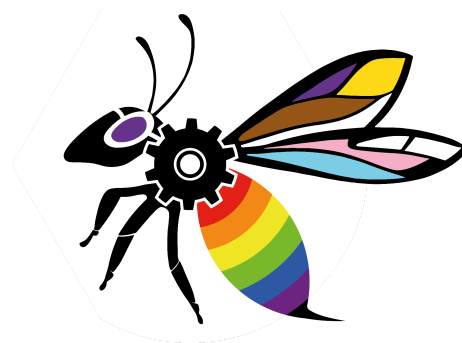




ENGIQUEERS CONSTITUTION
2022-2023



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PART A: General Conventions

1. Definitions in the bylaws

EngiQueers: Queer Community in Engineering

University: Concordia University

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, VP, Director, Chair)

GCS: Gina Cody School of Engineering and Computer Science

2. Purpose:

EngiQueers is a Concordia association that welcomes queer people and allies alike who seek a deeper understanding of the reality and issues associated with sexual and gender diversity, inclusion, and equity. We passionately believe in the power of students to change attitudes regarding queer matters within the world of engineering. We are committed to fighting and preventing discrimination, homophobia, and transphobia, promoting the integration of 2SLGBTQIA+ people into the academic and professional environment, and raising awareness of the mental and sexual health present in the 2SLGBTQIA+ community.

Moreover, we want to help queer people connect and collaborate more meaningfully with other Concordia committees, partner school committees, and professional communities. We can achieve this by creating an environment where future queer engineers can grow and express their individuality. We also wish to build strong and diverse network connections through accessible and valuable professional development opportunities. Blending these two aspects, whether it be social or professional, is EngiQueers' main goal.

Lastly, we wish to educate and sensitize more people to queer issues in order to create a more diverse and inclusive environment for queer engineers to be their most unapologetic selves, whether that be currently at Gina Cody School of Engineering and Computer Science or for the upcoming years in professional environments.

3. Membership:

EngiQueers will be responsible for a member base, for whom all events will be designed, though these events will be open to all students.

A member of EngiQueers:

- Contributes to the benefit of the society
- Participates in our events
- Is a part of the social media community through Facebook and Instagram
- Is regularly notified of any EngiQueers initiatives

Responsibilities of the Members:

Members, in their words and actions, must abide by the University's code of Conduct both on campus and when representing the University elsewhere.

PART B: Executive Body

1. Composition:

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

- A. President
- B. VP Finance
- C. VP Internal
- D. VP External
- E. VP Social
- F. VP Webmaster
- G. VP Marketing
- H. General Director

2. Mandates:

A. President:

1. Attends ECA council meetings
 - a. In case of obligatory absences, they must find a replacement.
2. Enforces the society's mission statement and makes changes to it if necessary
3. Is a co-signatory on all cheques and requisitions
4. Leads and oversees the strategic direction of the Executive Body
5. Ensures the proper distribution of responsibilities across the Executive Body
 - a. Enforce executive's duties
6. Chairs bi-weekly or weekly Executive meetings
7. Ensures meetings are run as efficiently as possible

8. Creates and shares agenda with members before meetings
9. Ensures the sustainability of the group
 - a. Maintains a good work culture
 - b. Resolves conflicts
 - c. Ensures the members are engaged within their key roles and responsibilities

B. VP Internal:

1. Organizes and maintains Google Drive for the academic year
2. Assists the president with their day-to-day tasks
3. Supports executives to access equipment, booking spaces, and fill in appropriate information for permits
4. Responsible for taking minutes during every meeting and sending out a summary to all board members
5. Sends notices to the ECA mailing list when necessary
6. Facilitates internal communications in the group

C. VP Finance:

1. Keeps a detailed account of all transactions
2. Creates preliminary budget at the beginning of the mandate
3. Enforces budgetary limitations
4. Makes budgetary requests to the ECA
5. Is a co-signatory on all cheques and requisitions
6. Keeps an archive of all receipts and relevant documentation
7. Completes final yearly financial report

D. VP External:

1. Responsible for maintaining relations with other EngiQueers societies across Canada
2. Works with external organizations to build long-term relationships
3. Updates and manages the external contact list
4. Compose contracts for venues and sponsors
5. Keeps track of deadlines and applies for all necessary internal sponsorships
6. Keeps a list of all the internal and external sponsorships that have been applied, with links to the appropriate documentation to share with future VP External.
7. Find sponsorships for specific events or in general, using our sponsorship packages

E. VP Marketing

1. In charge of designing posters, banners, and all other marketing paraphernalia
2. Collaborates with VP Webmaster and VP Social to market the society's events to fellow students
3. Upkeeps the image of the society, ensuring the overall image is consistent while maintaining a positive and stylish image
4. Regularly finds ways to promote the society and its image
5. Provide creative support to all society members with advertising as banners, posters, booklets, and swag.

F. VP Webmaster and VP Social:

1. Maintains and creates a functional website
2. Advertises events on social media (Facebook and Instagram)
3. Works with VP Marketing to perform graphic design tasks where necessary
4. Ensures the website and social media information is accurate and up-to-date
5. Gathers pictures of every EngiQueers event and posts them to the website and social media
6. Sends out EngiQueers newsletters to those who are subscribed and to the ECA to appear on ECA's newsletters
7. Manages social media platforms, websites, and newsletters.
8. Implements initiatives to broaden EngiQueers' mission and visibility to students.
9. Submits events to other associations and the GCS newsletter

G. General Director:

1. Shall provide support to all VPs and members.
2. Shall adopt 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, Chairs and President will compose the board of representatives, herein known as The EngiQueers team.

Every member of the WIE team shall:

- Abide by the University's code of Conduct both on campus and when representing the University elsewhere
- Keep a handover file to share with future executives
- Send the necessary receipts and documents for reimbursements to the VP Finance within one month after the transaction

The VPs:

1. Are voting members of the executive body during meetings.
2. Shall be composed of engineering and computer science undergraduate students
3. Are responsible for their directors if they have any
4. Represent EngiQueers in accordance with this Constitution
5. Need to maintain good communication with their directors and other VPs

The Directors:

1. Are voting members of the executive body during meetings
2. Shall be composed of engineering and computer science undergraduate students
3. Are responsible for helping their designated executive with their tasks
4. Represent EngiQueers in accordance with this Constitution

A. Executive Selection Process:

[See PART D](#)

B. Executive Removal from Office:

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:

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

Any appointed member of the Executive Board may be removed from office in either of the following ways:

- A majority vote of the Executive Board upon the recommendation of the President
- A two-thirds (2/3) vote of the Executive Board without the recommendation of the President

A. Impeachment:

Impeachment of an Executive Member should be done by a minimum of two-thirds (2/3) majority vote.

- a. Impeachment should be announced to the membership
- b. All impeachment procedures must be observed by a member of the ECA
- c. 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.

B. Resignation:

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

Meetings will be held at regular intervals as deemed necessary by the President, and will

be attended by the Executive board.

Each EngiQueers meeting shall:

- Have an agenda written and made available for editing to all executives before the meeting
- Be documented in the form of minutes (taken by the VP Internal), that shall be made available to all executives through the Drive

A. Quorum:

- a. The quorum for a meeting shall be set at a 65% minimum of the current executive body.

B. Chairing of Meetings:

- a. All meetings of the Executive Body shall be Chaired by the President
 1. In the case of their absence, the Chair shall be chosen from within the Executive Members present.

C. Voting Rights:

- a. All members of the Executive Body have equal voting rights. As a result of tie-in votes, the motion shall be deemed defeated. Members of EngiQueers shall have no voting rights.

D. Secretary of Meetings:

- a. All meetings of the Executive Body shall be recorded by the VP Internal
 1. In the case of their absence, a Secretary shall be chosen from within the Executive Members present.

E. Agenda:

- a. The Agenda for a meeting shall be released before the start time of the meeting.
- b. The content of the Agenda shall reflect current issues that need to be discussed and shall be gathered from the Executive Members.

F. Attendance:

- a. All executive members must attend meetings. Failure to do so will result in a warning issued to the Executive.
- b. An executive may be excused from a meeting due to one of the following:

1. A University exam prior to the scheduled meeting occurring on the same day
 2. An emergency or any medical issues impeding the Executive from going to school
 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.
- c. 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.

G. Sub-meetings:

- a. The executive team shall have sub-meetings for specific EngiQueers activities. These sub-meetings should be mentioned in the EngiQueers calendar.
- b. It is strongly recommended that VPs have either weekly or bi-weekly meetings with their directors.

PART D: Elections

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

A. Nomination of the Executive Body

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

B. Eligibility

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

C. Selection of the Executive Body

a. Presidential Election

1. Eligibility
Be a part of the executive body for at least a year.
2. Selection
 - The selection of the president shall be done by the previous executive through an open interview process, followed by a closed debate which shall end with a consensus.

- Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
- Members of EngiQueers shall have no voting rights in the election.
- The candidate is elected through a majority vote by the current executives.

b. Executive Body (Internal Election)

1. Eligibility

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

2. Selection

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.

- Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
- Each executive must be re-elected on a yearly basis if they wish to hold their position for more than one year
- The returning executive cannot attend the voting procedure and the discussion surrounding their re-appointment to the position.
- In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons for said position.
- 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.
- Members of EngiQueers shall have no voting rights in elections.

c. Executive Body (External Election)

1. Eligibility

- Any EngiQueers 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.

- Must present a short speech or letter of intent describing their aptitudes and reasons for wanting to become an executive.
- Need to be an undergraduate GCS student in the next academic year.

2. Selection

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.

- Two-thirds (2/3) of the executive members must vote in any election for it to be valid.
- Each executive must be re-elected on a yearly basis if they wish to hold their position for more than one year
- The returning executive cannot attend the voting procedure and the discussion surrounding their re-appointment to the position.
- In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons for said position.
- Each candidate is elected through a majority vote by the current executives.
- Members of EngiQueers shall have no voting rights in elections.

Amendments:

In order to make amendments to this constitution:

- The proposed amendment must be approved by a majority vote at an executive meeting, after having been discussed.