

# Queen's Bridge Building Team Constitution

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## Article I. Name

The name of this club shall be “**Queen's Bridge Building Team**,” hereafter referred to as the Club. It shall be a Queen's student club on campus.

## Article II. Purpose

The objectives of the Team are:

- To provide an educational and cultural learning experience for students.
- To provide practical experience with Civil Engineering applications.
- All profits, grants, membership fees, and sponsorship shall be used for carrying out the Team's objectives and activities and there will be no intention of personal financial gain.

## Article III. Affiliation with the Alma Mater Society (AMS)

The constitution of the AMS shall take precedence over this constitution. In particular, the following sections of the AMS constitution shall be recognized: 7.01 – Ratification and Guidelines, and 7.02 – Funding.

## Article IV. Membership

Full members of the Team shall consist of only current Queen's students whom have paid their full slate of AMS or SGPS fees. A full member is defined as a student whom attends the Annual Troitsky Bridge Building Competition. The Executive Committee and full members of the Team must be enrolled in an undergraduate engineering program.

All full members are liable to an annual membership fee prescribed by the Executive Committee and approved by the team as a whole during the registration period for competition. The registration period for competition begins in December of an academic school year. The Executive Committee is responsible for ensuring that all team members are current Queen's undergraduate students. The Executive Committee is also responsible for creating and maintaining a list of all team members with contact information that the AMS may call for at any time.

## Article V. Structure of the Executive Committee

The Executive Committee consists of six Executive Officers who are appointed annually by the preceding Executive Committee. The term of office of all Officers shall end on the 30<sup>th</sup> day of April each year. The Executive Committee shall serve as such without remuneration, and no Officers shall directly or indirectly receive any profits from their positions as such. The Executive Officers shall have such powers and duties as are assigned to them by the constitution and as may be delegated to them from time to time by resolution of the Executive Committee.

The Executive Committee shall be structured as follows:

- Executive Director
- Director of Safety
- Treasurer
- Sponsorship Director
- Logistics Director
- Public Relations Officer

A Team Leader sub-committee will be formed underneath the Executive Director, which will be appointed by the Executive Committee by October 1<sup>st</sup> of an academic year. The sub-committee will consist of one individual per sub-team who will act as the Team Leader for the corresponding sub-team. Team leaders are appointed once sub-teams are created and based on an individual's qualifications for the position and overall interest in the position.

## Article VI. Duties of the Executive Officers

1. **Executive Director:** The Executive Director shall:
  - a. Officially represent Queen's Bridge Building Team as a whole, the Executive Committee and all Team Members.
  - b. Coordinate all activities of the Team as a whole.
  - c. Coordinate all subcommittees.
  - d. Be responsible for all correspondence.
  - e. Assist the other executive officers in their duties.
  - f. Preside at all executive and general meetings.
  - g. Keep minutes of all Executive and General Meetings.
  - h. Keep a record of all members of the Queen's Bridge Building Team.
  - i. Be responsible for attending the Design Team Round Table meetings hosted by the Engineering Society, and applicable AMS assemblies and meetings.
  - j. Submit a written report to the Clubs Manager in September of each year outlining the projected budget and club activity plan for the continuing year.
  - k. Meet with the Civil Engineering Faculty Sponsor in September of an academic year to ensure the faculty member agrees to sponsor the team.
  - l. Submit a list of membership to the Clubs Manager, including names and contact information by October 1<sup>st</sup> of each year.
  - m. Submit a written report to the Clubs Manager in April of each year summarizing the events put on by the club in the past year. A revised budget shall be included, comprising the projected budget and actuals.
  - n. Submit a list of membership to the Clubs Manager, including names and contact information by October 1<sup>st</sup> of each year.
  - o. Communicate the available Executive Committee roles to the team, conduct interviews of those interested, and appoint members based on qualifications for an Executive Position.
  - p. Write transition report for the incoming Executive Director.
  - q. Compile the transition manual for the incoming Executive Committee.
2. **Director of Safety:** The Director of Safety shall:
  - a. Assist the Executive Director in the coordination of all team activities.

- b. Assume the role of Executive Director in his/her absence.
  - c. Be responsible for the supervision, and maintenance of all storage areas which are located in Beamish-Munroe Hall.
  - d. Responsible for determining the required documents to access the Team Design Space and Prototyping Lab in Beamish-Munroe Hall throughout the current academic year (Write the stewardship agreement between the Team and the staff of Beamish-Munroe Hall).
  - e. Responsible for coordinating the safety training for the prototyping lab for all team members as well as ensuring all team members have proper safety training.
  - f. Responsible for attending safety training and/or safety information sessions hosted by the Engineering Society and/or AMS.
  - g. Accompany the Executive Director to the meeting with the Team's Faculty Sponsor in September of an academic year.
  - h. Write transition report for the incoming Director of Safety.
- 3. Treasurer:** The Treasurer shall:
- a. Be the financial officer.
  - b. Responsible for managing and overseeing inventory of the Team's materials and equipment.
  - c. Maintain all financial records and receive all money due to team membership fees, grants and sponsorship.
  - d. Process all deposits and cheque requisitions to the Engineering Society.
  - e. Propose an estimated budget in September for the Team's activities and materials for the year.
  - f. Acquire a financial statement every month from EngSoc and present it to the Executive Committee.
  - g. Attend the Engineering Society financial training in September of each academic year.
  - h. Make a final report to the Executive Director and incoming Executive Director at the end of his/her term of office.
  - i. Support the Executive Director in the writing and submission of the mandatory September and April reports to the AMS Clubs Manager.
  - j. Support the Logistics Director with the collection of the team membership fee from team members.
  - k. Prepare a budget line for the sponsorship officer when applicable.
  - l. Work closely with sponsorship officer to seek out potential sponsors.
  - m. Write transition report for the incoming Treasurer.
- 4. Sponsorship Director:** The Sponsorship Director shall:
- a. Seek out potential sponsors (including material donations).
  - b. Prepare a sponsorship package to distribute to potential sponsors.
  - c. Apply for grants (i.e. Dean's Donation).
  - d. Acquire donations from sponsors.
  - e. Manage charitable donation receipts for contributions.
  - f. Write progress reports to sponsors as requested.
  - g. Write stewardship reports and thank you letters for sponsors.
  - h. Attend the sponsorship workshop held by Queen's Engineering Faculty in October.
  - i. Write transition report for the incoming Sponsorship Director.
- 5. Logistics Director:** The Logistics Director shall:

- a. Be responsible for collecting applicable contact information for competition registration and submission to the AMS Clubs Manager by October 1<sup>st</sup>.
  - b. Register the team for the Troitsky Bridge Building Competition
  - c. Be responsible for collecting team membership fees from team members with the support of the treasurer.
  - d. Be responsible for collecting team member's enrollment verification forms needed for competition.
  - e. Write OCASP forms in coordination with Llyod Rhymer and ensure all full team members sign off on the form before leaving to competition.
  - f. Responsible for determining transportation to and from competition.
  - g. Responsible for ordering and distributing team t-shirts.
  - h. Write transition report for the incoming Logistics Director.
- 6. Public Relations Director:** The Public Relations Director shall:
- a. Lead the recruitment process for the Team.
  - b. Be responsible for promoting the Team during recruitment.
  - c. Responsible for booking spaces for information sessions during recruitment and general team meetings.
  - d. Coordinate attendance at events put on by the Engineering Society and Faculty of Engineering (i.e. Engday during Engineering Frosh Week, Queen's Fall Preview and March Break Open House).
  - e. Maintain the team member directory.
  - f. Responsible for sending out weekly emails to team members.
  - g. Update the description, pictures etc, for the Queen's Bridge Building Team webpage on the Queen's Engineering Society website as applicable.
  - h. Coordinate the Team's Yearbook Photo.
  - i. Write transition report for the incoming Public Relations Director.
- 7. Team Leader Sub-Committee:** The Team Leader's shall:
- a. Be the designated Team Leader for a corresponding sub-team.
  - b. Communicate information between the Executive Committee and Team members on the sub-team.
  - c. Coordinate meeting times and construction sessions for the sub-team.
  - d. Create a work plan and schedule for the sub-team.
  - e. Update the Executive Director with the sub-teams progress via progress reports

## Article VII. Duties of the Executive Members

The Executive Committee shall:

- a. Accomplish their tasks outlined, hereby in the Queen's Bridge Building Team Competition.
- b. Hold its first meeting before the end of the first week of classes in September and thereafter every two weeks as deemed necessary.
- c. Carry on the business of the Team's activities within the limitations of this constitution and its bylaws.
- d. Ensure all decisions and changes are in the best interest of all Team members, the Queen's Engineering Faculty, the Engineering Society, and the Alma Mater Society.

## Article VIII. Provisions for the Constitution of the Queen's Bridge Building Team

### 1. Executive Committee Appointment:

The Executive Committee for the Queen's Bridge Building Team will be appointed through the following process:

- a. Outgoing Executive Director will communicate to the team the available Executive Committee positions and their corresponding responsibilities.
- b. Outgoing Executive Director will send out an interest form to team members, which will be submitted by team members to the Executive Director. The interest form shall include questions pertaining to an individual's qualifications for an Executive position and goals that an individual plans to complete if appointed to an Executive position.
- c. The outgoing Executive Director shall conduct interviews with team members who are interested and allocate positions based on the member's qualifications.
- d. The outgoing Executive Director shall ask team members who have been appointed for an Executive position if they accept the position and corresponding responsibilities.
- e. The outgoing Executive Director or a representative from the Executive Committee shall report the results of selection to the Commissioner of Internal Affairs no later than 10 days after the new Executive is appointed.

### 2. Impeachment:

The Team Captain or any Officer / Member of the Executive may be removed from Office subject to the following conditions:

- a. If they seek personal financial gain.
- b. If they violate safety protocol.
- c. If they verbally or physically offend any team member or knowingly put any team members at risk.
- d. Encourage misconduct under the representation of the Queen's Bridge Building Team.

### 3. Executive Committee Transitions:

- a. The newly elected Executive Officers shall request the serving Executive for all files and bank accounts of Queen's Bridge Building Team before the 30<sup>th</sup> of April.
- b. Transition reports for each position shall be created by the outgoing Executive Committee for the incoming Executive.

### 4. Financial Records:

- a. All funds for the Queen's Bridge Building Team are located in an account at: Queen's Engineering Society: 2734.

## Article IX. AMS Assembly

The AMS Assembly, as the highest legislative body representing students at Queen's, constitutes the ultimate source of authority for the Queen's Bridge Building Team. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting. AMS Assembly retains the authority alongside the AMS Vice-President of University Affairs and the AMS Alternate Judicial Committee to de-ratify any club that violates the mandate of the Alma Mater Society and/or the Queen's Code of Conduct.

## **Article X. Funding**

In accordance with section 7.02 – Funding of the AMS constitution, the Queen’s Bridge Building Team recognizes it is eligible to receive either or both student activity fees and Assembly grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the Society shall be spent for the purpose for which it was requested.

The Queen’s Bridge Building Team shall be eligible to fundraise and to receive donations. Fundraising efforts and donations in excess of \$5,000 shall in all cases to be coordinated through the AMS President and Executive Director and the Queen’s University Office of Advancement business office.

## **Article XI. Amendments**

The constitution shall be reviewed annually and any amendments shall be immediately presented to the AMS for approval, through the Commission of Internal Affairs.

## **Article XII. Volunteers and Participants**

The Queen’s Bridge Building Team does not have volunteers or participants at events hosted by the team.