

The Constitution of the University of Toronto
Computer Engineering Undergraduate Club

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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 Definitions

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 Joint ECE Club;
- (g) **“Computer Club Executive Officers”** shall include the Chair, Vice-Chair, and Finance Director of the Computer Engineering Undergraduate Club;
- (h) **“Electrical Club Executive Officers”** shall include the Chair, Vice-Chair, and Finance Director of the Electrical Engineering Undergraduate Club;
- (i) **“Joint ECE Club Executive Officers”** shall include the Computer Club Executive Officers, and Electrical Club Executive Officers;
- (j) **“ECE Club Joint Council”** shall include the Joint ECE Club Executive Officers, Webmaster, Facilities Manager, Academic Director, Events Director, Communications Director, Mentorship Directors, Class Representatives, and Ex-Officio Directors;
- (k) **“General Meeting”** shall mean a meeting of the ECE Club Joint Council;
- (l) **“Joint Executive Meeting”** shall mean a meeting of the Joint ECE Club Executive Officers (the communication director will be present for the meeting with the sole purpose of recording meeting minutes);
- (m) **“PEY”** shall mean Professional Experience Year Program;
- (n) **“Constitution”** shall mean this document; and
- (o) **“ECE Club Members”** shall mean the combined Computer Club members as defined in section 2.2.1 and Electrical Club members as defined in the Electrical Club Constitution.
- (p) **“Voting Members”** shall include all members of the ECE Club Joint Council, with the exception of Appointed Directors, where only one person within a given directorship shall be included at a given meeting. If any individual holds more than one position, they will be limited to one (1) vote.

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 Electrical 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 The three (3) types of members of the Computer Club include:

- (a) full time members will be all full-time, undergraduate students enrolled in Computer Engineering;
- (b) PEY members will be all PEY students enrolled in Computer Engineering; and
- (c) part-time members will be all part-time, undergraduate students enrolled in Computer Engineering.

2.3 Joint ECE Club

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

2.3.2 Members of both the Electrical Club and Computer 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.

3. Computer Club Executive Officers

3.1 General

- 3.1.1 The Executive Officers of the Computer Club shall include the Chair, Vice-Chair, and Finance Director.
- 3.1.2 Only members of the Computer Club (excluding PEY students), as defined under Section 2.2, are eligible to hold Executive Officer Positions, and they must retain their membership for the entirety of their term of office.
- 3.1.3 Executive Officers must be at least eighteen (18) years of age for the duration of their term.
- 3.1.4 Each Officer shall be elected by the membership of the Computer Club as per the procedures described under Section 9.
- 3.1.5 No Officer may simultaneously apply for a position as an Appointed Director of the Joint ECE Club.
- 3.1.6 In case of vacancy, resignation, ineligibility or recall of an Officer during their term of office:
 - (a) If the Chair position is not vacant:
 - (i) the Chair shall assume the Officer's responsibilities until an election can be held for the position, or until an interim officer is appointed.
 - (b) If the Chair position is vacant:
 - (i) In the case that the position of Chair becomes vacant, the Vice-Chair shall assume the rights and responsibilities of the Chair until a candidate is elected to fill the position. If the Vice-Chair position is also vacant, then the rights and responsibilities of the Chair shall be assumed by the Finance Director.
 - (ii) If all Officer positions are vacant, the outgoing Officers may appoint an Interim Chair, valid only until the next by-election following the procedures outlined in Section 9.
 - (iii) An election for the position shall be held as early as possible, as described in Section 9; all Officers and Appointed Directors may be candidates in such an election by resigning from their current positions.
- 3.1.7 Each Officer shall have rights and responsibilities as defined in this section.
- 3.1.8 Officers shall be official representatives of the Computer Club, in the following order of authority: Chair, Vice-Chair, Finance Director.
- 3.1.9 The Executive Officers shall oversee the operations of the Appointed Directors.

3.2 Chair

- 3.2.1 The Chair must be a member of the Computer Club as described in Section 2.2, enrolled in their graduating year of the Computer Engineering program for the entirety of their 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.
- 3.2.4 The Chair shall be responsible for:
 - (a) final approval of major or emergency spending, whereas emergency spending is defined as spending that must occur before an executive meeting may be held;
 - (b) fulfilling all duties towards EngSoc as an Ex-Officio Director as defined in the Bylaws and Policies of that body;
 - (c) assuming or delegating the responsibilities of other Executive Officers when they are unavailable;
 - (d) attending Faculty Meetings with the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
 - (e) monitoring the ECE Club email and sending out emails on behalf of the Joint ECE Club; and
 - (f) calling meetings.

3.3 Vice-Chair

- 3.3.1 The Vice-Chair must be a member of the Computer Club as described in Section 2.2, enrolled in their third year of the Computer Engineering program for the entirety of their term of office.
- 3.3.2 The Vice-Chair shall be responsible for:
 - (a) aiding in the effective operation of the ECE Club Joint Council;
 - (b) attending Faculty Meetings with the Edward S. Rogers Sr. Department of Electrical and Computer Engineering; and

- (c) assuming or delegating the responsibilities of the Chair or any Appointed Directors if they are vacant.

3.4 Finance Director

- 3.4.1 The Finance Director must be a member of the Computer Club as described in Section 2.2, enrolled in their third or fourth year of the Computer Engineering program for the entirety of their term of office.
- 3.4.2 The Finance Director shall be a Signing Officer.
- 3.4.3 The Finance Director shall be responsible for
 - (a) aiding in the compilation of the Joint ECE Club budget;
 - (b) maintaining up-to-date financial records and handling the accounts of the Joint ECE Club;
 - (c) approval of budgeted spending for the Joint ECE Club;
 - (d) preparing an end-of-year financial report prior to the end of their term of office;
 - (e) coordinating and recruiting members of the Joint ECE Club to aid in running events to collect Gratitude donations;
 - (f) ordering supplies for the vending machine belonging to the Joint ECE Club; and
 - (g) other duties outlined in Section 8.

3.5 Term of Office of Executive Officers

- 3.5.1 The term of office of Computer Club Executive Officers shall begin from the first of May, after the election of the Executive Officers takes place, until the thirtieth of April of the following year.
- 3.5.2 At the request of newly elected Executive Officers, at least one of the previous year's Executive Officers must attend a reasonably scheduled changeover meeting soon after a new term of office has begun.

4. Computer Club Class Representatives

4.1 General

- 4.1.1 There shall be at least one (1) Computer Club Class Representative from each year of study of Computer Engineering.
- 4.1.2 Computer Club Class Representatives must be members of the Computer Club, as described in Section 2.2, and registered in the required academic year for the entirety of their term of office (exempting first year class representatives from May to September).
- 4.1.3 Each Computer Club Class Representative shall be elected by the membership of their constituency, as described in EngSoc's Bylaw 3.
- 4.1.4 In case of vacancy, resignation, ineligibility, or recall of a Computer Club Class Representative during the term of office:
 - (a) the Chair 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 EngSoc's Bylaw 3.
- 4.1.5 Each Class Representative shall have rights and responsibilities as defined by the Engineering Society.

4.2 Computer Club Class Representatives

- 4.2.1 The Computer Club Class Representatives shall be responsible for:
 - (a) acting as a liaison between the Computer Club and the Class Representative's constituency;
 - (b) announce Joint ECE Club events to the Class Representative's constituency;
 - (c) attending faculty meetings between the Joint ECE Club and staff representatives from the Edward S. Rogers Sr. Department of Electrical and Computer Engineering;
 - (d) bringing concerns and issues of their constituency to the attention of the Computer Club during meetings of the Joint ECE Club;
 - (e) informing students about mid-term and end-of-term feedback evaluation processes;
 - (f) collecting feedback from students before faculty meetings to bring up any concerns and/or questions; and
 - (g) reporting to the Joint ECE Club Academic Director(s).

4.3 Engineering Society Class Representatives

- 4.3.1 Each Computer Club Class Representative shall report to the EngSoc Vice-President Academic and fulfill all duties towards EngSoc as defined in the Bylaws and Policies of that body.

4.4 Term of Office of Computer Club Class Representatives

- 4.4.1 The term of office for first year Computer Club Class Representatives shall begin with a successful election held in September and will end upon the completion of the election process the following September.
- 4.4.2 The term of office for second year Computer Club Class Representatives shall begin with a successful election held in September and will end on the first of May the following year.
- 4.4.3 The term of office for third and fourth year Computer Club Class Representatives shall begin on the first of May, following a successful election held in March, and will end on the first of May the following year.

5. Appointed Directors

5.1 General

- 5.1.1 All Appointed Directors must be ECE Club Members (as defined in Section 1.2) for the entirety of the term of office.
- 5.1.2 With the exception of the Webmaster, Appointed Directors may not be completing their PEY in the September of their term and thereafter during their term.
- 5.1.3 Each Appointed Director shall be elected by the Executive Officers of both the Electrical Club and Computer Club as prescribed in Section 9.
- 5.1.4 No Appointed Director may be appointed to more than one position.
- 5.1.5 With the exception of the Events Director and Academic Director, only one person needs to be appointed for each directorship between the Computer Club and Electrical Club.

5.2 Webmaster

- 5.2.1 The Webmaster is responsible for:
 - (a) maintaining and updating the Joint ECE Club website, in collaboration with the Communications Director; and
 - (b) creating and maintaining the ECE Dinner Dance website, by working in collaboration with the Events Directors.

5.3 Facilities Manager

- 5.3.1 The Facility Manager is responsible for:
 - (a) maintaining, securing, and improving the ECE Common Room;
 - (b) maintaining, securing, and improving the ECE Club Office;
 - (c) maintaining, securing, and improving the ECE Study Hall; and
 - (d) stocking the vending machine belonging to the Joint ECE Club

5.4 Academic Director

- 5.4.1 There will be at least two (2) Academic Directors between Computer Club and Electrical Club. They are responsible for:
 - (a) bridging the gap in the academic advocacy hierarchy, between the Computer and Electrical Class Representatives and EngSoc's Vice-President Academic;
 - (b) assisting in general matters in the academic portfolio, including, but not limited to, mid-course feedback, the Academic Advocacy Committee, and the ECE Anti-Calendar;
 - (c) attending meetings of, and contributing to, the Academic Advocacy Committee, as described in EngSoc's Bylaws;
 - (d) maintaining frequent communication with ECE Class Representatives and aiding in resolving academic issues in the Edward S. Rogers Sr. Department of Electrical and Computer Engineering, which may involve meeting with Professors, Course Coordinators, and/or the ECE Associate Chair of Undergraduate Studies; and
 - (e) participating in activities and events held by the Joint ECE Club, as decided by the Joint ECE Club Executive Officers.

5.5 Mentorship Directors

- 5.5.1 The Mentorship Director is responsible for:
 - (a) providing first year members of the Joint ECE Club with a guidance and support system to ease their transition into university;
 - (b) interviewing and selecting mentors to personally advise and aid incoming Electrical and Computer Engineering students;
 - (c) oversee and communicate with mentors throughout the year to ensure they are fulfilling their duties; and
 - (d) running various events to foster relationships between the first year Electrical and Computer Engineering students and between the first year and upper year Electrical and Computer Engineering students.

5.6 Events Director

5.6.1 There will be at least two (2) Events Directors between Computer Club and Electrical Club.

They are responsible for:

- (a) organizing and running on-campus social events on behalf of the Joint ECE Club;
- (b) organizing and running the ECE Dinner Dance;
- (c) organizing the Iron Ring social event;
- (d) organizing off-campus events; and
- (e) collaborating with the Webmaster to add and organize content on the ECE Dinner Dance website.

5.7 Communications Director

5.7.1 The Communications Director shall be responsible for:

- (a) drafting and sending out mass emails on behalf of the joint ECE Club email account, as per the directive of the Joint ECE Club Executive Officers;
- (b) collaborating with the Webmaster to add and organize content on the joint ECE Club website;
- (c) operating and maintaining all Joint ECE Club social media accounts.
- (d) preparing agendas and sending out notices with regards to the General meetings and Joint Executive meetings.
- (e) recording and documenting the minutes of Joint ECE Club meetings and Joint ECE Club Executive Officer meetings.
- (f) maintaining and updating changes in the club's official documents and the club's constitution.

5.8 Ad Hoc Directorships

5.8.1 The Joint ECE Club Executive Officers may hold a simple majority vote to create an ad hoc (temporary) directorship for the remainder of the academic year.

5.8.2 Ad Hoc directorships will be treated as Appointed Directorships for the remainder of the academic year.

5.8.3 Ad Hoc directorship responsibilities will be defined by the motion to create them.

5.9 Term of Office of Joint ECE Club Appointed Directors

5.9.1 The term of office of Joint ECE Club Appointed Directors shall be from the date of election by the Executive Officers, pursuant to Section 9 until the end of the current Chair's mandate.

5.9.2 At the request of newly elected Executive Officers, a previous year's Appointed Director(s) must attend a reasonably scheduled transition meeting soon after a new term has begun.

6. Ex-Officio Directors

6.1 Computer Engineering Board of Directors Representative

- 6.1.1 There shall be one Computer Engineering Representative on the Engineering Society Board of Directors elected following EngSoc's Bylaw 3.
- 6.1.2 Any items pertaining to the club and its constituency shall be brought to the attention of the club within two (2) days of the agenda being publicized.
- 6.1.3 The Representative shall be invited to all Joint Executive Meetings.
- 6.1.4 The Representative will act as representative of the Joint ECE Club at Board of Director meetings and submit motions if necessary.

7. Meetings

7.1 Scheduling

- 7.1.1 It is the responsibility of the Communications Director to schedule meetings at convenient times.

7.2 Agenda

- 7.2.1 The Communications Director shall compile a meeting agenda to be discussed at all meetings.
- 7.2.2 A submission method for agenda additions must be made available electronically by the Communications Director.
- 7.2.3 Any member may submit additions to the agenda until the beginning of the meeting.

7.3 General Meetings

- 7.3.1 General Meetings shall consist of meetings of the ECE Club Joint Council.
- 7.3.2 General Meetings shall occur weekly during the fall and winter semesters.
- 7.3.3 A reminder of General Meetings must be given electronically to every member of the Joint ECE Club at least 24 hours prior to the time chosen for the meeting by the Communications Director.
- 7.3.4 Each Voting Member of the ECE Club Joint Council will have one vote in each decision.
- 7.3.5 Decisions shall be approved by a simple majority of Voting Members where quorum is present.
- 7.3.6 General Meetings can still take place for informational purposes if quorum is not present.
- 7.3.7 Speaking rights at a meeting shall be granted to:
 - (a) all ECE Club Members as defined in Section 1.2; and
 - (b) any other person approved by a simple majority of a General Meeting.
- 7.3.8 Quorum shall be:
 - (a) two-thirds (2/3) of the Voting Members of the ECE Club Joint Council; and
 - (b) either the acting Chair of the Electrical Club or the acting Chair of the Computer Club.

7.4 Joint Executive Meetings

- 7.4.1 Joint Executive Meetings shall consist of meetings of the Joint ECE Club Executive Officers as voting members and the Communications Director as a non-voting member to minute.
- 7.4.2 Joint Executive Meetings shall occur at the discretion of the Chairs.
- 7.4.3 A notice of General Meetings must be given electronically to every Joint ECE Club Executive Officer at least 48 hours prior to the time chosen for the meeting by the Communications Director.
- 7.4.4 Voting members shall have one vote in each decision.
- 7.4.5 Decisions shall be approved by a simple majority of voting members where quorum is present.
- 7.4.6 Quorum shall be:
 - (a) three-quarters (3/4) of the elected Electrical Club Executive Officers;
 - (b) three-quarters (3/4) of the elected Computer Club Executive Officers; and
 - (c) both the acting Chair of the Electrical Club and the acting Chair of the Computer Club.

8. Finances

8.1 General

- 8.1.1 Combined accounting shall be done in both the Computer Club and Electrical Club, until deemed unnecessary by the Finance Directors and the Chairs.
- 8.1.2 The Chairs and Finance Directors of the Joint Electrical and Computer Club shall have signing rights to the Club account.
- 8.1.3 All cheques written on behalf of the Joint ECE Club must be signed by two Executive Officers with signing rights, which includes at least one Chair.
- 8.1.4 In the event that the Joint ECE Club only has one elected Signing Officer, their signature will be the only one required, however their purchases shall be subjected to audits by the remainder of the ECE Club Joint Council.

8.2 Records

- 8.2.1 Records of financial transactions relating to all joint activities of the Electrical Club and Computer Club shall be kept up-to-date by the Finance Director of the Electrical Club and/or the Finance Director of the Computer Club.
- 8.2.2 The Finance Director of the Electrical Club and/or the Finance Director of the Computer Club shall prepare and submit an annual financial report to the Joint ECE Club in March.
- 8.2.3 All financial records shall be made available to all members upon request, within a reasonable amount of time.

8.3 Budgets

- 8.3.1 The Finance Director of the Electrical Club and/or the Finance Director of the Computer Club shall be responsible for the preparation of an annual budget of the Joint ECE Club.
- 8.3.2 Approval of an annual budget shall be considered at or before the first Joint Executive Meeting called during the fall session.
- 8.3.3 Approval of an annual budget shall constitute approval of all regular spending within the budget.
- 8.3.4 The Finance Director of the Electrical Club and/or the Finance Director of the Computer Club shall apply for the Centralized Process for Student Initiative Funding in August and/or September.

9. Elections and Appointments

9.1 General

- 9.1.1 All elections for Executive Officers and Class Representatives shall be conducted by the Engineering Society, in accordance with EngSoc's Bylaw 3.

9.2 Eligibility

- 9.2.1 The members eligible to vote in elections for Executive Officers of the Computer Club shall be limited to members of the Computer Club.
- 9.2.2 The members eligible to vote in elections for Executive Officers of the Electrical Club shall be limited to members of the Electrical Club.
- 9.2.3 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.
- 9.2.4 The members eligible to vote in elections for Class Representatives of the Electrical Club shall be limited to members of the Electrical Club in the year of study defined by the position.

9.3 Executive Officer Elections

- 9.3.1 Officer elections shall be run in accordance with the Engineering Society's Bylaw 3.
- 9.3.2 All Officers will be elected in an election open to the entire constituency.

9.4 Appointed Directors

- 9.4.1 The ECE Club Members (as defined in Section 1.2) shall be notified of available Appointed Directorships and provided with an opportunity to apply for said positions.
- 9.4.2 Appointed Directors shall be appointed during a meeting of the incoming Joint ECE Club Executive Officers and outgoing Directors of said position if it had previously been filled.
- 9.4.3 The appointment shall be decided by a simple majority vote of those present at this meeting.

10. Recall of Position

10.1 Grounds for Recall

- 10.1.1 Any act or omission in the following areas by an Executive Officer or Appointed Director, that curtails the efficient operation of the Joint ECE Club, Electrical Club, or Computer 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 University of Toronto community based on race, national or ethnic origin, colour, religion, sex, age, gender, sexual orientation, or socioeconomic status;
 - (c) unreasonable and unapproved activities performed on behalf of the Joint ECE Club, the Electrical Club, or the Computer Club;
 - (d) failing to attend two (2) mandatory meetings or events, as decided by the Chairs, without providing valid reason(s) of absence or sending regrets 24 hours prior to the meeting or event; and
 - (e) misappropriation of funds.

10.2 Recall

- 10.2.1 Executive Officers and Appointed Directors may only be recalled by a two-thirds (2/3) majority vote at a General Meeting.

10.3 Automatic Recall by Ineligibility

- 10.3.1 Executive Officers and Appointed Directors can be automatically recalled without a recall vote if they become ineligible to hold the position by failing to meet any of the position requirements as outlined by the requirements of the position.

11. Amendments

11.1 Amendments to the Constitution

- 11.1.1 Amendments to the Constitution will be proposed at a dedicated meeting of the ECE Club Joint Council, where quorum is present. Anyone present may propose amendments.
- 11.1.2 Quorum for this dedicated ECE Club Joint Council meeting shall be:
 - (a) three-quarters (3/4) of the ECE Club Joint Council; and
 - (b) either the acting Chair of the Electrical Club or the acting Chair of the Computer Club.
- 11.1.3 Each amendment will require a two-thirds (2/3) majority vote to be added to the proposed Constitution.
- 11.1.4 The proposed Constitution with all added amendments included shall be approved for submission to EngSoc by a two-thirds (2/3) majority vote by at a Joint Executive Meeting.