

CIVIL CLUB

CONSTITUTION

1 DEFINITION OF THE CLUB

1.1 NAME

The name of this organization shall be the “UBC Civil Engineering Club”

1.2 PURPOSE

The mission of the organization is to support the academic, professional, and social needs of civil engineering students, encourage excellence in all aspects of student life, and celebrate the accomplishments of its members.

Without limiting the generality of the above mission statement, the objectives of the organization shall be:

1. To represent undergraduate Civil Engineering students to the EUS, the AMS, the Faculty of Applied Science, and the Department of Civil Engineering.
2. To promote the social involvement of Civil Engineering students by creating an inclusive and engaged community and organizing social events and services.
3. To promote the academic success of its members through advocacy and representation to relevant groups and promotion of academic services and events.
4. To support the professional development of its members through representation to relevant groups and promotion of professional services and events.
5. To maintain communication between student groups within the engineering community.
6. To support the initiatives of the student groups within the civil department, including professional student chapters and student teams.
7. To maintain the spaces designated to its members, including the Loft, a social space designated on the second floor of the Civil Engineering & Mechanical Engineering building, as well as the Civil Design Studio on the first floor.

1.3 DEFINITIONS AND INTERPRETATION

In all Club governance documents, including this constitution, the following definitions shall apply:

1. “Club” shall refer to this organization; the UBC Civil Engineering Club.
2. “The Council” shall refer to the executives and volunteers of this organization.
3. “University” and “UBC” shall be equivalent and refer to the University of British Columbia, Vancouver Campus.
4. “Faculty” shall refer to the UBC Faculty of Applied Science.

5. "The Department" shall refer to the Department of Civil Engineering, UBC.
6. "EUS" shall refer to the Engineering Undergraduate Society of UBC.
7. "Executive" shall refer to the elected executive officers of the Civil Club.
8. "Year Representative" shall refer to the elected representatives of second, third, and fourth year classes.
9. "Appointed Volunteers" shall refer to the "Civil Club Coordinators and Representatives"
10. "AMS" shall refer to the Alma Mater Society of UBC.
11. "Slipstick" shall refer to the EUS-produced UBC Engineering yearbook.
12. "Constitution" shall hereafter refer to "Constitution of the Civil Engineering Club"
13. "Policy Manual" shall hereafter refer to "Policy Manual of the Civil Engineering Club"

Nothing in any Club governance documents shall be interpreted in a manner contradictory to the AMS Constitution or Code of Procedures, SAC policies, UBC policies, or laws of the Province of British Columbia and Canada.

1.4 CATEGORY

The Civil Club is a Department club defined by the Alma Mater Society of the University of British Columbia ("AMS").

1.5 MEMBERSHIP

The membership of this organization is defined as the following:

1. Active Members shall be undergraduate students who are registered in a credit course at UBC and registered under the Civil Engineering specialization in APSC
2. Active Members shall not be in default of payment of the AMS fee.
3. Active Members shall not be in default of payment of the EUS student fees.
4. The club shall have no other members than Active Members.

1.6 POLICY MANUAL

The Civil Policy Manual shall:

1. Require a 2/3 (two-thirds) in favour vote by the Executive for the adoption of any changes.
2. Support and provide clarification of the Civil Constitution. No part of the Policy Manual may be interpreted in a sense contrary to the Civil Constitution.

Further details surrounding changes to policies within the Policy Manual can be found in the Policy Manual.

2 ORGANIZATION OF THE CLUB

2.1 LEVELS OF STRUCTURE

The Club shall include the following structures:

1. Civil Executive Committee
2. Civil Council
3. Civil Executive Officers
4. Civil Year Representatives
5. Civil Coordinators
6. Civil Representatives
7. Civil Grad Committee
8. Civil Members at Large

Further details surrounding the appointment, selection, duties, benefits, and other conditions or requisites of members of the Council shall be set out in the Policy Manual.

2.2 THE EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Be the highest governing body within the Club, second only to a referendum of all Active Members.
1. Establish and approve all policies within the Policy Manual.
2. Allow each member one vote on each motion brought before the Executive Committee.

The Executive Committee shall consist of:

1. Members of the Civil Executive
2. Year Representatives

2.3 THE COUNCIL

The Civil Council shall advise the Executive on matters brought to discussion before them.

The Civil Council shall consist of:

1. Members of the Civil Executive
2. Civil Coordinators and Representatives
3. Other members, as defined in the Policy Manual

2.4 EXECUTIVE OFFICERS

Executive Officers are the elected volunteers. Each Executive Officer shall:

1. Be elected through a secret-ballot vote open to all Active Civil Undergraduate Students.
2. Be an active member of the Civil Club during the term they are serving.
3. Oversee and coordinate their respective portfolio and volunteers and ensure that they are performing their duties in a satisfactory manner.
4. Regularly report their activities and the activities of their Appointed Volunteers to the Civil Council at weekly Council Meetings.
5. Promote the Club to both the Civil members and the external community.
6. Provide proper transition to their respective incoming Executive Officer.
7. Meet the eligibility requirements as follows:
 - 7.1. All executive officers must be registered in at least one class (3 credits) during their elected academic terms.
 - 7.2. Candidates who intend to run for VP Finance may not co-run with another student (Co-VP-Finances are not allowed).
 - 7.3. The President or VP Finance be registered in at least one class (3 credits) during their elected academic terms (3 credits in term 1 and 3 credits in term 2).

The Executive Officers, their duties, and their powers of the Club shall be as follows:

2.4.1 PRESIDENT

The President shall:

1. Preside over the affairs of the Club.
2. Oversee the other members of the Executive and ensure that they are performing their duties in a satisfactory manner and as per the Council's direction.
3. Regularly report the activities of the Executive Officers to the EUS Council.

2.4.2 VICE-PRESIDENT OF ACADEMIC AFFAIRS

The Vice-President of Academic Affairs shall:

1. Oversee the academic services offered by the Club.
2. Oversee the professional development services offered by the Club.
3. Oversee the health and wellness services offered by the Club.
4. Be responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum.
5. Prepare an academic feedback report to the Department each term.

2.4.3 VICE-PRESIDENT OF ADMINISTRATION

The Vice-President of Administration shall:

1. Oversee the administrative services offered by the Club.
2. Assume the administrative duties of the President in the President's absence.

2.4.4 VICE-PRESIDENT OF FINANCE

The Vice-President of Finance shall:

1. Act as the liaison to the AMS Finance Commission, EUS VP Finance, and CIVL Department Manager.
2. Act as the signing officer of the Club.
3. Oversee the financial operations and businesses of the Club and be accountable for all the transactions for the Club's account at the AMS.

2.4.5 VICE-PRESIDENT OF STUDENT LIFE

The Vice-President of Student Life shall:

1. Oversee and promote the social and cultural activities of the Club.
2. Oversee and promote the sport and recreational activities of the Club.
3. Oversee and promote the Civil Engineering Mentorship Program.
4. Work with the E-Week Coordinator and Year Representatives to organize and strategize the Club's participation in the annual E-Week events.

2.4.6 VICE-PRESIDENT OF EXTERNAL AFFAIRS

The Vice-President of External Affairs shall:

1. Oversee and promote the external activities of the Club.
2. Oversee the sponsorship of the Club.
3. Promote alumni and industry connections.
4. Plan and execute events with industry and alumni, including but not limited to the annual Alumni Student event.

2.5 YEAR REPRESENTATIVES

Each Year Representatives shall:

1. Be elected through a secret-ballot vote open to all Active Civil Undergraduate Students.
2. Be an active member of the Civil Club during the term they are serving.
3. Represent the needs of representative's year Civil students to the Club.
4. Publicize Club events and services to the year they are representing and encourage participation. This includes, but is not limited to:
 - 4.1. Social events, sports teams, and E-Week events
 - 4.2. The Mentorship Program
5. Assist the VP Academic with academic feedback for their year, including, but not limited to:
 - 5.1. Reporting concerns and issues to the VP Academic.
 - 5.2. Facilitating academic feedback sessions.
 - 5.3. Preparing academic feedback reports for the Department.
 - 5.4. Attend the EUS Grand Council meetings.
6. Regularly report their activities to the Civil Council at weekly Council Meetings.

2.6 COORDINATORS

Each Civil Club Coordinator shall:

1. Upon recommendation by the Executive Officers, be appointed by the Council.
2. Receive direction and report to their assigned Executive Officer
3. Coordinate and administer the activities charged to them.
4. Oversee and coordinate the Representatives for whom they are responsible and ensure that they are performing their duties in a satisfactory manner.
5. Regularly report their activities and the activities of their assigned Representatives for to their assigned Executive Officer.
6. Promote the Club to both the Civil Club members and the external community.

2.7 REPRESENTATIVES

Each Civil Club Representative shall:

1. Be appointed by the Council.
2. Receive direction and report to their assigned Coordinator.
3. Coordinate and administer the activities charged to them.
4. Promote the Club to both the members and the external community.

2.8 THE CIVIL CLUB GRAD COMMITTEE

The Grad Committee shall:

1. Organize and promote social events for the graduating class, including but not limited to the graduation trip, fundraisers, and the Iron Ring Dinner.
2. Attend EUS Graduation Committee meetings and carry out tasks relating to the Iron Ring Ceremony as required by the EUS Graduation Coordinator.

2.9 CIVIL CLUB MEMBERS AT LARGE

Civil Club Members at Large shall be all Active Civil Club Members who do not hold any other Civil Club position described in this Constitution.

2.10 QUORUM

Unless otherwise stated, quorum shall be:

1. Two-thirds of Executive for Executive meetings.
2. 10% of active members for general meetings.
3. 15% of active members for referenda.

Further details surrounding the various meetings shall be set out in the Policy Manual.

2.11 BUDGET

1. All funds shall be remitted to the Finance Commission as outlined in AMS Bylaw 13(6).
2. An annual report including a statement of Club-proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

2.12 RECALL OF ELECTED REPRESENTATIVES

2.12.1 EXECUTIVE OFFICERS

An Executive Officer may be removed from office for any of the following reasons:

1. Resignation
2. Absence from two consecutive Council Meetings, without justification deemed valid by the Executive.
3. Unsatisfactory performance according to a petition signed by three-quarters of the elected civil executives or one-tenth of the active membership.

The vacancy thus created shall be temporarily filled by a member appointed by the Executive until it is permanently filled through a by-election in accordance with procedures outlined in the Policy Manual.

3 CONSTITUTION OF THE CLUB

3.1 AMENDMENTS

The Constitution of the Club may be amended by two-thirds approval at a General Meeting or through a referendum provided that written notification of such amendment is posted at least 10 business days prior to the referendum.

3.2 WARNING

No part of this Constitution may be interpreted in a sense contrary to the AMS Constitution, Bylaws, and Code.