

BY-LAWS

of the

ENGINEERING GAMES OF CONCORDIA



Last Amendment and effective date - 2023-Jan-17th
Voted on after the Annual Post-Mortem of - 2023-Jan-16th

Engineering Games Concordia

By-Laws

1. Membership

a. Members of the Society

- i. A Member of the Society, commonly called an 'EngGamer' is any individual who has been selected to the delegation, has been kilted, and has participated in one EngGames with the Concordian Delegation.
 1. In extraordinary circumstances, where 1 or more Games have been cancelled; if a team has been selected and kilted, then the executive may vote in supermajority (2/3rds or higher) to approve the new delegation as members as if the games passed as normal that year.
- ii. Members can lose their membership if they have been expelled or otherwise banned from EngGames or CQI due to an offense. They can also lose their membership if they have been banned by EngGames Concordia.
- iii. A Member shall be outfitted with a kilt, provided they do not already own one. The kilt is the primary symbol of an EngGamer.
 1. A Member can additionally lose their membership if they have traded their kilt away, or otherwise their rights are temporarily suspended if they don't have a kilt.
- iv. The President has the sole authority on deciding the method of selection for the delegation as a policy.
 1. The VP Machine has the right to name three (3) people to the Delegation, and unless a 2/3rds majority of the Executives oppose their nomination, these three people are inherently delegates and members.
 2. The VP Entrepreneurship has the right to name two (2) people to the Delegation, and unless a 2/3rds majority of the Executives oppose their nomination, this person is inherently a delegate and member.

b. Members' Rights

- i. The Members have the right to vote in any Election, and any General Meeting of the Members.
 1. Any member has the right to vote at a presidential election for two years minus one day after their last participation at EngGames as a member of the Concordia delegation, Parrain/Marraine or as a member of the Organising Committee. For example, someone who participated in EngGames 2014, has the right to vote in 2014 and 2015, for the presidents of EngGames 2015, and EngGames 2016.
 2. In the case of an Enggames being delayed or cancelled, voting member status is defined as a member attending one of the last two (2) Enggames as a delegate, Parrain/Marraine or as a member of the Organizing Committee. For example: the 2021 games are cancelled, then

until the 2022 games pass, voting members are people as described above from the games in the years 2019 and 2020. After that, and until reverting to normal after the 2023 games, voting members are from 2020 and 2022 Enggames.

3. In extraordinary circumstances, when an edition of Enggames is cancelled, and a team has already been created for that games, and the executive committee has voted to approve the new team as members (as outlined in 1.a.i.1). Then those new members have voting rights granted to them as if they had attended the Games that were cancelled.
 - a. The year they are given rights is considered the same as if the games passed in the cancelled year. Example: the 2022 games are cancelled, the team for those games can vote as if the games passed for 2022 and 2023 votes.
 - i. This overrides (1.b.i.2) requirement for attending one of the last 2 games. See (1.b.i.1 & 1.b.i.2) for voting block definitions.
 - b. This also applies to kilted Marraines/Parrains and CO members, where the cancelled Games count as their most current year for voting purposes.
 - ii. The Members have the right to attend any General Meeting of the Members, and within the voting permission of the Executives, any Executive Meeting.

2. General Meetings of the Members

a. Annual Election

- i. The Annual Election is called by the Outgoing President at a time of their choice. The Election is to be attended by all EngGamers with voting rights, and can be at the Returning Officer's discretion, recorded and transmitted.

b. Annual Chalet

- i. The Annual Chalet happens before the selection of the Delegation. This Meeting is not an official meeting, as there are non-members present. This can at most serve as a platform for announcing policies.

c. Annual Kilting

- i. The Annual Kilting happens after the Christmas period and before EngGames. The Vice-President of Social Affairs is in charge of the date. All new members are required to be there.
- ii. The Kilting Ceremony happens twice during the year. Once to bestow the kilt onto the new members, and once to bestow the kilt to the incoming parrains/marraines.

- iii. Amendments to the Bylaws should not be passed here, as this is mostly an honorary meeting. As such, if need be, this section can be invalidated.

- d. *Annual Post-Mortem*
 - i. The Annual Post-Mortem Meeting takes place immediately after EngGames, and before the Election. This is the best time to motion an amendment to the Bylaws and or Constitutional Changes, as they will be in effect at the time of the Election.

- e. *Special General Assembly*
 - i. Under extraordinary circumstances a Special General Assembly of the members may be called by the President with majority approval of the executive committee. Examples can include when the Annual Post-Mortem or other General Meetings cannot be called or are cancelled; and topics, and/or changes to bylaws, and/or changes to constitution need to be presented to the members.

- f. *Notice of Meeting*
 - i. The content of the Notice are the Time, the Date, and the Place.

- g. *Quorum*
 - i. The quorum for any General Meeting is based on the number of distinct delegates at the past two EngGames. It is set at 25% of the count, rounding up. For example, if there were 38 delegates at EngGames 2014, and 44 delegates at EngGames 2015, with 26 delegates overlap, the count is at $38 + (44 - 26) = 56$. The quorum then becomes 25% of 56, thus 14 people.

- h. *Chairperson*
 - i. The chairperson for any meeting should be the president. In lieu of the president, the Vice-President of Internal Affairs can occupy this position. In special circumstances where the President and Internal are involved in a matter at hand a chairperson who is a member may be nominated by the President with approval of the executive committee.

3. Executive Members

a. *Composition: The Executive Body shall be composed of:*

- i. The President;
- ii. The Vice-President of Internal Affairs;
- iii. The Vice-President of Finance;
- iv. The Vice-President of Sponsorship;
- v. The Vice-President of Machine;
- vi. The Vice-President of Social Affairs;
- vii. The Vice-President of Competitions;
- viii. The Vice-President of Marketing;
- ix. The Vice-President of Entrepreneurship;

The composition can be changed at most by the suspension or division of a position in the presidential Policy. In particular, the positions of Internal Affairs, and Finance can be occupied by, at most, one person. The other positions can be occupied by multiple people, at the discretion of the President, and as defined by the presidential Policy.

b. *Mandates*

- i. The President
 1. Represents the Society in any committee, or otherwise delegate someone.
 2. Oversees and coordinates the executive defined herein.
 3. Ensures that the executives are actively fulfilling their mandates.
 4. Defines Policies and elaborates Recommendations.
 - a. After the nomination of the Executive, this point falls under the power of the entire Executive Board.
 5. Appoints executive team at their discretion.
 6. Calls and chairs the annual election, as well as any other General Meetings.
 7. Is one of the two mandatory signatories on all requisitions.
- ii. The Vice-President of Internal Affairs
 1. Ensures the visibility and promotion of EngGames Concordia.
 - a. Oversees the delegation's social media pages management and sponsor promotion on Facebook, Instagram and LinkedIn.
 2. Elaborates an agenda, establishes meeting time and location, takes minutes.
 3. Coordinates the selection system based on definitive criteria.
 4. Ensures Delegation communications.
 5. Can sign in-lieu of the President or the Vice-President of Finance if necessary.
 6. Can temporarily act as President in case of the President's absence.

- iii. The Vice-President of Finance
 - 1. Verifies all cash transactions, namely expenses and requisitions.
 - 2. Controls all cash flow, namely expenses and revenue.
 - 3. Creates, manages, and maintains record of all budgets required.
 - 4. Provides reports at the discretion and along the needs of the executive.
 - 5. Is responsible for cash box requisitions and transactions.
 - 6. Is one of the two mandatory signatories on all requisitions.
 - 7. Is in charge of the Machine budget, with the assistance of the VP Machine.
 - 8. Is in charge of the Entrepreneurship budget, with the assistance of the VP Entrepreneurship.

- iv. The Vice-President of Sponsorship
 - 1. Applies for sponsorship internal to Concordia.
 - 2. Actively seeks sponsorship external to Concordia.
 - 3. Devises an incentive system to encourage individuals to actively seek sponsors.
 - 4. Forms long term partnerships between the Society and other organizations.
 - 5. Is responsible for the creation and adaptation of the Sponsorship Package.
 - a. If needed, the package will be completed with the help of the Vice President of Marketing.

- v. The Vice-President of Machine
 - 1. Creates and manages an inventory list of tools, equipment, and materials.
 - 2. Creates machine budget and applies for equipment fund with the help of the Vice President of Finance.
 - 3. Designates 3 persons to participate as main machine members.
 - 4. Coordinates the recruiting for the machine team.
 - 5. Leads the machine team, as well as the practice machine.
 - 6. Oversees the creation of the machine video.

- vi. The Vice-President of Social Affairs
 - 1. Promotes internal events externally via La Course group and the Team Page.
 - 2. Organizes internal EngGames events such as Lizard Lounges.
 - 3. Organizes the EngGames deprise along with other schools' resources.
 - 4. Promotes external events within Concordia.

- vii. The Vice-President of Competitions
 1. Coordinates selections of Delegation for competitions.
 2. Organizes and executes the training sessions for competitions.
 3. Organizes booklists, book transport, and any material needed.
 4. Nominates team leads for all competitions, based on Policy.
 5. Reverse-engineers the exams and competitions based on knowledge.
 6. Organizes and coordinates academic and cultural events and, if needed, promotes them to externals.

- viii. The Vice-President of Marketing
 1. Creates the visual identity of the Delegation.
 2. Researches suppliers and procurement of apparel.
 3. Designs the apparel of the Delegation.
 4. Aids in the creation of event banners and other promotional materials.

- ix. The Vice-President of Entrepreneurship
 1. Responsible for the Entrepreneurship competition.
 2. Creates, manages, and appoints team leads to form an Entrepreneurship team as needed by the competition.
 3. Designates 1 person to participate as Entrepreneurship Director.
 4. Creates Entrepreneurship budget and submits all expected expenses to the VP Finance with ample time before the budget is needed by the VP Finance of the ECA.
 5. Oversees and/or delegates the creation and management of the Concordia Enggames Entrepreneurship Case Competition.

c. Nominations

- i. The President is the only elected position.

- ii. The President is free to nominate all other positions as they see fit: there should be Policy dictating the mechanism for choosing the individuals.

- iii. The President can choose to allow Director's positions, as needed. In doing so, there should be a Policy dictating which positions are available and what their roles are.

d. Eligibility

- i. Any running Executive Member needs to be a current Member of EngGames Concordia.

- ii. Any running President must conform to two of the three following criteria to be eligible :
 1. Have a minimum of one year experience as an Executive Member.
 2. Have participated in a minimum of two Engineering Games.

3. Be approved by a committee composed of five people including (1) outgoing President (2) Previous President (3 and 4) Parrains/Marraines (5) Outgoing Co-President or Person chosen at the discretion of the outgoing President. For example, the fifth member could be part of the organizing committee, the ECA, an ex president or a parrain that comes from Concordia.
 - a. If the outgoing President desires to run for the election, the nomination of the committee must be done by the parrains/marraines and a fifth person must be selected to replace the outgoing President.
 - b. No member of the committee can have a conflict of interest with the person passing before the committee. If so, the position must be filled by another choice to the discretion of the outgoing President.
 - iii. Past executives should be consulted before the official announcement of the running candidates in order to ensure the eligibility of the nominees.
- e. Election of the President*
- i. The running candidate for the President position needs to apply in order to take part in the Election. A minimal requirement for application shall be established by the outgoing President as a Policy.
 - ii. The vote, by secret ballot, can be by done electronically, via any voting system that the Returning Officer sees fit. It has the same quorum requirements as a General Meeting of the Members, which stands at 25% of the last two years' distinct count.
 1. The Parrains/Marraines of the last two years are also allowed to vote, although they are not part of the count. For clarification purposes only; this means that their vote counts towards the election of the new President, but does not count towards the quorum requirements.
- f. Selection of the Executive Body*
- i. The Executive Body can be chosen only amongst Members of the Society – Specifically, the EngGamers with Voting Rights, if they are available/eligible for the upcoming EngGames.

g. Duration of Term

- i. The Executive Term lasts from a mutually accepted date between the outgoing and incoming president. The start date must fall between February 1st and no later than March 1st. End of the mandate is the following year's May 31st. This effectively renders the duration as a year and three months, with three months overlap between executives.
 1. Firstly, the overlap period exists in order to promote the knowledge transfer between the old executive and the new executive.
 2. Upon election, the new Executive Body has authority over the old Executive Body.
- ii. Under extraordinary circumstances the executive term may be altered in the event of the Engineering Games officially being pushed or cancelled by the Organizing Committee.
 1. In the case the games are pushed from their regular time (this being defined as early January): The executive body end date will be extended to the end of the rescheduled games plus three (3) months. This is to provide an overlap for the new executive body as normal.
 - a. Once that edition of the games has passed, the President is to call for an Annual Election within one (1) month, and the new President is expected to nominate their executive as normal.
 - b. If the next edition after the push is also outside the regular Enggames Period, the new President and Executive term will again last until the next edition of the Engineering Games plus three (3) months. This cycle will continue until the Engineering Games return to their original regular time (early January). At which point the term definition will return to normal as outlined in bylaw 3.g.i.
 2. In the case the games are cancelled in their entirety: The executive body term will continue as normal (this defined as a beginning date of of the mutually accepted date after the previous games and an end of May 31st of the next year). At some date and no later than one (1) month after the official cancellation the presiding President is to call for an Annual Election. The presiding President may run in the new election, and the winner is to nominate a new executive body as normal.

h. Resignation

- i. Any Executive Member can resign simply by giving a two-week's notice, without losing their Member status.
 1. Any other form of resignation is followed by the withdrawal of the membership status.
 2. The two-week notice period and withdrawal of membership can be waived with prior authorization of the president.

i. Impeachment

- i. In case of dereliction of duties, severe misconduct, or disrespect of the Constitution, any Executive Member can be impeached by a grand majority (2/3rds) vote of the Executive Committee. For example, if the Executive count is at 8, the minimal count is a 6-yes for impeachment vote, even if not all the members are present.
 1. This invalidates their Executive Member status, retroactive to all society

activity.

2. The motion may choose to invalidate their Member status.

4. The Ombudsperson(s) position

a. General Description and Mandate

- i. The Ombudsperson(s) role is to provide an anonymous forum for members and people running to be members to talk to about any problems that they believe need to be addressed.
- ii. The Ombudsperson(s) are to give advice and recommendations. If the issue is deemed serious enough they are to bring the matter to the attention of the president in a confidential manner and to keep the persons involved as anonymous as possible.
- iii. In any circumstance, only in cases deemed necessary by the president will the identity of the persons be revealed to any party.

b. Recommendations and nomination to position

- i. At a time of the President's choosing (but strongly recommended to be synchronized with nomination of the new executive body) the announcement of recommendations to the position will be opened and a form made publicly available by the President (or delegated). A deadline to submit a recommendation will be made public with the announcement.
- ii. Any voting member may recommend any other voting member of the society to the position.
 1. Any recommendation may be declined by the nominated person, and prior consent to the recommendation should be made.
 2. Recommendations should be of members who the society at large regard as trustworthy and can be trusted with keeping information confidential in all situations.
- iii. Once the nomination period is closed and all nominations have been confirmed by the president, a voting period will commence. Similar to the nomination process, a form to vote for the Ombudsperson(s) and the deadline will be publicly announced.
 1. Any member with voting rights may vote in the Ombudsperson(s) vote.
 2. The vote and how it is regulated is at the discretion of the President.
- iv. Once the voting period has expired, the president will offer the Ombudsperson(s) position to up to two of the top voted members, although the president can choose at their discretion from the top voted.
 1. It is strongly recommended to choose one female identifying & male identifying Ombudsperson if possible from the top voted members.

c. Details of the role

- i. There can be a maximum of two (2) Ombudsperson(s). There is no minimum, however it is recommended to have at least one at all times.
 1. If the Ombudsperson(s) role is determined to be used by the president and executive, then they must be nominated, and selected within one (1) month of the public announcement of the new executive team. Training must begin within two (2) months of the public announcement of the new executive team.
 2. If the current Ombudsperson(s) resign, and the position determined to still be necessary by the current president and executive; a new Ombudsperson(s) must be nominated and selected within one (1) month.
- ii. The Ombudsperson(s) mandate and role exists outside the scope of the executive body and their mandate. The role does not enjoy any privileges or rights an executive is normally given.
- iii. The Ombudsperson(s) is a separate and ancillary role to the executive, although a currently serving executive may occupy the position.
- iv. *Duration of Term, Resignation, and Impeachment* follow the same bylaws as a regular executive. These bylaws can be found in bylaws: 3.h, 3.i, 3.j respectively.

5. **Meetings of the Executive Members**

In addition to the Bylaws, there can be a Presidential Policy regarding attendance, voting scheme, and majority requirements.

a. *Agenda*

- i. The Agenda should be released at least 24 hours in advance by the Vice-President of Internal Affairs or the President.
- ii. The Agenda should follow a template established by the Executive.

b. *Notice*

- i. The Notice of the meeting should be given at least 48 hours in advance.
- ii. The Notice of the meeting should contain a Date, a Time, and a Place.

c. *Quorum*

- i. The Quorum of Executive Meetings is established at 50% + 1 of the current executive count. For example, at 8 Executives, the minimum is 4 + 1, 5 executive members.

d. *Chairperson*

- i. The Meeting shall be chaired by the President, and in their absence, by the Vice-President of Internal Affairs. It is highly recommended not to have a meeting with both members absent.

e. *Secretary and Minutes*

- i. The Meeting's minutes shall be taken by the Secretary
- ii. By definition of their duties, the Secretary is the Vice-President of Internal

Affairs.

f. Robert's Rules of Order

- i. The Meeting shall be chaired by a very loose adaptation of the Robert's Rules of Order.

g. Voting Rights

- i. Members of the Executive and the Parrains/Marraines have one voting right each.
- ii. The Directors have no voting rights.
- iii. A presidential tabling veto can be used, as to allow more discussion on the subject.

Revised and Ratified in the years 2020, 2021, 2022, 2023 respectively by Presidents Alex Gendron, Benjamin St-Pierre, Matthew Padvaiskas, Ariane Drouin with aid of Eduard Paraschivescu.

Written in the year of 2016 by President Eduard Paraschivescu.

Inspired by prior versions of the By-Laws on which Executives David Brault, Sergio Lando, Mike Natale, Shan Wain, Carmit Tzoubari, James Fradette, and Carole-Anne Trudel worked and contributed to.

Most current versions of this document are available to members on request to the current President or Internal.