

# GINA CODY SCHOOL



# ENTREPRENEURSHIP SOCIETY

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Constitution

**Version:** II

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## I. Name and Mandate

### 1. Name

The name of the organization will be the “Gina Cody School Entrepreneurship Society” and it will carry the acronym GCES.

### 2. Mandate

The organization’s mandate is to assist the next generation of Gina Cody School’s student leaders in creating a sustainable and exciting future for the world. GCES believes that all students have the desire to easily find accessible resources and guidance in achieving their entrepreneurial dreams. GCES is the first student-run association under the Gina Cody School of Engineering and Computer Science to guide students into the world of startups and building profitable businesses. We value perseverance, growth, creativity, sustainability, and believe that everybody has the right to the entrepreneurial tools that can shape their lives.

## II. Membership

### 1. Membership

All undergraduate and graduate students who are enrolled in the Gina Cody School of Engineering and Computer Science are allowed and encouraged to participate in GCES’ activities. A student will be considered an Official Member, when they have attended at least one GCES and are registered with the organization. Unofficial members include students who are

enrolled in the Gina Cody School of Engineering and Computer Science, who have not attended any of the society's activities.

## 2. Rights of Official Members

In addition to the rights afforded to them by law or otherwise in these by-laws, every official member of the organization has the right to:

- Attend, speak at, and vote in the General Meetings of the Association.
- Attend and speak at Council Meetings of the Association, except for closed sessions.
- Present their nomination for an appointed position.
- Consult the annual financial statements or the Regulations of the Association at any time.

## 3. Rights of Unofficial Members

In addition to the rights afforded to them by law or otherwise in these by-laws, every unofficial member of the organization has the right to:

- Attend, vote, and speak at the General Meetings of the Association.
- Participate at Council Meetings of the Association unless it is a closed session.
- Consult the annual financial statements or the Regulations of the Association at any time.

## 4. Responsibilities of Members

Members, in their words and actions must:

- Respect all individuals without regard to race, colour, sex, religion, creed, civil status, political opinions, language, social status, sexual orientation, ethnic or national identity, disability or age.

- Embody respect for truth, integrity, fairness, free inquiry and the opinions of others.
- Follow the letter and spirit of the Charter of Human Rights and Freedoms as well as the Quebec Charter of Human Rights.

### III. STRUCTURE OF THE ASSOCIATION

The organization will be governed by the Executive Council. The Executive Council's mandate is to set policies and adopt regulations for the organization. The Executive Council is composed of the following: President, Vice-President Finance, Vice-President of Internal Affairs, Vice-President External, Vice-President Marketing, Vice-President Technology and Vice-President of Events. Other Executive positions including (but not limited to) Directors, First Year Representatives, and Project Manager are created by the President according to the needs of the organization.

### IV. Officers of the Organization

#### 1. Executive

An Executive of the organization is an individual who is voted in by other Executives to govern the affairs of the organization. Executives include the President and VPs. Executives have equal voting rights. Each Executive's description is defined in the next section.

## 2. Director

A Director is a member who is selected by the Executive Council to administer a specific portfolio. Their duties also include assisting other Executives and Directors with their duties as needed. Directors do not have voting rights. Their duties are defined in the next section.

## 3. Elections

All Executives have equal voting rights, In the case of a tie, the President has the deciding vote.

## 4. Terms of Office

Members of the Executive Office take office starting the 1st of September the year they are elected in. Directors will take office on the date they are appointed. Executives and Directors will retain their role until August 31st, their resignation, or their removal of office.

## 5. Removal from Office

Any officer of the organization can be removed from office by a two-thirds vote from the Executive Council of GCES. Removal from office can be made for misappropriation of funds, delinquency of duties, violation of these by-laws or of the Regulations adopted there under. One week's advance notice must be given to all GCES Executives, including the member in question, before the vote may take place. The notice must include the alleged cause for removal, the date, time, and location of where the vote will take place. The member under question will not have the right to vote and their responsibilities will be halted for the period of time before the vote.

## 6. Mid-term appointments

In the case that a member of office is removed or from resignation post mid-term, then a new member must be appointed in their place. If the President must be re-appointed, there will be a closed council meeting where an Executive will be voted in as a President if there is a two-thirds vote in favour. If another executive needs to be re-appointed, a Director can be elected by a two-thirds vote of the GCES Executive Council.

# V. MEETINGS OF THE ASSOCIATION

## 1. COUNCIL MEETINGS

Council meetings may be called by the President or one-third of the Executive Council. They must be announced at least forty-eight hours in advance. Council meetings are open to the public unless a closed session is announced at least forty-eight hours in advance. Only members of the Executive Council, Directors and invited guests may attend a closed session. Quorum for council meetings is one half plus one of the council members (directors do not count as part of the quorum).

## 2. GENERAL MEETINGS

General meetings may be called by the President or two-thirds of the Executive Council. General meetings must be announced at least seven days in advance but no more than twenty-one days. This announcement must be made easily visible on a visible bulletin of the ECA and must include the agenda for the meeting. Official and unofficial members are permitted to attend a general meeting. Quorum for general meetings is two-thirds of the current Executive Council.

## VI. REGULATIONS AND AMENDMENTS

The rights, duties, and responsibilities are described in the regulations below. These by-laws can be amended by the GCES Executive Council.

### REGULATION I - POWERS AND DUTIES

#### THE PRESIDENT

1. Represents the society in all official ECA-related and university events.
2. Maintains overall organization of the society's day-to-day operations.
3. Attends ECA Council meetings or designates a replacement if necessary.
4. Chairs and prepares the agenda for GCES executive council meetings.
5. Ensures that all executives are actively fulfilling their mandates.
6. Leads the initial planification for GCESs calendar of events for the upcoming year.
7. Is the primary source for the GCES email (contact.gces@ecaconcordia.ca), may designate a secondary to have access.
8. Will be a mandatory signatory for the society.
9. May veto an appointment to council.
10. Assists council members in the event they are unable to complete their duties.
11. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

#### THE VICE-PRESIDENT OF INTERNAL AFFAIRS

1. Acts as the official liaison between ECA and GCES, as well as with other societies, faculty and administration.
2. Is the official booking officer for the society.
3. Takes the meeting minutes at GCES executive council meetings.
4. Attends ECA Council meetings with the President or designates a replacement if necessary.
5. Supports the VP External/Sponsorship with applications for funding from internal sources (if necessary).
6. Supports the VP Events with the organization of internal and external events. Tasks may include but are not limited to booking rooms, booking caterers (from list of ECA-approved caterers), booking busses, aiding in organizing the overall needs of a certain event.
7. Assumes the position of the President in the event of their temporary absence.
8. Is responsible for the submission of Co-Curricular Record documents.
9. Chairs executive council meeting in the absence of the President.
10. This mandate may be occupied by a Co-President.
11. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.



## THE VICE-PRESIDENT OF EXTERNAL AFFAIRS

1. Is the liaison between GCES and other entrepreneurship societies/organizations from other schools or within different faculties at Concordia.
2. Communicates with external organizations when requesting guest speakers or other partnerships.
3. Seeks new opportunities or partnerships for GCES in the form of a network of contacts (this may include, but is not limited to, business contacts, tutors and other instructional contacts, other student-groups and faculty contacts), and consistently acts to maintain these relationships.
4. Updates a *Network/Contact Spreadsheet* with record of newly added contacts.
5. Manages the appointed Director of Sponsorship and the Director of Outreach.
6. Acts as the primary source for sponsorship endeavours if required (this may include, but is not limited to, working with the VP Internal to apply for sponsorships internally, actively and continuously seeking external sponsorship opportunities in the form of monetary or product gains, maintaining long-term partnerships with said sponsors, organizing and seeking fundraising events such as a *Lunch and Learns*, and updating a *Sponsorship Spreadsheet* with record of sponsorship attempts, etc.)
7. Writes a *GCES End-of-Year Report* indicating aspects of society proceedings (this may include, but is not limited to, noting active members, organized events and outcomes, budgets and financial reports (if required), etc.)
8. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

## THE VICE-PRESIDENT OF FINANCE

The VP Finance will manage the cash flow of the association. This includes approving transactions from team members, creating expense reports, managing our budget, ensuring team members receive reimbursements for their expenses and creating invoices for/managing sponsorship money.

1. Controls and balances all cash flow and maintains an organized record of such.
2. Is a mandatory signatory for the society and co-signs all requisitions to the ECA.
3. Writes and submits the annual requested budget to the ECA. This is due in August and should be written and ready for review by the executive council by August 1<sup>st</sup>.
4. Manages cash box requisitions and transactions.
5. Manages the budgets and sponsorships acquired for competing teams.
6. Manages the reimbursement of council-paid items with the ECA.
7. Works with the VP Finance of the ECA on all financial-related aspects of the society.
8. Regularly update a *Financial Spreadsheet* viewable by all members of the council.
9. Helps the VP External complete the *GCES End-of-Year Report*.
10. Writes a *GCES End-of-Year Financial Report* indicating the financial aspects of society proceedings (this may include, but is not limited to, noting the requested budget for the year, inputting the budget amounts granted by ECA, keeping a record transactional history of the society's yearly proceedings, etc.)

11. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

#### THE VICE-PRESIDENT OF EVENTS

1. Caters to the interests of the Engineering and Computer Science undergraduate student body by seeking new and overseeing established event opportunities to strengthen their entrepreneurial toolbox (this may include, but is not limited to, conferences, social events, competitions, networking opportunities, wine and cheese cocktail events, panel discussions, etc.)
2. Organizes all annual and develops new social events (these may include, but are not limited to, *Lizard Lounges*, team bonding activities/events, etc.)
3. Works with the VP Internal to book rooms and organize logistics of events (themes, catering, ticket sales for events, etc.)
4. Works with the VP External to create events using the network of contacts acquired.
5. Actively seeks new partnerships with whom to collaborate and add to the GCES network (this may include, but is not limited to, companies, individuals, etc.)
6. Works with the President and executive council to create a calendar of events for the year.
7. Manages the appointed Director of Workshops/Social and Competitions.
8. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

#### THE VICE-PRESIDENT OF MARKETING

The VP Marketing will work with the Director of Marketing, Director of Community and the Director of Graphic Design to develop GCES' brand image through our various social media channels. This includes designing and posting graphics for recruitment purposes, events, workshops, competitions, and more! She/He will also interact with the GCES Community by answering questions from people via emails/social media while also writing messages on the GCES Community Slack.

1. Is responsible for the visual identity of the society.
2. Creates all required images for the promotion of events and activities organized by the society.
3. Writes and submits communications for the ECA and GCES newsletters.
4. Maintains and updates the GCES Website, Facebook, LinkedIn, and other social-media pages including the Slack Community.
5. Designs and manages all merchandise (swag) purchases and sales throughout the year. Supports the VP Events in their marketing needs.
6. Manages the society's social media activity.
7. Works with the VP External to create and manage the Sponsorship Package.
8. Manages the appointed Director of Marketing, Director of Community and Director of Design.
9. Physically creates the Facebook events for GCES events (works with VP Events to ensure description, date and time, etc.) and invites all potentially interested persons.
10. Promotes GCES's social activities among the Concordia community.

11. Is the secondary source for the GCES email (contact.gces@ecaconcordia.ca).
12. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

## THE VICE-PRESIDENT OF TECHNOLOGY

1. Is responsible to update and maintain our online presence consistently.
2. Manages our website in WordPress.
3. Writes quality code and innovates on the digital presence of GCES.
4. Be responsible for shaping how our audiences experience and interact with GCES online.
5. Collaborates with designers to craft our main website and build modern interactive web apps, or brainstorming and launching new initiatives.
6. Creates content for the website in conjunction with the Marketing Team and/or other Executive(s).
7. Is responsible for only sharing content on the website that is approved by the respective Executive(s).
8. Acts as a liaison between the society and AITS/IITS/Concordia University.
9. Builds data dashboards to keep track of important data and statistics (for e.g. participation of people at events, etc.).
10. Helps with technology infrastructure during events.
11. Agrees to respect the intellectual property and ideas of fellow students who may speak with the council member in confidence.

## REGULATION II - CHAIR-EMERITUS

A member of the previous Executive Council can serve as Chair-Emeritus, with the approval of two-thirds of the Executive Council. The Chair-Emeritus will serve as an advisor to the Executive Council and will not have voting rights. The term of the Chair-Emeritus will coincide with the term of the Executive Council. A member of the current Executive Council cannot hold the position of Chair-Emeritus.

## REGULATION III - APPOINTMENT OF DIRECTORS

Directors can be appointed at any moment by a vote of two-thirds of the Executive Council.

They can be appointed to support an Executive in taking care of a specific portfolio.