

**Canadian Society for Civil Engineering  
Carleton University Chapter**



**CONSTITUTION**

LAST REVISED: [08/01/2024]



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## Preamble

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CSCE Carleton is a student chapter of the Canadian Society for Civil Engineering (CSCE). CSCE is a national organization dedicated to facilitating the acquisition and interchange of professional knowledge among its members, promoting the acquisition of that species of knowledge which has special reference to the profession of civil engineering and to encourage investigation in connection with all branches and departments of knowledge connected with the profession.

As a student chapter, CSCE Carleton is dedicated to furthering the objectives of the Canadian Society for Civil Engineering both locally and within its members.



## Part 1: Society

- 1.1. The name of the society shall be “Canadian Society for Civil Engineering - Carleton Student Chapter”, hereafter referred to as “CSCE”
- 1.2. The head office shall be located at Carleton University in Ottawa, Ontario.
- 1.3. The purpose of CSCE shall be:
  - 1.3.1. To promote and support academic and professional development, and involvement in Civil, Environmental, and Architectural Conservation and Sustainability-related engineering fields.
  - 1.3.2. To improve the quality of the undergraduate experience within the Civil, Environmental, and Architectural Conservation and Sustainability Engineering programs at Carleton University.
  - 1.3.3. Act as a bridge between the Carleton Civil and Environmental Department Undergraduate students and the related industry.
- 1.4. CSCE shall act at all times in the best interest of the majority of its members.
- 1.5. CSCE shall strive to ensure equal treatment of all individuals:
  - 1.5.1. Without discrimination based on personal beliefs or characteristics, and in particular, without based on race, political views, national or ethnic origin, colour, religion, sex, sexual orientation, age, residency, language, or mental or physical disability.
- 1.6. CSCE tolerates no hate speech of any form conducted inside the office or at any society-run events.
- 1.7. “Governing Documents” shall refer to the Constitution, and the Policy Manual.
  - 1.7.1. The Constitution shall specify the fundamental organization of CSCE.
    - 1.7.1.1. All changes made to the Constitution shall abide by Part 7 of this document.
  - 1.7.2. The Policy Manual shall specify the policies governing the function of CSCE.
    - 1.7.2.1. All changes made to the Policy Manual shall abide by Part 7 of this document.
  - 1.7.3. In the case of contradiction between the Policy Manual and the Constitution, the Constitution takes precedence over the Policy Manual.
- 1.8. In the Governing Documents, rules, and regulations of CSCE, unless otherwise stated, the following definitions shall apply:
  - 1.8.1. “Academic year” shall refer to the period of time commencing on the first day of the summer term, and ending on the last day of the winter examination period, as determined by the Carleton University Undergraduate Calendar.
  - 1.8.2. “Council” shall refer to all members of the Executive Council, and the representatives, as defined in 3.4.
  - 1.8.3. “CEE Department” shall refer to the Carleton University Department of Civil and Environmental Engineering.
  - 1.8.4. “Executive Council” shall refer to the President and all Vice President positions on the Council, as defined in 3.2.



## Part 2: Membership

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- 2.1 CSCE has two (2) classes of membership, defined as follows:
- 2.1.1 “Represented Students” are:
    - 2.1.1.1 Students enrolled in a program under the CEE Department.
  - 2.1.2 “Members” are any student who has paid the annual membership fee.
    - 2.1.2.1 Individuals filling a council position are exempt from paying the membership fee for the duration of their term.
  - 2.1.3 Represented Students are eligible to:
    - 2.1.3.1 Nominate Members for elections; and,
    - 2.1.3.2 Have representation and the ability to provide feedback in all matters relating to academic advocacy.
  - 2.1.4 Members are eligible to:
    - 2.1.4.1 Vote and run in the Elections as defined in Part 4: Elections;
    - 2.1.4.2 Attend CSCE’s General Meetings see Part 6: Meetings;
    - 2.1.4.3 Have priority access to the office during its open hours;
    - 2.1.4.4 Request meeting minutes, the Constitution, and other CSCE documents; and,
    - 2.1.4.5 Make use of Membership Services.
- 2.2 CSCE shall grant Membership to any individual who:
- 2.2.1 Has the intention of acting in the best interest of CSCE;
  - 2.2.2 Has paid the annual membership fee;
    - 2.2.2.1 Which will be decided by Council Resolution as defined in Part 5.4 before the start of the academic year.
  - 2.2.3 Is an undergraduate student enrolled at Carleton University.
- 2.3 Membership will be valid from the date of registration, until the end of that academic year.
- 2.4 Memberships are non-refundable and non-transferable.
- 2.5 To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- 2.6 The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- 2.7 Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
- 2.7.1 Impeachment for Removing an Executive Role:
    - 2.7.1.1 Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
    - 2.7.1.2 Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will



host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.

- 2.7.1.3 A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

2.7.2 Membership Impeachment:

- 2.7.2.1 Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) that negatively affects and/or harms the interests of the clubs and its members.
- 2.7.2.2 Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
- 2.7.2.3 A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.



### Part 3: Council

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- 3.1 Council members that are elected or appointed must:
    - 3.1.1 Be enrolled in a program under the CEE Department; and,
    - 3.1.2 Be a Member.
  - 3.2 The daily operations of CSCE shall be governed by the Executive Council, comprised of a minimum of three (3) executives, consisting of:
    - 3.2.1 President;
    - 3.2.2 Vice President Internal;
    - 3.2.3 Vice President Finance;
    - 3.2.4 Vice President External;
    - 3.2.5 Vice President Social; and,
    - 3.2.6 Vice President Publications.
  - 3.3 At least two (2) of the three (3) executive council members must hold the position of either President, Vice President Internal, or Vice President Finance.
  - 3.4 The management of CSCE shall be done by the Council, comprised of a minimum of six (6) Councillors, consisting of:
    - 3.4.1 All members of the Executive Council; and,
    - 3.4.2 Stream representatives for each program within the CEE Department.
      - 3.4.2.1 The council members occupying this position must be in the program they represent for the duration of their term on the Council.
      - 3.4.2.2 The Stream Representative positions shall consist of:
        - 3.4.2.2.1 Civil Engineering;
        - 3.4.2.2.2 Environmental Engineering; and,
        - 3.4.2.2.3 Architectural Conservation and Sustainability Engineering.
    - 3.4.3 Year Representatives to represent each academic year standing.
      - 3.4.3.1 The council members occupying these positions must run for the position which best represents their year in program progression.
      - 3.4.3.2 The Year Representative positions shall consist of the:
        - 3.4.3.2.1 First Year Representative(s);
        - 3.4.3.2.2 Second Year Representative;
        - 3.4.3.2.3 Third Year Representative; and,
        - 3.4.3.2.4 Fourth Year Representative.
  - 3.5 An individual may hold only one (1) position on the Council at a time.
  - 3.6 A Council Member's term shall commence on May 1st and last until midnight April 30th.
    - 3.6.1 When a member of Council is elected or appointed later in the year, their term will begin on the date of election or appointment and end at midnight on April 30th.
  - 3.7 If the minimum required Council positions are not filled, the remaining Councillors shall immediately call a meeting of the Members, at which the Members shall elect eligible Members to fill any vacancies.
  - 3.8 Each Council Member shall:



- 3.8.1 Act in accordance with the Constitution and policies established;
  - 3.8.2 Hold office hours that do not overlap with another Member of Council's hours each week;
  - 3.8.3 Make certain they are available to all Members either by e-mail or in person; and,
  - 3.8.4 Exercise high standards of conduct, to promote a reputation for integrity both within and beyond CSCE at all times.
- 3.9 Each Executive Council Member shall:
- 3.9.1 Be empowered to delegate a portion of their portfolio to a temporary Director who shall:
    - 3.9.1.1 Be hired by an Executive Council Member in accordance to the Hiring Policy;
    - 3.9.1.2 Operate under the supervision and management of an Executive Council Member; and,
    - 3.9.1.3 Have their position vacated upon:
      - 3.9.1.3.1 Expiry of the managing Executive Council Member's term;
      - 3.9.1.3.2 Termination of their position by the managing Executive Council Member; or,
      - 3.9.1.3.3 Termination of their position by Council Resolution as defined in Part 5.4.
- 3.10 The President shall:
- 3.10.1 Act as the spokesperson and chair of CSCE and its Council;
  - 3.10.2 Maintain relations with the National CSCE Society and complete an interim report of CSCE for the National Chapter;
  - 3.10.3 Address any concerns regarding CSCE operations;
  - 3.10.4 Ensure that all orders and resolutions of the Council are carried into effect; and,
  - 3.10.5 Delegate who shall attend conferences.
- 3.11 The Vice President Internal shall:
- 3.11.1 During the absence of the President, perform the duties and exercise the powers of the President;
  - 3.11.2 Maintain a list of Members;
  - 3.11.3 Ensure all council accounts are accessible by the relevant Council Member before the start of the academic year;
  - 3.11.4 Act as the administrator for all CSCE accounts;
  - 3.11.5 Manage the office;
  - 3.11.6 Hire a director known as Chief Electoral Officer to oversee the Election process; and,
  - 3.11.7 Ensure the Council completes a transition report for the upcoming council before the end of their terms.
- 3.12 The Vice President Finance shall:
- 3.12.1 Act as the Treasurer of CSCE;
  - 3.12.2 Properly maintain financial records following Generally Accepted Accounting Principles;





- 3.12.3 Prepare a budget as outlined in Part 6.4;
- 3.12.4 Apply for funding for CSCE initiatives as required; and,
- 3.12.5 Collect receipts and issue reimbursements for Council Members for approved expenses incurred on behalf of CSCE.
- 3.13 The Vice President Academic shall:
  - 3.13.1 Maintain relations with the faculty;
  - 3.13.2 Attend CEE Department meetings when possible; and;
  - 3.13.3 Host academic events.
- 3.14 The Vice President Social shall:
  - 3.14.1 Organize, run, and oversee CSCE's social events;
- 3.15 The Vice President External shall:
  - 3.15.1 Act as a liaison with organizations external to CSCE;
  - 3.15.2 Organize Industry Night;
  - 3.15.3 Organize the delegation to any conferences CSCE attends;
  - 3.15.4 Organize CSCE's advocacy initiatives; and,
  - 3.15.5 Coordinate sponsorship requests from external organizations.
- 3.16 The Vice President Publications shall:
  - 3.16.1 Ensure the upkeep of CSCE's online presence;
  - 3.16.2 Act as the Secretary of the Council;
  - 3.16.3 Create advertisements for CSCE initiatives when requested; and,
  - 3.16.4 Publicize and promote CSCE initiatives to the membership and public.
- 3.17 The Stream Representatives shall:
  - 3.17.1 Act as a liaison between the CSCE Council and their respective programs;
  - 3.17.2 Make class announcements regarding CSCE initiatives; and,
  - 3.17.3 Assist the executive council as needed.
- 3.18 The Year Representatives shall:
  - 3.18.1 Act as a liaison between the CSCE Council and their respective year;
  - 3.18.2 Make class announcements regarding CSCE initiatives; and,
  - 3.18.3 Assist the executive council as needed.



## Part 4: Elections

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- 4.1 CSCE shall hold their general election every year, between March 1<sup>st</sup> and March 31<sup>st</sup>.
  - 4.2 A Fall election shall be held at the Fall Semester General meeting to fill the First Year Representative(s) and any other vacant Council positions.
  - 4.3 Members shall be notified of an election through the use of:
    - 4.3.1 Posters;
    - 4.3.2 Social Media Posts;
    - 4.3.3 Emails;
    - 4.3.4 Verbal Announcements; or,
    - 4.3.5 Any other means deemed suitable by the Council.
  - 4.4 Members shall be notified of an election at least one (1) week in advance of the start of the nomination period.
  - 4.5 The Council shall maintain a neutral stance on the Election and its Candidates.
  - 4.6 VP Internal shall appoint a Chief Electoral Officer who will be selected from either the following candidates;
    - 4.6.1 A neutral member of the Society;
    - 4.6.2 A member of the Clubs Oversight Committee;
    - 4.6.3 A member of the CUSA Club Office; or;
    - 4.6.4 An unbiased, non returning Executive.
  - 4.7 Members seeking candidacy must nominate themselves and have another Member second them.
    - 4.7.1 This may be done through an email to the Chief Electoral Officer, or any methods outlined in the policy.
  - 4.8 To gain candidacy the nominee shall:
    - 4.8.1 Be an undergraduate student enrolled in a program under the CEE Department;
    - 4.8.2 Be a Member of CSCE; and,
    - 4.8.3 Meet the Eligibility criteria for the position.
      - 4.8.3.1 Candidates running for the role of President must have served their most recent term on council, without having been removed or resigning.
      - 4.8.3.2 Candidates running for an Executive Council role must have served their most recent term on council, without having been removed or resigning.
        - 4.8.3.2.1 Candidates may be exempt from this requirement if their candidacy is passed by Council Resolution.
      - 4.8.3.3 Candidates running for a stream representative position, must be in said stream for their expected term.
      - 4.8.3.4 Candidates running for a year representative position, must run for the position which best represents their year in program progression.
  - 4.9 Candidates may run for up to two (2) Council positions.
    - 4.9.1 Candidates shall not run for more than one (1) Executive Council position.
  - 4.10 Voting shall be:
    - 4.10.1 Open to all Members for Executive Council positions;



- 4.10.2 Restricted to Represented students of a respective Program or Year for the positions of Program Representative and Year Representative;
- 4.10.3 Limited to one vote per Member per position; and,
- 4.10.4 Conducted using a secret ballot.
- 4.11 All positions must pass a vote of confidence.
  - 4.11.1 Should a tie occur, ballots shall be re-cast between the top two (2) candidates.
- 4.12 After the conclusion of the voting period, the Chief Electoral Officer shall tabulate the results, according to the Electoral Code.
- 4.13 Should a candidate win two positions they shall be awarded the Executive Council position.
  - 4.13.1 If the candidate was not in the running for an Executive Council Position they shall be awarded the uncontested position.
    - 4.13.1.1 If both positions are contested or uncontested the candidate shall be awarded the Program Representative position.
- 4.14 All unfilled positions following the general elections shall be deemed vacant.
  - 4.14.1 There will be a by-election held within the next 30 days to fill the vacant positions.
- 4.15 The Chief Electoral Officer shall notify Members of the election results before May 1st.
- 4.16 If a vacancy occurs in the office of a Councillor for any reason, the Council may, by two-thirds (2/3) vote, appoint an eligible Member to fill the vacancy for the remainder of the term or until an elected successor assumes the office.
- 4.17 All authority shall be transferred to the newly elected Council on May 1st.



## Part 5: Meetings

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- 5.1 Council meetings shall:
    - 5.1.1 Be held at least two (2) times per month called by:
      - 5.1.1.1 The President or the Vice President Internal; or,
      - 5.1.1.2 Any two (2) Council members.
    - 5.1.2 Be presided by the Council Chair;
    - 5.1.3 Be recorded by the Council Secretary;
    - 5.1.4 Be called with a minimum of 48 hours notice; and,
      - 5.1.4.1 Requirement can be waived through the use of a two-thirds (2/3) Council Resolution.
    - 5.1.5 Have a quorum requirement of half of the current Council.
  - 5.2 Council meetings shall be closed to non-Council Members except:
    - 5.2.1 The Program Representatives of the Carleton Student Engineering Society (CSES) representing the CEE Department;
    - 5.2.2 The CSES President; and,
    - 5.2.3 Any person approved by a majority vote of Council.
  - 5.3 Non-Council attendees shall:
    - 5.3.1 Not have speaking rights unless given such by Council Resolution or the Council Chair;
    - 5.3.2 Not have a vote in any Council Resolutions; and,
    - 5.3.3 Be asked to leave if causing a disturbance by the Council Chair or by Council Resolution.
  - 5.4 A Council Resolution is a council vote on a Motion.
    - 5.4.1 Each Council Resolution needs a quorum of the Council present at the meeting to pass.
    - 5.4.2 For a Council Resolution to pass a majority of present Councilors must vote in favour.
      - 5.4.2.1 In the case of a tie the Council Resolution fails.
    - 5.4.3 Council Members may abstain from any Council Resolution.
      - 5.4.3.1 Abstaining from a Council Resolution counts as an absence from the vote.
  - 5.5 General Meetings shall:
    - 5.5.1 Have a quorum requirement of:
      - 5.5.1.1 Half of currently elected Council; and,
      - 5.5.1.2 A greater number of non-Council Members than Council Members Present.
    - 5.5.2 Be held at least two (2) times per academic year;
      - 5.5.2.1 One General Meeting shall be hosted in the Fall semester, before October 31st.
      - 5.5.2.2 One General Meeting shall be hosted in the Winter semester, before the end of the academic year.
    - 5.5.3 Be called by the President or Vice President Internal;



- 5.5.3.1 Council may call a General Meeting through a Council Resolution.
- 5.5.3.2 Members may call a General Meeting by submitting a petition to the Council signed by whichever is less of either 5% of current membership or 10 members.
- 5.5.4 Be open to the General Public;
  - 5.5.4.1 Attendees can be asked to leave by the council chair if they are causing a disturbance.
  - 5.5.4.2 Only Members have speaking and voting rights.
  - 5.5.4.3 Represented Students shall have speaking rights.
    - 5.5.4.3.1 Non-Members can be given speaking rights by a General Resolution.
- 5.5.5 Be presided by the Council Chair;
- 5.5.6 Be recorded by the Council Secretary; and,
- 5.5.7 Be called with a minimum of fourteen (14) day notice.
- 5.6 A General Resolution is a member vote on a Motion.
  - 5.6.1 Each General Resolution needs quorum to pass.
  - 5.6.2 For a General Resolution to pass a majority of present Members must vote in favour.
    - 5.6.2.1 In the case of a tie the General Resolution fails.
  - 5.6.3 Members may abstain from any General Resolution.
    - 5.6.3.1 Abstaining from a General Resolution counts as an absence from the vote.



## Part 6: Finances

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- 6.1 CSCE's fiscal year shall be from May 1st to April 30th.
- 6.2 The fiscal year shall be divided into thirds for accounting purposes, to correspond with the academic calendar.
- 6.3 CSCE's financial records shall be made available for third-party audit upon request.
- 6.4 A budget shall be set at the beginning of the fiscal year by the Vice President Finance and approved by Council Resolution.
  - 6.4.1 Any amendments to the budget must be approved by Council Resolution.



## Part 7: Governing Documents Amendments

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- 7.1 Amendments to the Constitution shall be enacted if:
  - 7.1.1 The proposed amendments are read at one Council Meeting;
  - 7.1.2 The amendments to the Constitution are approved by Council Resolution; and,
  - 7.1.3 The amendments are read at a General Meeting, where they are ratified by General Resolution.
- 7.2 If a General Resolution to ratify a Constitutional amendment fails due to lack of quorum, Council may ratify the amendments through the use of a petition signed by 15% of Members that are not on the Council.
- 7.3 Amendments to the Constitution come into effect immediately after being enacted.
- 7.4 Any modifications to the Constitution must be kept for a record of changes to the Constitution.
- 7.5 Amendments to the Policy Manual of CSCE shall be enacted if:
  - 7.5.1 The proposed policy change has been read in a Council Meeting at least one week in advance of a motion to approve said amendments; and,
  - 7.5.2 The policy change is passed by a Council Resolution.
- 7.6 Policy changes shall be publicized as soon they are passed.
- 7.7 Amendments to the Policy Manual come into effect immediately after being enacted.



## Part 8: Dissolution

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- 8.1 Upon dissolution of CSCE;
  - 8.1.1 All assets gained through outside Organizations will be returned to the Organization; and;
  - 8.1.2 All uncategorized assets will be given to the Ottawa Food Bank.