
Constitution

Civil Engineering Graduate Student Association

University of Toronto

enacted on September 8, 2008

1. Name

The official name of this course union shall be the Civil Engineering Graduate Student Association, hereafter called the Association.

2. Membership of the Association

All students registered in the School of Graduate Studies in the Department of Civil Engineering shall automatically be considered to be members of the Association.

3. Purpose of the Association

The purpose of the Association shall be to:

- a) represent the civil engineering graduate student body to the broader community, including faculty and student groups; and,
- b) sponsor events of common interest to the membership, such as social functions and departmental seminars, so as to promote the professional and personal development of members.

4. Executive Committee

The Executive Committee of the Association, hereafter called the Executive, shall consist of seven (7) individuals chosen from among the membership of the Association.

4.1. Annual Election of the Executive Committee

The annual election of the Executive shall take place annually in September by preferential voting by the membership. Any member of the Association may run for a one-year term on the Executive. Executive members may run for re-election. The outgoing Executive shall select a member to organize the election. Notice of the election shall be sent to all members of the Association at least fourteen (14) days prior to the commencement of the election, and the nomination period must include at least seven (7) of those days.

4.2. Executive Positions

The Executive shall elect from amongst themselves a President, Treasurer, Secretary, Event Coordinator, Communications Manager, and two (2) Members-at-Large. All representatives to the Graduate Students' Union (GSU) shall be elected by the Executive from amongst themselves, and these positions may be held concurrently with any other position on the Executive. Should any vacancies arise on the Executive during its term, the Executive shall have the authority to institute procedures for the filling of those vacancies. Any member of the Executive who was not elected in the Annual Election of the Executive Committee (Section 4.1) shall not be eligible to hold the position of President or Treasurer, or to act as a representative to the GSU.

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- 4.2.1. It shall be the responsibility of the President to:
- a) preside at general and Executive meetings of the Association;
 - b) coordinate the functioning of the Executive between meetings;
 - c) act as primary liaison between the Executive and its membership;
 - d) act as primary liaison between the Association and other bodies, such as the Department of Civil Engineering, the Faculty of Applied Science and Engineering, and other department course unions;
 - e) hold the first graduate student position on Department of Civil Engineering General Council;
 - f) act as a signing authority for any financial accounts of the Association;
 - g) represent the Association in its official correspondence and communication; and,
 - h) apply, with the Treasurer, for head grant funding from the GSU.
- 4.2.2. It shall be the responsibility of the Treasurer to:
- a) maintain sound financial records;
 - b) maintain an account for the Association at a financial institution;
 - c) prepare a detailed financial report for presentation at the annual general meeting of the Association;
 - d) prepare a statement of income and expenditures for the Executive as required by the Executive;
 - e) make recommendations to the Executive about the use of funds;
 - f) coordinate the reimbursement of funds and pay any bills associated with activities of the Association in a timely manner;
 - g) act as a signing authority for any financial accounts of the Association;
 - h) represent the Association in its official correspondence and communication with any financial institution where the Association holds a financial account; and,
 - i) apply, with the President, for head grant funding from the GSU.
- 4.2.3. It shall be the responsibility of the Secretary to:
- a) propose the agenda for each Executive or General meeting and distribute it to the Executive;
 - b) record minutes at Executive and General meetings and maintain archives of those minutes; and,
 - c) distribute minutes to the Executive after each meeting.
- 4.2.4. It shall be the responsibility of the Event Coordinator to:
- a) manage the planning of all events of the Association, with the assistance of other members as necessary.
- 4.2.5. It shall be the responsibility of the Communications Manager to:
- a) maintain the website of the Association;
 - b) ensure that the membership is informed of all actions and decisions of the Executive; and,
 - c) ensure that all events are publicized at least seven (7) days in advance by way of invitations, posters and any other means deemed appropriate.
- 4.2.6. It shall be the responsibility of the Members-at-Large to:
- a) assist the other members of the Executive in their duties.
- 4.3. Impeachment of Executive Members
Any member of the Executive may be recalled at any general meeting by a two-thirds (2/3) vote of the members of the Association present and voting.
- 4.4. Representation to Other Bodies
The Executive shall have the authority to administer the selection process for representation of the Association to external bodies. All representatives to the GSU shall be elected by the Executive from amongst themselves. Representatives to other bodies must be selected from within the membership of the Association and may be selected from within the Executive. Representatives of the Association to any other body shall report to the Executive at the discretion of the Executive.

5. Meetings

5.1. General Meetings

A general meeting of the Association shall be held annually in September. The outgoing Executive shall present a financial statement at this general meeting.

A general meeting of the Association must be called by the Executive upon submission to the Executive of a petition signed by fifteen per cent (15%) of the members of the Association. A general meeting of the Association may also be called by majority vote of the Executive.

Announcement of a general meeting must be sent to all members of the Association at least seven (7) days prior to that meeting. Fifteen per cent (15%) of the members of the Association present and voting shall constitute quorum at a general meeting.

5.2. Executive Meetings

Any member of the Executive may call a meeting of the Executive. A majority of members of the Executive shall constitute quorum.

6. Finances

Any funds held by the Association shall be deposited in an account at a financial institution. These funds shall be used to fulfill the purposes of the Association. The President and the Treasurer shall act as signing authorities for that account.

7. Constitutional Amendments

Constitutional amendments may be proposed by majority vote at an Executive meeting. The proposed Constitution shall be distributed to all members of the Association and seven (7) days shall be given to register any objections. If any objections are made, the Executive shall call a general meeting, at which there shall be opportunity to debate the proposed amendments. Following debate, the proposed Constitution must be approved by two-thirds (2/3) of those voting at the general meeting in order to become the official Constitution of the Association. If no objections are made within seven (7) days following distribution of the proposed Constitution, the requirement of a general meeting shall be waived, and the proposed Constitution shall become the official Constitution of the Association.