

The Constitution of the University of Toronto  
Computer Engineering Undergraduate Club

## 1. General

### 1.1 General

1.1.1 This document outlines and defines the constitution of the University of Toronto Computer Engineering Undergraduate Club.

### 1.2 Interpretation

1.2.1 In this document:

- (a) **“Computer Club”** shall mean Computer Engineering Undergraduate Club;
- (b) **“Electrical Club”** shall mean Electrical Engineering Undergraduate Club;
- (c) **“Joint ECE Club”** shall mean Joint Electrical and Computer Engineering Club;
- (d) **“EngSoc”** shall mean University of Toronto Engineering Society;
- (e) **“Constituency”** shall mean a subset of the membership that includes all students from either the Electrical Engineering or the Computer Engineering stream registered in a particular academic year;
- (f) **“Signing Officer”** shall mean a person who has the right to authorize financial transactions on behalf of the Club to which the Officer belongs;
- (g) **“Computer Club Executive Committee”** shall include the Chair, Vice-Chair, Minister of Finance and Social Director of the Computer Engineering Undergraduate Club;
- (h) **“Electrical Club Executive Committee”** shall include the Chair, Vice-Chair, Minister of Finance and Social Director of the Electrical Engineering Undergraduate Club;
- (i) **“Computer Club Full Council”** shall include the Chair, Vice-Chair, Minister of Finance, Social Director, all Class Representatives of the Computer Engineering Undergraduate Club;
- (j) **“Electrical Club Full Council”** shall include the Chair, Vice-Chair, Minister of Finance, Social Director, all Class Representatives of the Electrical Engineering Undergraduate Club;
- (k) **“Joint Executive Committee”** shall include the Computer Club Executive Committee, Electrical Club Executive Committee, Communications Director, Director of Operations, Director of Sports and Events, Common Facilities Manager and Academic Facilities Manager;
- (l) **“Joint Council”** shall include the Computer Club Full Council, Electrical Club Full Council, Communications Director, Director of Operations, Director of Sports and Events, Common Facilities Manager and Academic Facilities Manager;
- (m) **“JEM”** shall mean a meeting of the Joint Executive Committee;
- (n) **“JCM”** shall mean a meeting of the Joint Council;
- (o) **“GM”** shall mean a meeting of the Joint ECE Club General Membership
- (p) **“EAA”** shall mean the Engineering Athletic Association;
- (q) **“PEY”** shall mean Professional Experience Year Program; and
- (r) **“Constitution”** shall mean this document.

## **2. Computer Engineering Undergraduate Club**

### ***2.1 Purpose***

2.1.1 The purpose of the Computer Engineering Undergraduate Club is:

- (a) To facilitate communication between undergraduate Computer Engineering students and the Edward S. Rogers Sr. Department of Computer and Computer Engineering;
- (b) To facilitate communication between undergraduate Computer Engineering students and the University of Toronto Engineering Society; and
- (c) To provide services and organize events to increase morale and enhance the social and academic experience of undergraduate Computer Engineering students.

### ***2.2 Membership***

2.2.1 Members of the Computer Club include:

- (a) all full-time, undergraduate students enrolled in Computer Engineering, and
- (b) all PEY students enrolled in Computer Engineering.

### **3. Computer Club Executive Officers**

#### **3.1 General**

- 3.1.1 The Executive Officers of the Computer Club shall include the Chair, Vice-Chair, Minister of Finance and Social Director.
- 3.1.2 Executive Officers of the Computer Club must be members of the Computer Club (as defined in Chapter 2) for the entirety of the term of office.
- 3.1.3 Each Officer shall be elected by the membership of the Computer Club as described in Chapter 11.
- 3.1.4 No Officer may simultaneously hold a position as an Internal Director of the Joint ECE Club.
- 3.1.5 In case of resignation, ineligibility or recall of an Officer during the term of office:
  - (a) The Chair shall assume the Officer's responsibilities until an election can be held for the position. In the case that the Chair has resigned or become ineligible, the Vice-Chair will assume the Chair's responsibilities;
  - (b) An election for the position shall be held as early as possible, as described in Chapter 11;
  - (c) All Officers and Internal Directors may be candidates in such an election by resigning from their current positions.
- 3.1.6 Each Officer shall have rights and responsibilities as defined in this chapter and in Policies of the Joint ECE Club.
- 3.1.7 Officers shall be official representatives of the Computer Club, in the following order of authority: Chair, Vice-Chair, Minister of Finance, Social Director.

#### **3.2 Chair**

- 3.2.1 The Chair must be a full-time student enrolled in the graduating year of the Computer Engineering program for the entirety of the term of office.
- 3.2.2 The Chair shall be considered the main representative of the Computer Club.
- 3.2.3 The Chair shall be a Signing Officer of the Computer Club.
- 3.2.4 The Chair shall be responsible for:
  - (a) approval of major spending or spending outside specified budgets that must be made in a short time period before an executive meeting can be held;
  - (b) fulfilling all duties towards EngSoc as an Ex-Officio Director as defined in the By-Laws and Policies of that body;
  - (c) organizing off-campus social events and trips in coordination with the Social Director;
  - (d) assuming or delegating the responsibilities of other Executive Officers when they are unavailable;
  - (e) attending Faculty Meetings in the Edward S. Rogers Sr. Department of Computer and Computer Engineering;
  - (f) all duties related to the Iron Ring ceremony.

#### **3.3 Vice-Chair**

- 3.3.1 The Vice-Chair must be a full-time student enrolled in the third year of the Electrical Engineering program for the entirety of the term of office.
- 3.3.2 The Vice-Chair shall be responsible for:
  - (a) the effective operation of the Computer Club Executive Committee;
  - (b) the effective participation of Class Representatives in coordination with the Director of Operations of the Joint ECE Club;
  - (c) organizing off-campus social events and trips in coordination with the Social Director;
  - (d) attending Faculty Meetings in the Edward S. Rogers Sr. Department of Computer and Computer Engineering;
  - (e) assuming or delegating the responsibilities of the Chair if the Chair is unavailable.

### **3.4 Minister of Finance**

3.4.1 The Minister of Finance shall be a Signing Officer of the Computer Club.

3.4.2 The Minister of Finance shall be responsible for

- (a) organizing the budget of the Computer Club;
- (b) maintaining up-to-date financial records and handling the accounts of the Computer Club;
- (c) approval of budgeted spending for the Computer Club;
- (d) preparing an end-of-year financial report prior to the end of the term of office;
- (e) recruiting, renewing and maintaining relationships with sponsors;
- (f) organizing and running all events relating to sponsor organizations and corporations;
- (g) other duties outlined in Chapter 10.

### **3.5 Social Director**

3.5.1 The Social Director shall be responsible for:

- (a) organizing and running on-campus social events for the Computer Club;
- (b) organizing and running the ECE Dinner Dance;
- (c) organizing off-campus social events and trips with the Chair or Vice-Chair;
- (d) achieving Campus Beverage Service Manager Certification as soon as possible after the beginning of the term of office. This responsibility can be proxied to another Executive Officer in extenuating circumstances including, but not limited to, allergies and religious beliefs.

### **3.6 Term of Office of Executive Officers**

3.6.1 The term of office of Computer Club Executive Officers shall be from the first of May after an election of the Executive Officers until the end of the following April.

3.6.2 At the request of newly elected Executive Officers, a previous year's Executive must attend a reasonably scheduled changeover meeting soon after a new term of office has begun.

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## **4. Computer Club Class Representatives**

### **4.1 General**

4.1.1 There shall be at least two (2) Computer Club Class Representatives from each constituency of the Computer Engineering stream of the Edward S. Rogers Sr. Department of Computer and Computer Engineering.

4.1.2 Computer Club Class Representatives must be members of the Computer Club (as defined in Chapter 2) registered in the required academic year for the entirety of the term of office.

4.1.3 Each Computer Club Class Representative shall be elected by the membership of their constituency as described in Chapter 11.

4.1.4 In case of resignation, ineligibility or recall of a Computer Club Class Representative during the term of office:

(a) The Director of Operations shall assume or delegate the Computer Club Class Representative's

responsibilities until an election can be held for the position;

(b) An election for the position shall be held as early as possible, as described in Chapter 11.

4.1.5 Each Class Representative shall have rights and responsibilities as defined in this chapter and in Policies of the Joint ECE Club.

### **4.2 Computer Club Class Representatives**

4.2.1 The Computer Club Class Representatives shall be responsible for:

(a) liaising between the Computer Club and the Class Representative's constituency;

(b) announce Computer Club events to the Class Representative's constituency;

(c) bringing concerns and issues of their constituency to the attention of the Computer Club during

meetings of the Computer Club and the Joint ECE Club.

### **4.3 Computer Club Fourth Year Class Representatives**

4.3.1 The Computer Club Fourth Year Class Representatives shall, in addition, be responsible for:

(a) helping to organize events specific to fourth-year students including, but not limited to: Fourth Year Trip, Iron Ring Ceremony;

### **4.4 Computer Club Third Year Class Representatives**

4.4.1 The Computer Club Third Year Class Representatives shall, in addition, be responsible for:

(a) helping to organize events specific to third-year students including, but not limited to: Third Year Trip.

### **4.5 Engineering Society Class Representatives**

4.5.1 One (1) Computer Club Class Representative from each constituency will be chosen after the Class Representatives have been elected to represent their constituency in EngSoc, fulfilling all duties towards EngSoc as defined in the By-Laws and Policies of that body.

### **4.6 Term of Office of Computer Club Class Representatives**

4.6.1 The term of office of Computer Club Class Representatives shall begin with a successful election held in September and end after the following April.

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## **5. Joint Electrical and Computer Engineering Club**

### ***5.1 Calling a Meeting***

5.1.1 It is the responsibility of the Chairs to call regularly scheduled meetings of the Joint Executive Committee.

5.1.2 Regular JEMs must be called at least once every month while regular classes are in session.

5.1.3 At least one (1) JEMs must be called during the summer to facilitate the transition, to elect Internal Directors as specified in Chapter 11 and for planning events related to Orientation Week.

### ***5.2 Membership***

5.2.1 Members of the Joint ECE Club shall include:

- (a) all members of the Computer Engineering Undergraduate Club, and
- (b) all members of the Electrical Engineering Undergraduate Club.

### ***5.3 Notice of Meetings***

5.3.1 Notice of meetings of the Joint Executive Committee must be given electronically or in writing to every member of the Joint Executive Committee at least forty-eight (48) hours prior to the time chosen for the meeting.

5.3.2 It is the responsibility of the Communications Director to give notice of JEMs at the request of the Chair of the Electrical Club or the Chair of the Computer Club.

5.3.3 Any member of the Joint Executive Committee that is unable to attend a JEM must send regrets to the Joint Executive Committee.

### ***5.4 Agenda***

5.4.1 If necessary, the Communications Director shall compile a meeting agenda to be discussed at a JEM.

5.4.2 Speaking rights at a JEM shall be granted to:

- (a) all members of the Joint Executive Committee;
- (b) all Class Representatives;
- (c) any other person approved by a simple majority of the JEM.

### ***5.5 Voting***

5.5.1 All members of the Joint Executive Committee have one (1) vote in decisions of the JEM.

5.5.2 Decisions of the Joint Executive Committee shall be approved by a simple majority of the Joint Executive Committee at a JEM where quorum is present.

### ***5.6 Quorum***

5.6.1 Binding decisions of a JEM can only be made where a quorum is present. JEMs can still take place for informational purposes if quorum is not present.

5.6.2 The quorum of a Joint Executive Committee meeting shall be:

- (a) one-half ( $\frac{1}{2}$ ) of the Computer Club Executive Officers;
- (b) one-half ( $\frac{1}{2}$ ) of the Electrical Club Executive Officers;
- (c) one-half ( $\frac{1}{2}$ ) of the Internal Directors (except at a JEM called to elect these positions);
- (d) at least one of the Computer Club Chair or Electrical Club Chair.

### **5.7 General**

5.7.1 The Joint Electrical and Computer Engineering Club shall be a formal joint operation of all common activities of both the Computer Engineering Undergraduate Club and the Electrical Engineering Undergraduate Club.

5.7.2 Members of both the Computer Club and Electrical Club belong to the Edward S. Rogers Sr. Department of Electrical and Computer Engineering. Joint operations between the two clubs ensures services and events are provided for the equal benefit of all members of both clubs.



## **6. Internal Directors**

### **6.1 General**

6.1.1 Internal Directors of the Joint ECE Club are responsible for the oversight of joint operations for both clubs, including, but not limited to: communication, events, common room maintenance, club office maintenance, and logistics.

6.1.2 The Internal Directors of the Joint ECE Club shall include: Communications Director, Director of Operations, Director of Sports and Events, Common Facilities Manager and Academic Facilities Manager.

6.1.3 All Internal Directors of the Joint ECE Club must be a member of the Joint ECE Club (as defined in Chapter 5) for the entirety of the term of office.

6.1.4 Each Internal Director shall be elected by the Executive Officers of both the Computer Club and Electrical Club as prescribed in Chapter 11.

6.1.5 No Internal Director may simultaneously hold a position as an Officer of either the Electrical Club or the Computer Club.

6.1.6 In case of resignation, ineligibility or recall of an Internal Director during the term of office:

(a) the Director of Operations shall assume the Director's responsibilities until an election can be held for the position. In the case that the Director of Operations has resigned or become ineligible, the Communications Director will assume the Director of Operations' responsibilities;

(b) an election for the position shall be held as early as possible, as described in Chapter 11;

(c) all Officers and Internal Directors may be candidates in such an election by resigning from their current positions.

6.1.7 Each Internal Director shall have rights and responsibilities as defined in this chapter and in Policies of the Joint ECE Club.

6.1.8 Internal Directors shall be official representatives of the Joint ECE Club.

### **6.2 Communications Director**

6.2.1 The Communications Director shall be responsible for:

(a) using and maintaining the Joint ECE Club electronic mail account, approving and sending out all messages on behalf of the Joint ECE Club;

(b) maintaining and updating the Joint ECE Club website;

(c) recording and forwarding of phone and facsimile messages;

(d) collecting and distributing the Joint ECE Club postal mail;

(e) maintaining and administering computer and electronic systems in the Joint ECE Club office;

(f) informing membership of meetings, as directed by the Director of Operations, the Computer Club Chair or Electrical Club Chair;

(g) keeping minutes or other appropriate records of all meetings of the Joint ECE Club;

(h) maintaining all meeting records, club documents and other information in Joint ECE Club files and in electronic form, where appropriate.

### **6.3 Director of Operations**

6.3.1 The Director of Operations shall be responsible for:

(a) arranging the logistics of Joint ECE Club events including, but not limited to, booking of space and audio-visual equipment;

(b) maintaining up-to-date availability and contact information of all members of the Joint Council;

(c) scheduling regular meetings;

(d) compiling meeting agendas;

(e) overseeing the effective participation of all Class Representatives;

(f) assuming or delegating the responsibilities of other Internal Directors when they are

unavailable.

#### **6.4 Director of Sports and Events**

6.4.1 The Director of Sports and Events shall be responsible for:

- (a) organizing of on-campus events;
- (b) advertising of Joint ECE Club events;
- (c) representing the Joint ECE Club with EAA and other discipline club representatives in organizing inter-club sports and events;
- (d) organizing and running the Joint ECE Club's participation in Ye Grande Olde Chariot Race.

#### **6.5 Common Facilities Manager**

6.5.1 The Common Facilities Manager shall be responsible for:

- (a) maintaining, securing and improving the ECE Common Room;
- (b) maintaining, securing and improving the ECE Club office;
- (c) purchasing for and stocking all vending machines belonging to the Joint ECE Club;
- (d) assisting the Academic Facilities Manager in maintenance and upkeep.

#### **6.6 Academic Facilities Manager**

6.6.1 The Academic Facilities Manager shall be responsible for:

- (a) monitoring and securing the ECE Club Office;
- (b) monitoring and improving of the ECE Study Room;
- (c) assisting the Common Facilities Manager in maintenance and upkeep.

#### **6.7 Term of Office of Joint ECE Club Internal Directors**

6.7.1 The term of office of Joint ECE Club Internal Directors shall be from the date of election by the Executive Officers, pursuant to Chapter 11 until the end of the following April.

6.7.2 At the request of newly elected Executive Officers, a previous year's Internal Directors must attend a reasonably scheduled changeover meeting soon after a new term of office has begun.

## **7. Joint Executive Committee Meetings**

### ***7.1 Calling a Meeting***

7.1.1 It is the responsibility of the Director of Operations to call all regularly scheduled meetings of the Joint Executive Committee.

7.1.2 Regular JEMs must be called at least twice every month while regular classes are in session.

7.1.3 At least two (2) JEMs must be called during the summer session.

(a) One (1) meeting must be called as soon as possible after the election of new Executive Officers to complete a changeover from the previous year's Joint Executive Committee and to elect Internal Directors, as specified in Chapter 11; and

(b) One (1) meeting must be called at least one week prior to the beginning of the fall session for planning and organization related to Orientation Week and the involvement in club activities and events of new first year students.

7.1.4 Additional JEMs may be called as necessary by the Director of Operations at the request of the Chair of the Electrical Club, the Chair of the Computer Club, or two (2) other members of the Joint Executive Committee

### ***7.2 Notice of Meetings***

7.2.1 Notice of meetings of the Joint Executive Committee must be given electronically or in writing to every member of the Joint Executive Committee at least forty-eight (48) hours prior to the time chosen for the meeting.

7.2.2 It is the responsibility of the Communications Director to give notice of JEMs at the request of the Director of Operations, the Chair of the Electrical Club or the Chair of the Computer Club.

7.2.3 Any member of the Joint Executive Committee that is unable to attend a JEM must send regrets to the Joint Executive Committee.

### ***7.3 Agenda***

7.3.1 If necessary, the Director of Operations shall compile a meeting agenda to be discussed at a JEM.

7.3.2 Speaking rights at a JEM shall be granted to:

(a) all members of the Joint Executive Committee;

(b) all Class Representatives;

(c) any other person approved by a simple majority of the JEM.

### ***7.4 Voting***

7.4.1 All members of the Joint Executive Committee have one (1) vote in decisions of the JEM.

7.4.2 Decisions of the Joint Executive Committee shall be approved by a simple majority of the Joint Executive Committee at a JEM where quorum is present.

### ***7.5 Quorum***

7.5.1 Binding decisions of a JEM can only be made where a quorum is present. JEMs can still take place for informational purposes if quorum is not present.

7.5.2 The quorum of a Joint Executive Committee meeting shall be:

(a) one-half ( $\frac{1}{2}$ ) of the Computer Club Executive Officers;

(b) one-half ( $\frac{1}{2}$ ) of the Electrical Club Executive Officers;

(c) one-half ( $\frac{1}{2}$ ) of the Internal Directors (except at a JEM called to elect these positions);

(d) at least one of the Computer Club Chair or Electrical Club Chair.

## **8. Joint Council Meetings**

### ***8.1 Calling a Meeting***

8.1.1 It is the responsibility of the Director of Operations to call all regularly scheduled meetings of the Joint Council.

8.1.2 Regular JCMs must be called at least once every month while regular classes are in session.

8.1.3 Additional JCMs may be called as necessary by the Director of Operations at the request of the Chair of the Electrical Club, the Chair of the Computer Club, or three (3) other members of the Joint Council

8.1.4 A regular JCM may take place in concurrence with a JEM, if desired by the Joint Executive Committee.

### ***8.2 Notice of Meetings***

8.2.1 Notice of meetings of the Joint Council must be given electronically or in writing to every member of the Joint Council at least four (4) days prior to the time chosen for the meeting.

8.2.2 It is the responsibility of the Communications Director to give notice of JCMs at the request of the Director of Operations.

8.2.3 Any member of the Joint Council that is unable to attend a JCM must send regrets to the Joint Council.

### ***8.3 Agenda***

8.3.1 If necessary, the Director of Operations shall compile a meeting agenda to be discussed at a JCM.

8.3.2 Speaking rights at a JCM shall be granted to:

- (a) all members of the Joint Council;
- (b) all members of the Joint ECE Club;
- (c) any other person approved by a simple majority of the JCM.

### ***8.4 Voting***

8.4.1 All members of the Joint Council have one (1) vote in decisions of the JCM.

8.4.2 Decisions of the Joint Council shall be approved by a simple majority of the Joint Council at a JCM where quorum is present.

### ***8.5 Quorum***

8.5.1 Binding decisions of a JCM can only be made where a quorum is present. JCMs can still take place for informational purposes if quorum is not present.

8.5.2 The quorum of a Joint Council meeting shall be:

- (a) three-quarters ( $\frac{3}{4}$ ) of the Computer Club Executive Officers;
- (b) three-quarters ( $\frac{3}{4}$ ) of the Electrical Club Executive Officers;
- (c) one-half ( $\frac{1}{2}$ ) of the Internal Directors;
- (d) 2 Computer Club Class Representatives;
- (e) 2 Electrical Club Class Representatives;
- (f) at least one of the Computer Club Chair or Electrical Club Chair.

## **9. General Meetings**

### **9.1 Calling a General Meeting**

9.1.1 It is the responsibility of the Director of Operations to call all regularly scheduled General Meetings.

9.1.2 Additional GMs may be called as necessary by the Director of Operations if approved by a vote at a JEM.

### **9.2 Notice of Meetings**

9.2.1 Notice of GMs must be given electronically, posted on the Joint ECE website, and optionally in writing to every member of the Joint ECE Club at least one (1) week prior to the time chosen for the meeting.

9.2.2 It is the responsibility of the Communications Director to give notice of GMs at the request of the Director of Operations.

### **9.3 Agenda**

9.3.1 The Director of Operations shall compile a meeting agenda to be discussed at all GMs.

9.3.2 A submission method for agenda additions must be made available on the Joint ECE Club website, as well as through the Joint ECE Club electronic mail account.

9.3.3 Any member may submit additions to the agenda until one (1) day prior to a GM.

9.3.4 Speaking rights at a JCM shall be granted to:

- (a) all members of the Joint ECE Club;
- (b) any other person approved by a simple majority of a General meeting.

### **9.4 Voting**

9.4.1 All members of the Joint ECE Club have one (1) vote in decisions at a General meeting.

9.4.2 Decisions at a General meeting shall be approved by a simple majority of the Joint ECE Club at a General meeting where quorum is present.

### **9.5 Quorum**

9.5.1 Binding decisions of a General meeting can only be made where a quorum is present. General meetings can still take place for informational purposes if quorum is not present.

9.5.2 The quorum of a General meeting shall be:

- (a) three-quarters ( $\frac{3}{4}$ ) of the Computer Club Executive Officers;
- (b) three-quarters ( $\frac{3}{4}$ ) of the Electrical Club Executive Officers;
- (c) one-half ( $\frac{1}{2}$ ) of the Internal Directors;
- (d) 2 Computer Club Class Representatives;
- (e) 2 Electrical Club Class Representatives;
- (f) twenty-five (25) other members or 2% of the general membership, whichever is fewer;
- (g) both the Chair of the Electrical Club and the Chair of the Computer Club.

## **10.Finances**

### **10.1 General**

10.1.1 Separate accounting shall be done in both the Computer Club and Electrical Club, where necessary.

10.1.2 Records for finances relating to all joint activities shall be kept up-to-date by the Minister of Finances of the Computer Club and the Electrical Club.

10.1.3 The Chair and Minister of Finance of the Computer Club shall have signing rights to the Computer Club accounts.

10.1.4 The Chair and Minister of Finance of the Computer Club shall have signing rights to the Computer Club accounts.

10.1.5 All cheques written on behalf of the Joint ECE Club must be signed by two Executive Officers with signing rights.

### **10.2 Records**

10.2.1 Records of financial transactions relating to all joint activities of the Computer Club and Electrical Club shall be kept up-to-date by the Minister of Finance of the Computer Club and the Minister of Finance of the Electrical Club.

10.2.2 The Minister of Finance of the Computer Club and the Minister of Finance of the Electrical Club shall prepare and submit an annual financial report to the Joint ECE Club in March.

10.2.3 All financial records shall be made available to all members upon request, within a reasonable amount of time.

### **10.3 Budgets**

10.3.1 The Minister of Finance of the Computer Club and the Minister of Finance of the Electrical Club shall be responsible for the preparation of an annual budget.

10.3.2 Approval of an annual budget shall be considered at or before the first Joint Executive Meeting called during the fall session.

10.3.3 Approval of an annual budget shall constitute approval of all regular spending within the budget.

## **11.Elections**

### **11.1 General**

11.1.1 All elections for Executive Officers, Internal Directors and Class Representatives shall be executed in a fair and equitable manner.

### **11.2 Eligibility**

11.2.1 The members eligible to vote in elections for Executive Officers of the Computer Club shall be limited to members of the Computer Club.

11.2.2 The members eligible to vote in elections for Executive Officers of the Electrical Club shall be limited to members of the Electrical Club.

11.2.3 The members eligible to vote in elections for Class Representatives of the Computer Club shall be limited to members of the Computer Club in the year of study defined by the position.

11.2.4 The members eligible to vote in elections for Class Representatives of the Computer Club shall be limited to members of the Computer Club in the year of study defined by the position.

11.2.5 Executive Officers shall be elected by a simple majority vote of their respective members.

### **11.3 Returning Officer**

11.3.1 Prior to calling any election, a member of the Joint Council shall be appointed as Returning Officer by a two-thirds (2/3) majority vote of either a JEM or a JCM.

11.3.2 No member that is a candidate in any election may be appointed as Returning Officer.

11.3.3 The responsibilities of the Returning Officer are:

(a) to apply the rules and policies of the Joint ECE Club regarding elections in a fair and equitable manner;

(b) to prepare all calls for nominations, announcements and informational advertising regarding the election in cooperation with the Communications Director;

(c) to set up and maintain facility for members to submit nominations during the nomination period;

(d) to organize voting booths during election proceedings, as necessary;

(e) to oversee and organize ballot-counting and scrutineering; and

(f) to fulfill all duties and responsibilities specified in Policies of the Joint ECE Club.

### **11.4 Executive Officers**

11.4.1 Executive Officers shall be elected by a written ballot or by a suitable internet-based election procedure.

11.4.2 The election shall be decided by a simple majority vote of eligible members.

11.4.3 Candidates for an Executive Officer position shall collect nominations in writing from five (5) members eligible to vote for that position.

### **11.5 Internal Directors**

11.5.1 Internal Directors shall be elected during a meeting of the incoming Executive Officers and the outgoing Joint Executive Committee held for this purpose.

11.5.2 The election shall be decided by a simple majority vote of the Officers and Directors present.

11.5.3 Candidates for Internal Director Positions must collect nominations in writing from two (2) members of the Joint ECE Club.

### **11.6 Class Representatives**

11.6.1 Computer Club Class Representatives and Electrical Club Class Representatives shall be elected by their constituency taken in common lectures for that constituency or by a suitable internet-based

election procedure.

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11.6.2 The election shall be decided by a simple majority vote of the constituency for the Class Representative position.

### ***11.7 Appeals and Complaints***

11.7.1 Any member may submit, in writing, an appeal or complaint regarding election proceedings no later

than three (3) days after election results are announced.

11.7.2 An Election Review Committee comprised of the Returning Officer for the election in question, the Chair of Computer Club and the Chair of Electrical Club must respond to any appeal or complaint no later than one (1) week after it has been submitted.

11.7.3 Satisfactory conditions of an appeal or complaint regarding an election proceeding must be met by a

satisfactory response by the Election Review Committee.

11.7.4 Satisfactory conditions for an appeal or complaint regarding an election may include:

- (a) ineligibility of a candidate;
- (b) violation of election rules and policies; or
- (c) inaccuracy of vote tallies.

11.7.5 A satisfactory response to an appeal or complaint regarding an election proceeding may include, but

not be limited to:

- (a) executive clarification on rules and policies of Joint ECE Club election proceedings;
- (b) ballot re-counts; or
- (c) re-election of a position.

11.7.6 Any decision resulting in a forced re-election of any position must be approved by a majority vote of

a JEM called for this purpose.



## **12. Recall of Position**

### ***12.1 Grounds for Recall***

12.1.1 Any act or omission in the following areas by an Executive Officer, Internal Director, Class Representative that curtails the efficient operation of the Joint ECE Club, Computer Club or Electrical Club can be considered reasonable grounds for recall. These areas include, but are not limited to:

- (a) unreasonable dereliction of duties or responsibilities;
- (b) discrimination, harassment or abuse of any member of the Joint ECE Club or Faculty of Applied Science and Engineering community based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socio-economic status;
- (c) unreasonable and unapproved activities performed on behalf of the Joint ECE Club, the Computer Club or the Electrical Club.

12.1.2 Any Executive Officer, Internal Director, Class Representative that misses two (2) meetings at which their attendance is required without sending regrets or misses three (3) or more meetings may be considered for recall.

### ***12.2 Recall***

12.2.1 Executive Officers, Internal Directors, Class Representatives may only be recalled by a two-thirds (2/3) majority vote at:

- (a) a Joint Council Meeting; or
- (b) a Joint Executive Committee Meeting if Class Representatives have not yet been elected.

### ***12.3 Automatic Recall by Ineligibility***

12.3.1 Executive Officers, Internal Directors, Class Representatives can be automatically recalled without a recall vote if he or she becomes ineligible to hold the position by failing to meet any of the position requirements as outlined by the definition of the position.

## **13. Amendments and Policies**

### ***13.1 Amendments to the Constitution***

13.1.1 Amendments may be made to the Constitution by a 2/3 majority vote at a Joint Council Meeting.

13.1.2 The full text of such an amendment must be provided to all members of the Joint Executive Committee not less than three (3) days prior to a meeting called for its approval.

### ***13.2 Policies***

13.2.1 Policies of the Joint ECE Club shall:

- (a) describe details of the functioning of the Joint ECE Club;
- (b) assign new responsibilities and clarify existing responsibilities of all Executive Officers, Internal Directors, Class Representatives;
- (c) specify the organization of other areas of the Joint ECE Club and its activities.

13.2.2 Policies may only be passed, repealed or amended by a majority vote of:

- (a) a Joint Executive Meeting; or
- (b) a Joint Council Meeting.