

# **University of Toronto Engineering Chinese Club Constitution**

## ***Article I***

### **Official Name**

The name of the organization is “Engineering Chinese Club, University of Toronto”, thereafter referred to as ECC in short or abbreviation.

## ***Article II***

### **Mission**

To unite Chinese Engineers and promote all Engineers.

### **Purpose**

ECC shall enrich the life of students that are currently studying in the Faculty of Applied Science and Engineering through more meaningful and fulfilling club organized events. Our ultimate goal is to help all Engineering students obtain the knowledge and ability to allow themselves to pursue their passion in their careers, have them be proud of their heritage and bridging the gaps between Chinese Engineering students.

The main objectives of ECC are:

- To promote communications among students from different engineering departments, and different faculties in the University
- To promote interactions between industry professionals and students
- To create a broader platform and enhance interactions among Chinese Engineering students
- To provide opportunities of extra-curricular activities
- To provide information to Engineering students on their possible future careers
- To promote students to share their job searching and interviewing techniques, as well as the co-op experiences

## ***Article III***

### **Membership**

#### **1.0 Member**

ECC is open to all members of the University of Toronto community, including but not limited to:

- Any full/part time, graduate/undergraduate Engineering student
- Any student from University of Toronto who is interested in learning about engineering related career information and the technology industry
- Any University of Toronto staff, faculty and alumni

## **1.1 Membership Fee**

Membership of the club may be applied for at any time, and shall be granted upon payment of membership fee. The membership fee is set by the Executive Committee at the beginning of each academic year. Membership is valid from the day of payment through to the end of the current school year, including the summer (end of August).

## **1.2 Membership Rights**

All members shall be entitled with the right to:

- Participate in all club events and activities
- Access to all information provided on shared media
- Participate in Executive Meetings, provided advance notice is given
- Attend General Meetings
- Make critiques and suggestions about the club

## **1.3 Cessation of Membership**

The termination of membership will only be determined upon receiving a Cancellation of Membership request from the individual.

# ***Article IV***

## **Executive Committee**

The club's Executive Committee consists of the following officials:

1. President
2. Vice President Internal
3. Vice President External
4. Event Director(s)
5. Operations Director
6. IT Director(s)
7. Finance Director
8. Sports Director(s)
9. Media Director(s)
10. Junior Associate(s)
11. Communication Directors(s)

Note: The number of Event/Sports Directors can vary and shall be determined prior to the next executive recruitment cycle.

Note: A senior title is assigned to any member that had been experienced with their corresponding position for over a year.

The responsibilities of the each position in the Executive Committee are as follows:

## **1. President**

- Act as the official representative of the organization
- Establish the goal and vision of the club for the year
- Plan and participate in organization of all events
- Be in charge of the overall running of the organization
- Oversee all the club activities and coordinate the work among Executive Committee
- Exercise signing authority of administrative and finance documents
- Chair all General Meetings
- Be responsible for new member recruitment
- Apply for potential funding on campus

## **2. Vice President Internal**

- Stand in for the President in his/her absence
- Assist Event Director(s) in running club events
- Responsible for sending out member emails
- Preserve unity of the executive team
- Each of the two Vice Presidents shall supervise and coordinate the duties of directors
- Coordinate with Finance, Sports and Event Directors to work on the club's internal affairs
- Coordinate with the President, Vice President External and Finance Director to raise funds and organize all financial affairs of the club
- Take charge when the corresponding directors are not performing

## **3. Vice President External**

- Be responsible for all official administrative relations with other faculties in the University
- Each of the two Vice Presidents shall supervise and coordinate the duties of directors
- Vice President External shall coordinate with the President, IT Director and Event Directors to work on the club's external affairs
- Seek out and coordinate sponsors and grant opportunities
- Seek potential collaboration opportunity with other University clubs
- Responsible for updating social networks, to keep member informed.
- Maintain good relationships with sponsors throughout the year
- Be responsible for new member recruitment

## **4. Event Directors**

- Be responsible for all events, including fundraising for them
- Lead in one/two events
- Host/attend event specific meetings to organize events

- Set up a plan for each event at the beginning of a school year
- Be responsible for gathering and responding to feedback, including suggestions and complaints from members
- Prepare event summary document if he/she is the Event Lead

#### **5. Operations Director**

- Participate in and gain exposure to all aspects of the club's operations
- Note taking for each club meeting.
- Manage club inventory and keep track of all club possessions
- Schedule events and executive meetings throughout the year
- Space booking for club events
- Help with VP Internal to ensure team productivity

#### **6. IT Director**

- Be responsible for the construction and maintenance of the official ECC web site
- Maintain mail server
- Help VP Internal with updating membership list

#### **7. Finance Director**

- Exercise signing authority on financial documents
- Collect/reimburse funds to organization officials who receive/spend money on behalf of the club
- Maintain up-to-date financial records
- Handle all financial transactions incurred of the organization
- Advise Executive Committee on financial matters
- Prepare financial documents for Annual Report
- Assist in funding applications

#### **8. Sports Director**

- Promote athleticism within ECC
- Organize sporting events
- Manage the ECC Intramural Basketball team

#### **9. Media Director**

- Work with Event Directors and Vice President Internal to prepare promotional posters for all events requiring such marketing strategy
- Taking photographs at events.
- Responsible for any creative design such as membership card, or website images.
- May assist with the organization and/or execution of events

#### **10. Junior Associate**

- Junior Associates are normally recruited from ECC members who are currently in first year Engineering
- Act as the liaison between ECC and all first year students
- Gather timetables/schedules of all first disciplines to assist event planning
- May assist with the organization and/or execution of events

#### **11. Communication Directors**

- Responsible for showing up at events to help out.
- Promote ECC events through social network or their personal networks.

### ***Article V***

#### **Finances**

1. The ECC is a non-profit organization. It welcomes financial support from its members, other individuals and organizations. The primary sources of funding for the club shall be derived from: membership fee, fundraising events, Faculty and Student body funding, and external sponsors that are aligned with the club's mission.
2. The Financial Director oversees and maintains the club's not-for-profit bank account, held under the club's name. The Financial Director has the responsibility to handle all financial issues and keep the financial records up-to-date.
3. Transactions of the ECC's bank account with the amount of less than or equal to \$200 have to be signed by the Finance Director; with the amount of exceeding \$200 have to be signed by both President and Finance Director.
4. The club's assets belong to all members. The Executive Committee is entrusted with the responsibility to take care of and has the privilege to use said assets for the benefit of all ECC members.
5. The ECC Executive Committee shall prepare an annual financial report in May, and make it publicly available.

### ***Article VI***

#### **Meetings and Events**

##### **1.0 Meetings**

All Meetings shall be public. Three types of regular meetings will be held during a school year. They are General Meetings, Constitution Meetings and Bi-weekly Meetings. All meetings shall be announced at least one week before the scheduled meeting date. Emergency Meetings shall be called when there are urgent issues to be discussed that cannot wait.

##### **1.1 General Meetings**

There shall be two General Meetings held throughout each academic year, one in September and one in March. The September meeting is meant for the Executive Committee to set out a plan for

the entire academic year. The March meeting is to review the operations of the club and progress of activities throughout the year. Work-term reports from all directors and an annual financial report need to be submitted to Vice President Internal at the March meeting.

### **1.2 Constitution Meeting**

Constitution Meetings can be called by any on-duty President or Executive Director. The Constitution Meeting will be open for all members.

### **1.3 Bi-weekly Meeting**

Bi-weekly Meetings will be held once every two weeks for the Executive Committee. General members are welcome to attend the meeting with a ten-minute discussion and question-and-answer period at the end of the meeting.

### **1.4 Emergency Meetings**

Emergency Meeting will be held upon calling from any of the executive members.

## **2.0 Events**

Events are organized activities, presented by ECC, for the benefits of its members. ECC events are open to all club members and non-members, provided that the event's capacity is not surpassed. If the number of interested participants surpasses the capacity of an event, then priority will be given to members. Non-members are subjected to a higher admission fee for ECC organized events.

## **Article VII**

### **Executive Committee Selections**

The procedure for appointing new executives is outlined below:

1. The executive election will be held at the end of each academic year in March.
2. President and Vice-Presidents will be elected by executives through election campaigns. The candidate who gets the most votes for each applied position will be announced as the winner of the position.
3. The elected President and Vice-Presidents will appoint the directors. All the appointed directors should also be approved by the executive members.
4. To become an eligible candidate for President and Vice-Presidents, the member has to be part of the Executive Committee for at least one academic year and have been active for at least two club events.
5. The position of directors will be open for applications from members who have acquired the membership for at least three months. Exceptions can be made for non-members who have been recommended. The President will form a Selection Committee who will conduct the interviews and select successful candidates from the applicants.
6. An eligible voter has to be an executive member of the club for at least three months and at least participated two of the club's events in the academic year.
7. Should the President or one of the Vice-Presidents leave his/her position during the academic year, a by-election should be called by the Executive Committee as soon as possible.

8. Should an Executive Director leave his/her position during the academic year, the Executive Committee will select a replacement by the next Bi-weekly meeting.
9. The duration of each elected position shall be a full academic year. The newly elected executives will take position in May after the election.

## ***Article VIII***

### **Amendments**

The Executive Committee may exercise its constituent powers by way of addition, variation or repeal any provision of this constitution in accordance with the procedure as follows:

1. Any voting member can propose amendment to the constitution, and a member of the Executive Committee will call for the Constitution Meeting if the proposed amendment is within the guidelines of U of T's regulations.
2. Amendments to the constitution must pass by at least 2/3 of all attendant members of ECC during the constitution meeting. All members of the ECC will be informed of the constitution meeting one week in advance.
3. A newly revised constitution should be accessible for the public, e.g. posted on the ECC website.