



CIVIL ENGINEERING GRADUATE STUDENTS SOCIETY

Department of Civil Engineering
6250 Applied Science Lane
Vancouver, British Columbia, Canada
Tel: (604) 822-2637
Fax: (604) 822-6901

Civil Engineering Graduate Student Society Constitution

CLAUSE I – Name

The name of the Society is “Civil Engineering Graduate Student Society of the University of British Columbia” herein simply CEGSS.

CLAUSE II – Objectives

1. Create unity among Civil Engineering Graduate Students.
 2. Provide all Civil Engineering Graduate Students with a forum to express their opinions and concerns.
 3. To act as a medium between Civil Engineering Graduate Students and the Department of Civil Engineering, the Faculty of Applied Science, the University of British Columbia Graduate Student Society, and the Alma Mater Society.
 4. To serve as a centre of communication among Civil Engineering Graduate Students at the University of British Columbia, and in particular, to promote Departmental activities.
 5. To organize and promote social and sporting functions for all Civil Engineering Graduate Students.
 6. To provide and maintain office equipment and lounge area for use by all Civil Engineering Graduate Students.
 7. To do everything incidental and necessary to promote and attain the preceding objectives.
 8. To carry out the preceding objectives for the benefit of all Civil Engineering Graduate Students and not for the individual gain of CEGSS Council Members.
 9. To utilize any and all profits or accumulations to the CEGSS for the furtherance and achievement of the preceding objectives.
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CLAUSE III – Membership

1. Ordinary Members

All students currently registered in the Department of Civil Engineering AND the faculty of Graduate Studies shall be ordinary members of the CEGSS.

2. Associate Members

Our hexagonal symbol represents the six steps in the solution of civil engineering problems.

1. Problem recognition 2. Solution proposals 3. Solution analyses 4. Decision analyses 5. Solution optimization 6. Solution implementation



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Associate membership shall be open to Post-Doctoral Fellows, Instructors, Assistant Professors, Professors, Deans and Staff in the Department of Civil Engineering at the University of British Columbia.

3. Honorary Members

- a) The Councillors may, by resolution from time to time, confer Honorary Membership upon any person the Council may wish to honour for outstanding service to the CEGSS.
- b) Honorary membership shall be granted for the lifetime of the recipient or such shorter term as the Council may by resolution decide.

CLAUSE IV – Rights and Duties of Members

1. Rights of Members

- a) All ordinary members, and only ordinary members, shall have voting rights in general meetings or referenda of the CEGSS.
- b) All members shall be entitled to participate in Council and general meetings of the CEGSS.
- c) Only ordinary members shall be eligible to be voting Councillors.

2. Duties of Members

It is the duty of every member of the CEGSS to uphold the spirit and intent of the Constitution of the CEGSS in matters respecting the CEGSS.

CLAUSE V – Council

The voting officers of the CEGSS, who collectively shall be known as the Civil Engineering Graduate Student Society Council, (referred to herein as the Council), shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Operations Manager
6. Lounge Manager
7. Sports Co-ordinator(s) – maximum 2
8. Social Co-ordinator(s) – maximum 2



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9. GSS Councillor(s) – 1 per 50 Civil Engineering Graduates; 3 maximum
 10. Curriculum Representative
 11. Safety Representative(s) – 1 each for Structures, Materials and Environmental Labs
 12. Liaisons:
 - a) Construction Engineering
 - b) Environmental Engineering
 - c) Geotechnical Engineering
 - d) Hydrotechnical/Environmental Fluid Mechanics Engineering
 - e) Materials Engineering
 - f) Structural/Earthquake Engineering
 - g) Transportation Engineering
 13. Members at Large
 14. Webmasters – maximum 2
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CLAUSE VI – Duties of Individual Council Members

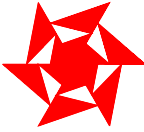
1. The President shall:
 - a) Represent the interests of the Society to Department of Civil Engineering and the Faculty of Applied Science.
 - b) Preside over meetings of the CEGSS.
 - c) Enforce due observance to the constitution.
 - d) Supervise and direct the duties of the council.
 - e) Be responsible for the execution of Council decisions.
 - f) Ensure that Councillors satisfactorily perform all duties assigned to their positions.
 - g) Ensure that the constitution is current, and that all Councillors receive copies of the amendments made thereto.
 - h) Perform such other duties as directed by Council, the membership or the Constitution.
2. The Vice-President shall:
 - a) Assume the duties of the CEGSS President in her/his absence.
 - b) Assist and work in conjunction with the President.



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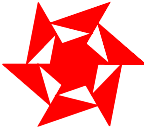
- c) Co-ordinate all affairs related to the general well being of Civil Engineering Graduate Students both on campus and in the community.
 - d) Perform such other duties as directed by Council, the membership or the Constitution.
3. The Secretary shall:
- a) Set the agenda for all meetings and ensure that minutes are taken.
 - b) Ensure that each Councillor obtains a copy of the minutes and that ordinary members of the CEGSS have access to all minutes.
 - c) Advertise upcoming Council and General Meetings to all members of the CEGSS.
 - d) Create and post an agenda for General Meetings at least one (1) week in advance of the scheduled meeting date.
 - e) Give notice at least fourteen (14) days prior to a referendum and shall clearly state the dates, times, places and purpose of the referendum, including the text of the referendum question.
 - f) Post notification of potential amendments to the CEGSS Constitution, with copies of amendment, at least one (1) week in advance of when the proposed amendment will first be heard by the Council.
 - g) Ensure that all Councillors have a copy of the proposed amendments to the CEGSS Constitution at least one (1) week in advance of when the proposed amendment will first be heard by the Council.
 - h) Perform such other duties as directed by Council, the membership or the Constitution.
4. The Treasurer shall:
- a) Be responsible for the finances of the CEGSS.
 - b) Maintain an up to date account of all financial assets of the CEGSS.
 - c) Obtain estimates of all proposed expenditures.
 - d) Arrange CEGSS purchases and the payment of CEGSS debts.
 - e) Perform all banking duties for the CEGSS.
 - f) Maintain and supervise the CEGSS copy card machine.
 - g) Manage the CEGSS copy card accounts.
 - h) Perform such other duties as directed by Council, the membership or the Constitution.
5. The Operations Manager shall:



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- a) Order and supervise the selling of CEGSS paraphernalia such as T-shirts, hats, etc.
 - b) Maintain and supervise all CEGSS office equipment, except the CEGSS copy card machine.
 - c) Order all supplies required for the office equipment.
 - d) Work in co-operation with the Sports Co-ordinator(s) to ensure that all Intramural Teams have the proper uniform.
 - e) Work in co-operation with the Treasurer to ensure that all finances from Operations are in order.
 - f) Keep the Council informed on the status of all office equipment and CEGSS paraphernalia, and research new equipment and upgrades where necessary.
 - g) Perform such other duties as directed by Council, the membership or the Constitution.
6. The Lounge Manager Shall:
- a) Maintain and supervise all furniture and appliances in the Graduate Lounge.
 - b) Allocated lockers as requested by students without offices in a fair manner.
 - c) Post and inform the CEGSS members of the lounge rules, as detailed in CLAUSE XV.
 - d) Work in co-ordination of other CEGSS council members to organize CEGSS events that will occur in the Graduate Lounge.
 - e) Perform such other duties as directed by Council, the membership or the Constitution
7. The Sports Co-ordinator(s) shall:
- a) Co-operate with Intramurals in promoting Civil Engineering Graduate Students' participation in sporting events.
 - b) Present an athletic program for the year and undertake to enter the Civil Engineering Graduate Students' teams in the Intramural sports programs.
 - c) Be responsible for informing all members of the CEGSS of the current sports activities.
 - d) Perform such other duties as directed by Council, the membership or the Constitution.
8. The Social Co-ordinator(s) shall:
- a) Be responsible for organizing all social functions of the CEGSS.



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- b) Work in co-operation with the Treasurer to ensure that all finances from social functions are in order.
 - c) Chair any and all Social Committees that are created.
 - d) Perform such other duties as directed by Council, the membership or the Constitution.
9. The GSS Councillor(s) shall:
- a) Represent the interests of the CEGSS to the University of British Columbia Graduate Student Society.
 - b) Attend all University of British Columbia Graduate Student Society meetings as a representative of the CEGSS.
 - c) Report to the CEGSS members about University of British Columbia Graduate Student Society matters.
 - d) Ensure that CEGSS is accredited with the University of British Columbia Graduate Student Society each year.
 - e) Perform such other duties as directed by Council, the membership or the Constitution.
10. The Curriculum Representative shall:
- a) Represent the interests of the CEGSS to the Department of Civil Engineering Curriculum Committee.
 - b) Attend all Department of Civil Engineering Curriculum Committee meetings as a representative of the CEGSS.
 - c) Report to the CEGSS members about Department of Civil Engineering Curriculum Committee matters.
 - d) Perform such other duties as directed by Council, the membership or the Constitution.
11. The Safety Representative(s) shall:
- a) Represent the interests of the CEGSS to the Department of Civil Engineering Safety Committee.
 - b) Attend all Department of Civil Engineering Safety Committee meetings as a representative of the CEGSS.
 - c) Report to the CEGSS members about Department of Civil Engineering Safety Committee matters.
 - d) Perform such other duties as directed by Council, the membership or the Constitution.
12. The Liaisons shall:



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- a) Act as a liaison between the Council and the CEGSS members.
- b) Represent the interests of CEGSS members to the CEGSS Council and vice versa.
- c) Help to disseminate pertinent information regarding the CEGSS and its Council to all CEGSS members.
- d) Perform such other duties as directed by Council, the membership or the Constitution.

13. The Members at Large shall:

- a) Participate in Council and General Meetings.
- b) Represent the interests of the CEGSS members to the CEGSS Council.
- c) Perform such other duties as directed by Council, the membership or the Constitution.

14. The webmaster(s) shall:

- a. Be responsible for the operation and maintenance of the CEGSS website.
- b. Ensure the website is current.
- c. Perform such other duties as directed by Council, the membership or the Constitution.

CLAUSE VII – Duties and Powers of the Council

The management, administration, and control of the property, revenue, business and affairs of the CEGSS are vested in the Council, subject to the Constitution. The Council:

1. May make such rules and regulations as it considers advisable for the conduct of the affairs of the CEGSS, provided such rules and regulations are consistent with the Constitution.
2. May enter into agreements and covenants on behalf of the CEGSS provided those agreements and covenants do not require a financial outlay by the CEGSS of greater than \$500.00 cdn.
3. Shall ensure the keeping of proper financial records.
4. May appoint standing committees, ad hoc committees and task forces, consisting of such persons as the Council sees fit, to carry out specified functions as determined by the Council.
5. Shall organize the Annual General meeting held in March, and any other by-elections that may be deemed necessary by the Council based on a two-thirds majority vote by Councillors.



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6. Shall organize any general meetings and/or referenda that are pursuant to the Constitution of the CEGSS and/or deemed necessary by the Council based on a two-thirds majority vote by Councillors.
 7. Shall perform such duties as directed by the members.
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CLAUSE VIII – Election of Councillors

1. CEGSS Councillors (all except Members at Large) shall be nominated and elected by and from the ordinary members of CEGSS at the Annual General Meeting held in September of each year.
 2. Electoral voting shall be conducted by a show of hands, with candidacy awarded by a simple majority.
 3. The responsibility for proper conduct of elections shall lie with the Council.
 4. Elected Councillors shall assume their duties at the close of the Annual General Meeting.
 5. Members at Large may be nominated and appointed by the Council based a two-thirds majority vote. Potential candidates for Members at Large must have attended at least four (4) Council meetings since the last Annual General meeting and prior to meeting in which voting is to take place.
 6. Elected Members at Large shall assume their duties at the close of voting.
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CLAUSE IX – Removal of Councillors

1. A Councillor may be removed from office for any of the following reasons:
 - a) Resignation.
 - b) Consistent and unexcused absenteeism from Council Meetings.
 - c) Unsatisfactory performance according to a petition signed by three-quarters of the Council or one-quarter of the active membership.
 2. A Councillor may be removed by a two-thirds resolution of the Council at a meeting of which the Councillor has received ten (10) days written notice including the reasons for which her/his removal is being considered. At such meeting the Officer shall be given the opportunity to be heard before the resolution is voted upon.
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CLAUSE X – Council Vacancies



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1. In the event of Council Vacancies, the Council shall elect a new Councillor from the ordinary members of the CEGSS by a two-thirds majority vote. Such appointments shall terminate at the Annual General meeting or upon the calling of a by-election by Council, whichever occurs first.
2. In the case of a Councillor's prolonged absence, Council shall appoint a temporary Councillor by a two-thirds majority vote, but only for the duration of the absence of the elected Councillor.

CLAUSE XI – Council Meetings

1. Council meetings shall be held at least once every two weeks.
2. The Secretary will be responsible for the creation of an agenda and the recording of minutes for each Council Meeting.
3. Issues to be covered on the agenda must be submitted to the Secretary by noon of the weekday before the scheduled meeting.
4. All members of the CEGSS are welcome to participate in Council meetings.
5. Voting privileges in Council meetings extend to Council members only.
6. Voting by proxy shall not be allowed.
7. Issues put to a vote shall be passed based on a two-thirds majority.

CLAUSE XII – General Meetings

1. Council is responsible for the organization of at least three (3) General Meetings per year. These meetings shall be of two kinds:
 - a) Annual General Meeting: an Annual General meeting shall be held in September to hold Council elections and address any issues that cannot be resolved by the Council pursuant to the Constitution and/or a recommendation from Council based on a two-thirds majority vote by Councillors.
 - b) General Meetings: At least two additional General Meetings shall be held during the school year to:
 - i. inform all ordinary CEGSS members of the activities of the Council,
 - ii. hold by-elections, and/or
 - iii. cover issues that cannot be resolved by the Council pursuant to the Constitution and/or a recommendation from Council based on a two-thirds majority vote by Councillors.



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2. The Secretary shall post a General Meeting agenda at least one (1) week in advance of the General Meeting.
 3. All members of the CEGSS shall have voting privileges at General Meetings.
 4. Voting by Proxy shall not be allowed.
 5. Issues put to a vote shall be passed based on a two-thirds majority.
 6. The responsibility for proper conduct of voting in General Meetings shall lie with the Council.
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CLAUSE XIII - Referenda

1. In special cases, a referendum may be called to obtain resolutions of issues involving the CEGSS.
 2. A referendum shall be called based on a two-thirds majority of the Council or a petition stating the purpose of the referendum duly signed by one-quarter of the ordinary members of the CEGSS evidencing their student numbers and delivered to the Council.
 3. The Council shall ensure that the working of the referendum is clear and unambiguous, capable of being answered yes or no, and if called by petition, that the text accurately reflects the intent of the petition.
 4. A referendum shall be conducted for at least twenty (20) hours over a minimum of five (5) days, and shall begin not less than fourteen (14) days and not more than forty (40) days after passing of a resolution or the receipt of a petition by the Council.
 5. Responsibility for proper conduct or referenda shall lie with the Council.
 6. The CEGSS Secretary will give notice at least fourteen (14) days prior to a referendum and shall clearly state the dates, times, places and purpose of the referendum, including the text of the referendum question.
 7. The accidental omission to give notice of a referendum to, or the non-receipt of the notice by, any members of the CEGSS does not invalidate the referendum.
 8. All members of the CEGSS shall have voting privileges at Referenda.
 9. Voting by Proxy shall not be allowed.
 10. Referendum issues shall be passed by a simply majority.
 11. The responsibility for proper conduct of the referendum shall lie with the Council.
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CLAUSE XIV – Amendment of Constitution

Amendments to the Constitution of the CEGSS may be obtained by a two-thirds vote at any general meeting, provided that written notification of such amendment be given to the Secretary of the CEGSS at least ten (10) days before the general meeting. The Secretary shall post notification of such amendment, with copies of amendment, at least one (1) week in advance of the meeting.

CLAUSE XV – Graduate Lounge

1. Use of Graduate Lounge

- a) to serve as a work area for civil graduate students, and as the CEGSS office.
- b) to act as secure location for a limited number of personal belongings of graduate students who do not have an office, and of the property of the CEGSS
- c) to serve as a social area for all civil graduate students

2. Rules of Graduate Lounge

- a) Respect other graduate students and their belongings.
 - i) Do not damage or steal others belonging.
 - ii) Do not slander, intimidate, assault or harass others.
- b) No excessive noise or loud music.
 - i) The type and loudness of music should be agreed upon by a majority of the current users, but should never be excessively loud.
 - ii) Talking is encouraged, shouting is not.
 - iii) Those seeking “quiet” study should go elsewhere.
- c) Clean up any mess that you make.
 - i) Any mess that users make whether in the microwave, refrigerator, on the tables or floor should be cleaned-up, by them, in a timely fashion.
 - ii) Place your unwanted items in the garbage, or the recycling bins.
 - iii) The Lounge Manager is not responsible for cleaning-up after others.
 - iv) Do not leave food in the refrigerator past its “best before” date.
- d) Do not leave personal items unattended for an extended period of time.
 - i) Do not leave outer wear lying around, put it in your locker.



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- ii) Put food in the refrigerator or in the garbage.
- iii) Do not “reserve” a workspace for yourself, by leaving your books on a table while you are in class.
- iv) Take anything with you that you cannot fit in your locker.
- v) CEGSS property is an exception to this rule, however the CEGSS will also have a locker to secure its valuables.
- vi) The CEGSS and the Dept. of Civil Engineering are not responsible for lost or damaged items.

CLAUSE XVI - Warning

No part of this constitution may be interpreted in a sense that is repugnant to the objectives of the CEGSS.

Drafted – 11/07/05

Accepted – 11/14/05

Last Updated – Monday, November 14th, 2005