



TROITSKY CONSTITUTION  
2024-2025



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# General Convention

## 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, Advisor, Chair)

GCS: Gina Cody School of Engineering and Computer Science

Troitsky: Troitsky Bridge Building Competition

ECA: Engineering and Computer Science Association

## ii. Purpose

Troitsky Bridge Building Competition is an annual event taking place at Concordia University. The competition became the largest bilingual 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 University.

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 Engineering and Computer Science Association (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.

# Executive Body

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

1. President
2. VP of Internal Affairs
3. VP of Financial Affairs
4. VP of Logistics
5. Director of Transportation & Logistics
6. Director of Food, Inclusivity & Sustainability
7. VP of External Affairs
8. Director of Sponsorship
9. Director of Partnership
10. VP of Competitions
11. Director of Competitions
12. Director of Judges and Volunteers
13. VP of Social
14. Head Spirit Judge
15. VP of Marketing
16. Director of Webmaster
17. VP of Communications
18. Director of Communications
19. Director of Bilingualism
20. VP of Volunteer Coordination
21. Logistics Advisor
22. Senior Advisor
23. Strategic Advisor
24. Chair

# Mandates

## 1. President/CO-Presidents

### Responsibilities During the Academic Year:

- Ensures one of the president(s) attends ECA council meetings.
- In case of obligatory absences, the VP of Internal Affairs will fill in.
- Responsible for ensuring Troitsky's good standing with the ECA and Concordia delegation.
- Enforces the society's mission statement and makes changes to it if necessary.
- Is a co-signatory on all cheques and requisitions.
- Leads the strategic direction of the executive team and oversees their respective assigned subteams.
- Ensures the proper distribution of responsibilities across the Executive Body.
- Delegate the advisor(s) to oversee the executive's duties and responsibilities.
- Chairs bi-weekly or weekly executive meetings.
- Assists the VP of Internal Affairs with conflict resolution as needed.

### Responsibilities During the Competition:

- Ensure smooth flow of competition.
- Be involved in any conflict resolution.

## 2. VP of Internal Affairs

### Responsibilities During the Academic Year:

- Is a member of the president's advisory team.
- Takes responsibility for the Troitsky Executive Team if the president(s) are unable to fulfil their duties.
- Organises and maintains Google Drive, Notion, and Slack for the academic year.
- Assists the president(s) with their day-to-day tasks.
- Supports executive members to access equipment, booking spaces, and fill in appropriate information for permits.
- Creates and shares agenda with members before meetings.
- Responsible for taking minutes during every meeting and sending out a summary to all board members.
- Facilitates internal communications in the group.

### Responsibilities During the Competition:

- Assist the VP of Volunteer Coordination with internal communication.
- Report to all shifts assigned by the VP of Volunteer Coordination.
- Member of conflict resolution team, when issues arise.

### 3. VP of Financial Affairs

#### Responsibilities During the Academic Year:

- Reports to the president(s).
- Keeps a detailed account of all transactions.
- Creates a preliminary budget at the beginning of the mandate.
- Enforces budgetary limitations, reaches out to subteams to oversee specific subteam budgets.
- 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.

#### Responsibilities During the Competition:

- Resolves any financial issues that arise.
- Report to all shifts assigned by the VP of Volunteer Coordination.

### 4. VP of Logistics

#### Responsibilities During the Academic Year:

- Manages the Notion & Google Drive for the logistic team.
- Runs the logistic biweekly or weekly team meetings & meeting minutes.
- Keeps a detailed account of all the internal/external bookings and the corresponding expenses (Concordia Hospitality, hotel, convention centre, etc.).
- Assists the Director of Food, Inclusivity & Sustainability with the catering orders and food.
- Assists the Director of Transportation & Logistics.
- Creates the schedule of the competition for competitors/judges/sponsors.
- Assist in the creation of a detailed schedule of the competition for the organising team/volunteers.

#### Responsibilities During the Competition:

- Be the point person at hotel check-in, opening ceremony, building phase, closing banquet.
- Ensuring the logistics of the competition runs smoothly.

### 5. Director of Transportation & Logistics

#### Responsibilities During the Academic Year:

- Reports to the VP of Logistics.
- Assists the VP of Logistics with their tasks.
- Focuses on transportation, accommodation & venues.

#### Responsibilities During the Competition:

- Supporting the VP of Logistics.
- Be the point person when specified by the VP of Logistics.
- Ensuring the logistics of the competition runs smoothly.
- Report to all shifts assigned by the VP of Volunteer Coordination.

## 6. Director of Food, Inclusivity & Sustainability

### Responsibilities During the Academic Year:

- Reports to the VP of Logistics.
- Manages all catering orders and food with the assistance of the VP of Logistics.
- Keeps a detailed account of all the internal/external caterer contracts.
- Ensures that all social events are inclusive (food and beverages, accessibility, language).
- Ensures that food waste is limited during the competition.
- Ensures that Troitsky members respect the sustainability policy of ECA.
- Ensure that all dietary restrictions are catered for during each meal at Troitsky.
- Responsible for inclusivity and diversity training for competitors, executive members and volunteers.

### Responsibilities During the Competition:

- Be the point person at mealtimes.
- Ensure every dietary restriction is met with an appropriate meal.
- Supports the VP of Logistics.
- Report to all shifts assigned by the VP of Volunteer Coordination.

## 7. VP of External Affairs

### Responsibilities During the Academic Year:

- Updates and manages the external contact list.
- Manages the Notion & Google Drive for the sponsorship team.
- Runs the sponsorship biweekly or weekly team meetings & meeting minutes.
- Compose and manage the contracts for sponsors & setups google folders for them.
- Assign a Troitsky point-of-contact to communicate with sponsors once the contracts are signed.
- Oversees the communication with the external judges.
- Oversees the tracking of sponsors and guests' information for Troitsky events.
- Delegates the responsibility of retrieving companies' representatives' information.
- Manages the lanyards for the representatives.
- Manages the attendance of representatives for each event.
- Creates and periodically updates, as necessary, the following handbooks:
  - Sponsorship Package
  - Sponsor/Guests Delegate Package
- Appoints the point of contact to work closely with the marketing team to ensure sponsor visibility.
- Organise and manage the wine & cheese event in the fall semester to promote visibility & awareness of Troitsky externally.
- Supports the Director of Sponsorship and Partnerships when needed.

### Responsibilities During the Competition:

- Set up the career fair.
- Coordinates with company representatives at all events.
- Report to all shifts assigned by the VP of Volunteer Coordination.



## 8. Director of Sponsorship

### Responsibilities During the Academic Year:

- Reports to the VP of External Affairs.
- Acquires additional sponsorship for Troitsky.
- Updates the external contact list.
- Point person for the communication with the external judges.
- Coordinates with the Director of Judges & Volunteers for the external judges.

### Responsibilities During the Competition:

- Report to all shifts assigned by the VP of Volunteer Coordination.
- Assists the VP of External Affairs with setting up the career fair.
- Supports VP of External Affairs in communication with company representatives at all events.

## 9. Director of Partnership

### Responsibilities During the Academic Year:

- Fulfil the tasks the VP of External Affairs delegates to them.
- Acquires additional sponsorship for Troitsky.
- Manages the partnerships (Art Engineering, CIMA+, Ellisdon, Genium360, Aecon, CCSL, Dean of Students and Faculty of Engineering).

### Responsibilities During the Competition:

- Coordinates with the sponsorship judges during the presentation period of the competition.
- Report to all shifts assigned by the VP of Volunteer Coordination.
- Assists the VP of External Affairs with setting up the career fair.
- Supports VP of External Affairs in communication with company representatives at all events.

## 10. VP of Competitions

### Responsibilities During the Academic Year:

- Manages the Notion & Google Drive for the competitions team.
- Runs the competitions biweekly or weekly team meetings and meeting minutes.
- Updates the rulebook for Troitsky, if necessary.
- Prepares the forms and folders required for the submissions of the teams.
- Communicates with the competitors regarding the rules with collaboration of the VP of Communication.
- Arranges the required setup for the bridge assembly/presentation/crushing.
- Prepares the measurement tools needed for the competition.
- Prepare the detailed schedules for bridge assembly/presentation/crushing.
- Responsible for the competitors during the competition day.

### Responsibilities During the Competition:

- Assist the Director of Judges and Volunteers in coordinating the dedicated competition volunteers.
- Be the point person for the bridge assembly/presentation/crushing portions of the competition (scheduling purposes).
- Assist the Director of Competitions in communicating with the competitors regarding the rules/conflicts/schedule (both in-person and online).
- Ensures the competition rules are being followed.

- Evaluates the grades of the competitors and chooses the winner accordingly.

## 11. Director of Competitions

### Responsibilities During the Academic Year:

- Supports the VP of Competitions with the competitors.
- Supports the VP of Competitions in preparing the forms and folders for competing teams.
- Supports the VP of Competitions in arranging the required setup competitions.
- Supports the VP of Competitions in finalising the rulebook.
- Support the Director of Judges and Volunteers in contacting and training them.

### Responsibilities During the Competition:

- Supports the VP of Competitions during the bridge assembly/presentation/crushing portions of the competition (scheduling purposes).
- Communicates with the competitors regarding the rules/conflicts/schedule (both in-person & online).
- Assists the Director of Judges and Volunteers in coordinating the dedicated competition volunteers and judges.
- Assists the VP of Competition in evaluating the grades of the competitors and chooses the winners accordingly.
- Ensures the competition rules are being followed.

## 12. Director of Judges & Volunteers

### Responsibilities During the Academic Year:

- Finds qualified internal and external judges for Troitsky.
- Communicates with the judges regarding the rules of the competition.
- Coordinates with the Director of Sponsorship for sponsorship/external judges.
- Provides training to the judges and volunteers with the assistance of the VP of Competition.
- Trains the volunteers and Troitsky executive team to make the necessary measurements during Troitsky.

### Responsibilities During the Competition:

- Assist the VP of Competition in evaluating the grades of the competitors and chooses the winners accordingly.
- Coordinating the judges and competition volunteers during the building, presentation phase and crushing.

## 13. VP of Social

### Responsibilities During the Academic Year:

- Coordinate with ECA for a frosh event/booth with the Head Spirit Judge.
- Collaborates with the VP of External Affairs for the fall networking event.
- Hosts the fall and winter lizard lounges and other social events.
- Organises the pubcrawl portion of the competition.
- Organises the sightseeing portion of the competition.
- Organises team bonding for the Troitsky team twice a semester.
- Assists the Head Spirit Judge with organizing the opening banquet presentation.
- Organizes the welcome party, after parties and closing ceremony with the help of Head Spirit Judge.

#### Responsibilities During the Competition:

- Be the point person during pub crawl.
- Report to all shifts assigned by the VP of Volunteer Coordination.

### 14. Head Spirit Judge (Director Under Social)

#### Responsibilities During the Academic Year:

- Coordinate with ECA for a frosh event/booth with the VP of Social.
- Recruits 5 (five) spirit judges.
- Creates spirit challenges for the participants, with 25% of challenges incorporating a technical engineering skill.
- Create the google classroom for the participants to submit their spirit challenges.
- Prepares the grading rubric for spirit.
- Chairs meetings with spirit judges and organizes team bonding with spirit judges.
- Prepares opening banquet presentation with the assistance of the internal team and VP of Social.
- Acts as a liaison between executive team and spirit judges.
- Communicated with spirit captains before and during Troitsky.
- Organizes the Welcome Party, after parties and closing ceremony with the help of VP Social.

#### Responsibilities During the Competition:

- Monitors and disperses spirit judges appropriately (spirit should be present during registration, opening ceremony, building phase, pub-crawl, crushing, and closing ceremony).
- Evaluates spirit points and chooses the winner of spirit categories.
- Report to all shifts assigned by the VP of Volunteer Coordination.

### 15. VP of Marketing

#### Responsibilities During the Academic Year:

- Designs and schedules posters, banners, and all other marketing material.
- Creates the logo for Troitsky 2025.
- Creates and orders the merchandise designs for Troitsky.
- Orders the awards for Troitsky.
- Organises the Troitsky team photoshoot.
- Communicates with photographers and coordinates the photoshoot at the competition.
- Runs the marketing biweekly or weekly team meetings & meeting minutes.
- Manages the Notion & Google Drive for the marketing team.

#### Responsibilities During the Competition:

- Distributes swag to the participants during registration.
- Assists the Director of Webmaster update social media throughout the competition.
- Report to all shifts assigned by the VP of Volunteer Coordination.

### 16. Director of Webmaster

#### Responsibilities During the Academic Year:

- Ensures that the website, LinkedIn, Facebook, Instagram page of Troitsky is updated regularly with the content/forms.
- All tasks assigned by VP of Marketing

#### Responsibilities During the Competition:

- Ensures the crushing ceremony is streamed live.
- Ensures the closing ceremony is streamed live.
- Updates social media throughout the competition.
- Report to all shifts assigned by the VP of Volunteer Coordination.

## 17. VP of Communications

#### Responsibilities During the Academic Year:

- Runs the communications biweekly or weekly team meetings & meeting minutes.
- Manages the Notion & Google Drive for the communication team.
- Sends out the introduction, pre-registration, registration emails and follows up with the competitors.
- Create and execute a schedule of communicating updates with delegations once per month.
- Composes the registrations and acts as the body between Troitsky team and the competitors.
- Ensures that the participants are informed about the daily plans of the competition on the day of the competition.
- Follow up with the competitors about payments, registrations, etc.
- Ensures that team and competitor slack is created at least a month & half prior to the event and is functioning properly.
- Engage with schools locally to increase participants.

#### Responsibilities During the Competition:

- Be the point person during all registration processes.
- Update the team and competitor slack with any important information.
- Report to all shifts assigned by the VP of Volunteer Coordination.
- Organises walkie-talkies.

## 18. Director of Communications

#### Responsibilities During the Academic Year:

- Supports VP of Communications with their daily tasks regarding communications.

#### Responsibilities During the Competition:

- Assist the VP of Communications with registration.
- Report to all shifts assigned by the VP of Volunteer Coordination.

## 19. Director of Bilingualism

#### Responsibilities During the Academic Year:

- Collaborates with the VP of Communication, VP of External Affairs, VP of Spirit, VP of Marketing, and VP of Competitions to ensure the integration of the French language in all respective communications and events.
- Ensures equitable treatment for participants who opt to compete in French during presentation phases.
- Assists in the implementation of French language provisions in spirit and competition-related activities to foster the inclusion of French-speaking participants.
- Places emphasis on effective communication with French-speaking participants.
- Ensures that emails, forms, and documents intended for universities in Quebec are disseminated

in both English and French.

- Promotes and supports the enhancement of bilingualism within the competition.

#### Responsibilities During the Competition:

- Be the point person during registration for French-speaking participants.
- Be the point person throughout the competition if French inclusion is lacking.
- Report to all shifts assigned by the VP of Volunteer Coordination.

## 20. VP of Volunteer Coordination

#### Responsibilities During the Academic Year:

- Coordinates with communications, competition, logistics and external teams for volunteers for their events.
- Organises team workshops.
- Creates the detailed schedule for volunteers and the executive team to follow during Troitsky.
- Manages all the communications with the volunteers and executive team (when needed).
- Ensures that all volunteers are trained for Troitsky in terms of training offered by the Dean of Students Office as well as Troitsky specific training such as the Director of Food, Inclusivity & Sustainability training.

#### Responsibilities During the Competition:

- Be the point person for when volunteers have issues.
- Supporting the entire team.
- Coordinating with each subteams throughout the event to ensure they have the proper support needed.

## 21. Logistics Advisor

#### Responsibilities During the Academic Year:

- Represents the student body who has participated in Troitsky at least once and can advise the organising committee with their experiences, can be a Concordia student, Concordia alumni, or alumni of any school other than Concordia.
- Attends specifically Logistics meetings and provides support when needed.

#### Responsibilities During the Competition:

- Supports the VP of Logistics, VP of Volunteer Coordinator, and Director of Food, Inclusivity and Sustainability throughout the competition with their various tasks.

## 22. Senior Advisor

#### Responsibilities During the Academic Year:

- Represents the student body who has participated in Troitsky at least once and can advise the organising committee with their experiences. Can be a Concordia student, Concordia alumni, or alumni of any school other than Concordia.
- Attends team meetings and provides support when needed.
- Works closely with the president(s) to provide support as necessary.
- Manages all conflicts with the assistance of the VP of Internal Affairs.

#### Responsibilities During the Competition:

- Assists the president(s) with all conflicts/crises that arise throughout the competition.
- Assists the VP of Communication and VP of Competition as needed.

## 23. Strategic Advisor

### Responsibilities During the Academic Year:

- Represents the student body who has participated in Troitsky at least once and can advise the organising committee with their experiences. Can be a Concordia student, Concordia alumni, or alumni of any school other than Concordia.
- Attends specifically external meetings and provides support when needed.
- Works closely with the president(s) to provide support as necessary.

### Responsibilities During the Competition:

- Assists the External Team throughout the competition, specifically with judges, and career fair.

## 24. Chair

### Responsibilities During the Academic Year:

- To be appointed by the newly elected President(s) before the beginning of their term.
- Assists the president(s) as requested.

# Team of VPs, Directors, and Advisors

## General Terms:

- President(s), VPs, Directors, and Advisors will compose the board of representatives, herein known as the Troitsky Team.

## Every Member of the Troitsky Team shall:

- Abide by the CODE OF RIGHTS AND RESPONSIBILITIES 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 of Financial Affairs within one month after the transaction.
- Be transparent with their actions relating to Troitsky.

## 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.

## The Advisors:

1. Are voting members of the executive body during meetings.
2. Represent Troitsky in accordance with this Constitution.

# Term Details

## Term Duration:

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

## Removed from Office:

An investigation must be completed by the VP of Internal Affairs and the Senior Advisor before an impeachment meeting can be called, this investigation is to determine if an impeachment is appropriate.

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

## 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, including the member being impeached.
- b. All impeachment procedures must be observed by a member of the ECA.
- c. Three (3) written warnings must be issued to the executive, as well as physical proof of dereliction of duties OR one (1) instance of breaking of by-laws, or activity deemed unfit by the University CODE OF RIGHTS AND RESPONSIBILITIES.

## B. Resignation:

- a. Any Executive who wishes to resign from their position may do so by sending a notice to the President(s) 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.



# Meetings

## General

Meetings will be held at regular intervals as deemed necessary by the President(s) 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 of Internal Affairs), 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(s).
  - i) In the case of their absence, the VP of Internal Affairs or Senior Advisor will chair the meeting.

### **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 of Internal Affairs
  - i) 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**

- b) All executive members must attend meetings. Failure to do so will result in a written warning issued to the executive.
- c) An executive may be excused from a meeting due to one of the following:
  - i) A University exam.
  - ii) An emergency or any medical issues impeding the executive from going to school.
  - iii) 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.
- d) 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 Troitsky activities. These sub-meetings should be mentioned in the Troitsky calendar.
- b) The VPs will have either weekly or bi-weekly meetings with their directors.

# Elections

The elections of Troitsky shall be held every year at the time selected by the current President(s). 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. 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 occupy a VP role. Anyone can occupy a director role.
- b) Anyone can occupy an advisor role.

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

### **a) Presidential Election:**

President elections are to be held in the winter semester, no later than March 21st, with the ongoing team.

#### i) 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 co-presidents. Co-presidency is limited to two individuals. Applicants must have minimum 1-year executive experience in the Troitsky executive team.

#### ii) 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.

#### iii) 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.

#### iv) 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.

i) 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.

ii) 2. Interviews

Applicants should be notified of their interview at least 5 business days prior to the date. The ongoing executives are to help the new president(s) 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.

iii) 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(s) has the right to break the tie. Once the selection is complete, the president(s) is to notify the chosen applicants of their new position.

# 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.