



TROITSKY CONSTITUTION
2023-2024



PART A: General Conventions	3
i. Definitions in the bylaws	3
ii. Purpose	3
PART B: Executive Body	4
• Composition	4
• Mandates	4
• Team of VPs and Directors	8
• Term Details	9
PART C: Meetings	10
A. Quorum	10
B. Chairing of Meetings	10
C. Voting Rights	10
D. Secretary of Meetings	10
E. Agenda	10
F. Attendance	11
G. Sub-meetings	11
PART D: Elections	11
A. Nomination of the Executive Body	11
B. Eligibility	11
C. Selection of the Executive Body	12
a. Presidential Election	12
b. Executive Committee Elections	12
Amendments	13

PART A: General Conventions

i. Definitions in the bylaws

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

ii. Purpose

Troitsky Bridge Building Competition is an annual event taking place at Concordia University. The competition became the largest model bridge building competition in Canada, and still, proudly, preserves the title. Troitsky Bridge Building Competition is very competitive in nature, and thus requires high creativity and superb team-working skills. The competition creates a completely open scope for networking and forming positive, and long-lasting relationships between diverse and multi-disciplinary individuals.

The competition takes place in two phases. The first phase is designing, and building, which is done by the teams at their desired locations. The second phase is the last assembly and evaluation of the model bridges at Concordia Campus.

It is a competition that shapes the future of sustainability and design. Being able to have an influence on future engineers' minds all around the world through a diverse, multidisciplinary, and prestigious competition like Troitsky, is a great pride for Gina Cody School of Engineering and Computer Science and the vast engineering community that ECA represents.

Troitsky Bridge Building Competition society aims to meet their responsibilities that come with an event that inspires the prospective Civil and Building engineers. Thus, as the members of the organising committee, we are aiming to be creative, open-minded, multidisciplinary, team worker, and foresighted to meet the dexterity required for Troitsky Bridge Building Competition.

PART B: Executive Body

• Composition

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

1. President
2. VP Internal
3. VP Finance
4. Director Logistics
5. Director of Volunteer Coordination
6. Director of Inclusivity & Sustainability
7. VP External
8. Director External
9. Director of Sponsorship
10. VP Competitions
11. Director of Competitions
12. Director Rules and Regulations
13. VP Marketing
14. VP Technology
15. VP Communications
16. Director of Communications
17. Director of Bilingualism
18. VP Spirit
19. Director of Social
20. 3 Advisors

• Mandates

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

2. VP Internal:

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

3. VP Finance:

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

4. Director Logistics

- Assists the bookings with the assistance of internal when on campus or upon the request of the social team
- Keeps a detailed account of all the internal/external bookings
- Manages the catering orders and food with the assistance of director of inclusivity and sustainability
- Keeps a detailed account of all the internal/external caterer contracts
- Creates the schedule of the competition for competitors/judges/sponsors
- Creates/assist in the creation of a detailed schedule of the competition for the organizing team/volunteers

5. Director of Volunteer Coordination

- Supports VP logistics with their tasks
- Creates the detailed schedule for volunteers and the organizing committee to follow on the day of the competition
- Manages all of the communications with the volunteers and organizing committee (when needed)
- Makes sure that all volunteers are trained for Troitsky in terms of trainings offered by DOS as well as Troitsky specific trainings

6. Director of Inclusivity & Sustainability
 - Ensures that all social events are inclusive
 - Ensures that food waste is prevented during the competition
 - Ensures that Troitsky respects the sustainability policy of ECA

7. VP External:
 - Works with external organizations to build long-term relationships
 - Updates and manages the external contact list
 - Compose contracts for sponsors
 - Takes care of the communications with the sponsors once the contract is signed
 - Takes care of the communications with the external judges
 - Organizes career fair with the assistance of VP Sponsorship and director of sponsorship
 - Organizes a networking event in the fall term to promote Troitsky

8. Director External:
 - Keeps track of deadlines and applies for all necessary internal/external sponsorships
 - 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.
 - Creates the sponsorship package
 - Tries to get sponsors to Troitsky
 - Find sponsorships for specific events or in general, using our sponsorship packages

9. Director of Sponsorship
 - Keeps track of deadlines and applies for all necessary internal/external sponsorships
 - 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.
 - Creates the sponsorship package
 - Tries to get sponsors to Troitsky
 - Find sponsorships for specific events or in general, using our sponsorship packages

10. VP Competitions
 - Finds qualified internal/external judges for Troitsky
 - Prepares the rulebook for Troitsky
 - Prepares the forms and drives required for the submissions of the teams
 - Communicates with the judges/competitors regarding rules with the VP Communications
 - Arranges the required setup for bridge assembly/presentation/crushing
 - Trains the volunteers/team to make the necessary measurements during Troitsky
 - Prepares the measurement tools needed on the day of the competition
 - Evaluates the grades of the competition and chooses the winners accordingly

11. Director of Competitions
 - Supports the VP Competitions in communicating with the judges/competitors
 - Supports the VP Competitions in preparing the forms and drives for competing teams

- Supports the VP Competitions in arranging the required setup competitions
- Supports the VP Competitions in finding qualified internal/external judges

12. Director Rules and Regulations

- Supports the VP Competitions in preparing the rulebook
- Supports the VP Competitions in preparing the rulebook for Troitsky
- Supports training the volunteers/team to make the necessary measurements
- Supports evaluating the grades of the competition and chooses the winners accordingly

13. VP Marketing

- In charge of designing posters, banners, and all other marketing paraphernalia
- Upkeeps the image of the society within and outside of Concordia, ensuring the overall image is consistent while maintaining a positive image
- Provide creative support to all society members with advertising as banners, posters, booklets, and swag.
- Creates the logo for Troitsky
- Creates the swag design for Troitsky
- Orders swag for Troitsky
- Packs swag for Troitsky competitors/team/spirit judges
- Orders awards for Troitsky

14. VP Technology

- Ensures that the website, LinkedIn, Facebook, Instagram page of Concordia are updated regularly with the content/forms
- Ensures that the technology equipment is available at social events
- Ensures that the crushing ceremony is streamed live
- Takes care of the team photoshoot
- Takes care of the photoshoot at Troitsky
- Ensures that team and competitor slack is created and is functioning properly

15. VP Communications

- Sends out the introduction, pre-registration, registration emails and follows up with the competitors
- Composes the registrations and acts as the body between Troitsky team and the competitors
- Makes sure to ensure that the participants were informed about the daily plans of the competition on the day of the competition
- Follows up with the competitors about payments, registrations, etc.
- Ensures that the presentation is fair for participants who prefers to compete in French during the presentation phase

16. Director of Communications

- Supports VP Communications with their daily tasks regarding communications

17. Director of Bilingualism

- Ensures that the presentation is fair for participants who prefers to compete in French during the presentation phase
- Focuses on communication with Quebec universities
- Ensures that the emails are sent out to universities in Quebec in English and French
- Increase and support bilingualism of the competition

18. VP Spirit

- Prepares the grading rubric for spirit
- Prepares drive folders/forms for teams to submit spirit challenges etc.
- Plans the social events for Troitsky with the help of social team and spirit judges
- Chooses 4 spirit judges to evaluate spirit and engage participants during Troitsky
- Evaluates spirit for each team/delegation
- Hosts the lizard lounges
- Organizes team bondings for Troitsky team
- Helps VP Spirit and the head spirit judges in organizing the social events

19. Director of Social

- Hosts the lizard lounges
- Organizes team bondings for Troitsky team
- Helps VP Spirit and the head spirit judges in organizing the social events

20. Advisors (3)

- Represents the student body who has participated in Troitsky at least for once and is capable of advising the organizing committee with their experiences
- Attends meetings and give suggestions
- Can be a Concordia student, Concordia alumni, or alumni of any school other than Concordia

- **Team of VPs and Directors**

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

Every member of the Troitsky 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 Troitsky 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. Are responsible for helping their designated executive with their tasks
3. Represent Troitsky 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.

- **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 Troitsky 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.

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. 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 the 24hrs after the meeting.

G. Sub-meetings

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

PART D: Elections

The elections of Troitsky 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 can take a VP role
- b. Anyone can take a director role

C. Selection of the Executive Body

a. Presidential Election

President elections are to be held in the winter semester, no later than March 15th, with the ongoing team.

1. Applications

The entire Troitsky executive team will be notified of the election at least two weeks before the application deadline. Applicants can apply as a single individual running to become president, or as an entity of two individuals running to become copresidents. Co-presidency is limited to two individuals. Applicants must have minimum 1-year executive experience in Troitsky.

2. Documentation

Students running for the president position must complete the application form by the set deadline. Once all applications are submitted, the current President must inform the applicants of the proper documentation they must submit to the team for the interview process. The applicants must be notified of the deadline at least two weeks before the submission date. This documentation should include but is not limited to; their experience with the association, the reason for applying for the position and their 1-year vision for Troitsky as president.

3. Interview

Applicants should be notified of their interview two weeks prior to the date. The interview process should include all members of the ongoing team. The team should appoint two interviewers of their choosing (members of the team) to ask the agreed upon questions to the applicants. All members are permitted to ask questions to the applicants during the interview as well.

4. Selection

A deliberation should take place right after the interviews have been completed, if possible. The deliberation should include all members who participated in all applicant interviews. All members have the right to voice their opinion during the deliberation period. Once all opinions have been expressed, anonymous votes are made. Members of the deliberation can choose to vote for an applicant of their choosing or to abstain. In the event of a tie between two applicants, the current president has the right to break the tie. If the tie is between more than two applicants, the deliberation members are to deliberate for a second time and revote.

b. Executive Committee Elections

The executive committee elections are to be held towards the end of the winter semester to ensure the new team will be selected at least two weeks after the end of the Concordia academic calendar school year.

1. Applications

All Concordia Engineering students will be notified at least two weeks before the application deadline. They must be informed regarding the available positions, the responsibilities of each position as well as the important dates revolving around the entire application process.

2. Interviews

Applicants should be notified of their interview at least two weeks prior to the date. The ongoing executives are to help the new president with his/her interview process as needed. It is the new president's duty to ensure the least amount of bias for the interview process to give all applicants an equal opportunity.

3. Selection

A deliberation should take place right after the interviews have been completed, if possible. This deliberation should include all interviewers involved in the process. All interviewers have the right to voice their opinion during the deliberation period. Once all opinions have been expressed, a vote is conducted to determine which candidates will become part of the future team based on the number of available positions. In the event of a tie, the new president has the right to break the tie. Once the selection is complete, the president is to notify the chosen applicants of their new

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.