 4.1.1.1. Have been a part of the executive body for at least a year

##### 4.1.2. Selection

- 4.1.2.1. Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
- 4.1.2.2. The candidate is elected through a majority vote by the current executives

#### 4.2. Executive Body (Internal Election)

##### 4.2.1. Eligibility

- 4.2.1.1. An CUBES executive during the past academic year is eligible to nominate themselves for a position on the executive body during the internal election
- 4.2.1.2. Must present a short speech or letter of intent describing their aptitudes and reasons for wanting to become an executive
- 4.2.1.3. The returning executive member needs to have a handover document prepared to be appointed to the same or another position
- 4.2.1.4. A returning executive member must have delivered a good performance according to the executive board throughout their mandate

##### 4.2.2. Selection

- 4.2.2.1. The selection of the executive body shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus.
- 4.2.2.2. Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
- 4.2.2.3. Each executive must be re-elected on a yearly basis if they wish to hold their position for more than one year
- 4.2.2.4. The returning executive cannot attend the voting procedure and the discussion surrounding their re-appointment to the position.
- 4.2.2.5. In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons for said position
- 4.2.2.6. The selection shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus

### 4.3. Executive Body (External Election)

#### 4.3.1. Eligibility

- 4.3.1.1. Any CUBES member student during the next academic year is eligible to nominate themselves for a position on the executive body that has not been filled during the internal election.
- 4.3.1.2. Must present a short speech or letter of intent describing their aptitudes and reasons for wanting to become an executive.
- 4.3.1.3. Need to be an undergraduate GCS student in the next academic year.

#### 4.3.2. Selection

- 4.3.2.1. The selection of the executive body shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus
- 4.3.2.2. Two-thirds (2/3) of the executive members must vote in any election for it to be valid
- 4.3.2.3. Each executive must be re-elected on a yearly basis if they wish to hold their position for more than one year
- 4.3.2.4. The returning executive cannot attend the voting procedure and the discussion surrounding their re-appointment to the position.
- 4.3.2.5. In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons for said position
- 4.3.2.6. Each candidate is elected through a majority vote by the current executives

## **PART E: Amendments**

1. In order to make amendments to this constitution
  - 1.1. Amendments to this constitution may be made by the Executive Council of CUBES
  - 1.2. 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
  - 1.3. The proposed amendment must be approved by a two-thirds vote at an executive meeting, after having been discussed