

CONSTITUTION AND BYLAWS

The following forms are standardized versions of club/course union governing documents provided by the VIU Students Union and edited to reflect the governance of this club.

Originally Ratified: 24th February 2022

1st Revision: 18th April 2022

CONSTITUTION

Article (1) Name of the Club

- 1.1 The Name of this club shall be: **Car Enthusiasts Club (CEC)**, hereinafter referred to as the “Club” or “CEC”

Article (2) Purposes of the Club

2.1 The Purposes of the club are:

- (A) To promote the automotive hobby on VIU campuses and within the community.
- (B) To connect students/community members with similar interests for networking and to develop friendships.
- (C) To provide students with work, volunteer, and participation opportunities related to the automotive industry.
- (D) To provide students with skill building and professional development opportunities.
- (E) To increase access to automotive resources, events, and activities that students may not have had access to otherwise.

BYLAWS

Bylaw (1) Membership

- 1.1 **Members** of the VIU CEC shall be those individuals who have joined the club via the club membership form and are current students of VIU.
- 1.2 **Friends** the VIU CEC shall be those individuals who have joined the club via the club membership form and are **NOT** current students of VIU. These friends:
- a) May not vote in Club elections; or
 - b) Hold Executive positions in the Club; or
 - c) Participate in the governance of the club in any way; BUT
 - d) Are welcomed at all Club activities and will have access to the benefits of being associated with the Club.
- 1.3 Members may be deemed in bad-standing by:
- a) Being delinquent in payment of membership fees, where required; or
 - b) Violating the most recently ratified Bylaws of the Club; or
 - c) A **majority** vote of a general meeting of the Club.
- 1.4 Members *and* Friends are responsible for:

- a) Promoting the Club positively on campus and/or within the community by either attending meets, cruises, and events, wearing club apparel, and/or networking with other car owners or local businesses;
- b) Operate vehicles lawfully and in such a manner that it will not negatively impact the reputation of the Club or cause harm in any way (abide at all times the BC MVA and/or rules of the host organization when representing the Club);
- c) Volunteering or helping as much as possible at Club events (i.e. meets, cruises, etc.)
- d) Hold a valid driver's license and insurance while driving and representing the club.

Bylaw (2) Membership Fees

2.1 The membership fee, which is non-refundable, shall be:

- a) For student Members, the membership fee shall be **\$20 per semester**
- b) For alumni Members, the membership fee shall be **\$45 annually**
- c) For Friends-Of members, the membership fee shall be **\$50 annually**

Bylaw (3) Code of Conduct

Every Member/Friends of the Club shall abide by the following code of conduct:

3.1 No Club member/friend shall display or conduct any dangerous or reckless driving upon any public roadway or parking lot during any club meeting or event. Dangerous or reckless driving shall include any exhibition of speed.

3.2 No Club member/friend shall engage in any verbal argument or physical harassment with anyone (either other club members/friends, non-members, sponsors/affiliates or others). Instead, they should bring the complaint to a Club Executive in attendance to address.

3.3 No Club member/friend shall engage himself/herself in any act of vandalism, theft, or destruction of another's property, or conduct himself/herself in any rude, immoral, illegal, or discriminatory manner.

3.4 No Club member/friend shall operate a vehicle under the influence of alcohol and/or drugs or be in possession of any illegal substances and/or weapons either to/from/during a Club activity or event.

3.5 Each Club member/friend shall abide by any rules set forth by the particular venue and host.

3.6 A club member's vehicle shall be registered, insured and in a safe operating condition if brought to any club meeting or event. The Club is not responsible and cannot be held liable for any damages incurred by individual members during their participation in Club activities/events.

A violation of any of the above rules may subject the offending Club member/friend to a warning or, in extreme situations, expulsion from the club. Expulsion and termination of a Club membership will be dealt with on a case-by-case basis; in these cases, they must remove any association with the club from their vehicle, email signature, and/or social media.

If you witness any Club member/friend violating the above Code of Conduct, we encourage you to contact the Club in confidence immediately.

Bylaw (4) General Meetings

4.1 There shall be no less than 4 general members meeting(s) per year.

- 4.2 A general meeting may be called by the Club Executive, upon:
 - a) the receipt of a petition of at least **30** percent of members, but never less than 5 people; or
 - b) resolution of the Club Executive.
- 4.3 Notice of a general meeting specifying the date, time and place of the meeting must be posted on the VIU Nanaimo campus not less than 7 working days before the meeting is scheduled to take place. A minimum number of 10 posters must be posted, being at least 8.5 x 11 inches in size. Notice must be posted on the VIUSU app not less than 7 working days before the meeting is scheduled to take place. A notice email shall also be sent to club members not less than 5 days prior to the scheduled meeting date.
- 4.4 Quorum (minimum attendance) for a general meeting shall be 10 percent of the club membership, but not less than 5 members.

Bylaw (5) Executive

- 5.1 The Executive of the club, shall be comprised of the following positions:
 - a) **President**
 - b) **Vice President**
 - c) **Events Director**
 - d) **Director of Marketing**
 - e) **Club Treasurer**
 - f) **Club Captain**
- 5.2 The term of office of Executive members shall be one year from the date of election.

Bylaw (6) Election of the Executive

- 6.1 Executives must be democratically elected by members of the club at a general meeting or through a formal polling process.
- 6.2 The election shall be overseen by a two person committee composed of Club members not seeking election.
- 6.3 Nominees for any position on the Executive must be active members in good standing of the club.
- 6.4 Appeals shall be directed to the VIUSU Director of Internal Relations, who shall propose a resolution to the Club Executive.
- 6.5 Voting shall be conducted through a secret ballot.
- 6.6 The new Executive shall take office on **April 1st of the year of the election.**

Bylaw (7) Duties and Responsibilities of the Executive

- 7.1 The duties and responsibilities of the Executive shall include:
 - a) Communicating with members of the Club and keeping them informed of Club business, events, and initiatives;
 - b) Representing the Club to the Students' Union, the University and any other body with whom the Club interacts;
 - c) Receiving, budgeting and administering all funds of the club;

- d) Ensuring that the Club follows the regulations of the Students' Union and University in fulfilling its mandate.
- e) Other such responsibilities may be assigned by the membership at a general meeting.

Bylaw (8) Duties and Responsibilities of Individual Executive Members

8.1 The **President** shall:

- a) Oversee all other members of the CEC Executive team.
- b) Develop and maintain societal strategies.
- c) Developing external connections with deans, associate deans, faculty members, and council committee to strengthen faculty engagement.
- d) Build and foster relationships with partners and community.
- e) Be the primary point of contact for external stakeholders with some exceptions.
- f) Instilling the overall vision and mission within the VP and Directors.
- g) Maintaining professionalism in all activities of the CEC.
- h) Discuss financial strategies with and provide input into the budgeting process facilitated by the Club Treasurer.
- i) Develop agendas for Executive and General Meetings with the Club Captain.
- j) Acquire a working knowledge of and a thorough understanding of the constitution, bylaws and standing rules of the organization.
- k) Responsible for the interpretations of the bylaws subject to any objection presented to a discipline, interpretation, amendment and enforcement committee.
- l) Chair all CEC Executive meetings and General meetings.
- m) Responsible for compiling a report from each portfolio at the end of the term to present to the incoming Executive team.
- n) Assist all members of the Executive team where applicable.
- o) Attend all Executive meetings and attend all CEC events (with exceptions).
- p) Additional duties as they arise

8.2 The **Vice President** shall:

- a) Collect all of the monthly reports of the Executives Team and submit them to the President and Club Treasurer.
- b) Gather material for and help edit the club newsletter. The club newsletter is produced in conjunction with Club Captain and Director of Marketing.
- c) Maintain internal processes for club executive duties, conflict resolution, and the recruitment process.
- d) Preside over bi-weekly club executive meetings in the absence of the president.
- e) Ensure that attendance and minutes are recorded at every meeting by the CEC.
- f) Work with the Club Treasurer to ensure member roster and dues are up-to-date.
- g) Talk to prospective members of the Club, and help them decide whether or not to join.
- h) Liaise for the Director of Events and the Director of Marketing with internal and external stakeholders as needed.

- i) Attend networking events with the President and Club Captain and network professionally on behalf of the CEC.
- j) Lead or speak at club events when requested.
- k) Work with the new vice president and help him/her prepare to take over your job next year.
- l) Become thoroughly acquainted with the president's duties so you can assist the president.
- m) Assist the President in their duties as requested or as needed.
- n) Attend all club meetings and events.

8.3 The **Director of Marketing** shall:

- a) Responsible for planning the successful and cost efficient marketing/promotions for all CEC activities, events, and services.
- b) Responsible for creating and maintaining a content calendar for all social media activity.
- c) Coordinate the role of the communicator between the CEC executive team and the general student population.
- d) Coordinate purchases and inventory of supplies and general goods for marketing and promotional needs with the Director of Finance.
- e) Responsible for overseeing and maintaining a professional brand image for the CEC.
- f) Oversee maintenance on the CEC website and all social media accounts.
- g) Coordinate with the Director of Events and the Club Captain to promote all activities in accordance with marketing tiers.
- h) Attend all Executive meetings (no exceptions) and attend all CEC events (some exceptions considered).
- i) Additional duties as they arise.

8.4 The **Director of Events** shall:

- a) Assist all members of the executive team with proper execution of their events or responsibilities.
- b) Schedule regular meetings with executives individually and as a team to provide updates.
- c) Responsible for ticket sales and ensuring capital gained through sales is responsibly handled until delivered in a timely manner to Club Treasurer.
- d) Coordinate with the Club Treasurer and President/VP to ensure all events remain within budget.
- e) Coordinate with the Director of Marketing to promote all social events.
- f) Responsible for acquiring alcohol and gambling permits for all applicable CEC events, and ensuring the University and Provincial liquor and gambling laws are being strictly adhered to.
- g) Coordinate with the President on new sponsorship/partnership opportunities and maintain the Club Mentor portfolio for workshop events.
- h) Ensure sponsor benefits are provided to the membership.
- i) Attend all Executive meetings and attend all CEC events (no exceptions).
- j) Additional duties as they arise.

8.5 The **Club Treasurer** shall:

- a) Coordinator of all club financial matters.

- b) Ensure that careful and accurate record is kept of all funds received and disbursed by the CEC.
- c) Responsible for the disbursement of all the CEC funds and for the proper maintenance of all transactions and banking records.
- d) Prepare financial proposals when applying for funding from outside sources.
- e) Produce financial statements when required
- f) Maintain a running budget to ensure all capital is accounted for.
- g) Responsible for keeping the President informed of all issues which pertain to the finances of the Club.
- h) Perform monthly budget reviews.
- i) When purchasing items, members will be reimbursed in which you will take receipts to the Student Union and receive the reimbursements for them in a timely and efficient manner.
- j) Prepare and disburse invoices to external sponsors/partners with the assistance of the President/Vice-President.
- k) Assume the President's responsibilities, in the absence of both the President and the Executive Vice President.
- l) Act as an official signing officer for club financials.
- m) Responsible for administrative duties regarding membership including Membership Form, Excel list, collecting membership fees, etc.
- n) Coordinate with the Club Captain to maintain a list of members with their Serving it Right certificate and other certifications and qualifications that are an asset to the CEC.
- o) Ensure sponsor benefits are provided to the membership.
- p) Attend all Executive meetings (no exceptions) and attend all CEC events (some exceptions considered).
- q) Additional duties as they arise.

8.6 The **Club Captain** shall:

- a) Design and develop the Partnership Package for the upcoming year.
- b) Communicate with the Executive team to ensure needs will be met.
- c) Compile and update a list of businesses to contact for partnership.
- d) Liaise with point of contact at VIU Foundation in regard to Do Not Contact List.
- e) Seek both monetary and in-kind partnership opportunities for the CEC.
- f) Develop new partners for the CEC along with maintaining previous relationships in the community.
- g) Attend local community networking events with the Club President/Vice-President to make new connections for the CEC.
- h) Coordinate with the Club Treasurer to plan, implement and sell CEC branded merchandise.
- i) Responsible for recording, production and distribution of the minutes of all meetings of the BSA and its committees within 24 hours.
- j) Minutes need to be submitted to the President within 4 hours.
- k) Report to the Club Treasurer on members with their Serving it Right certificate and other certifications and qualifications that are an asset to the CEC.
- l) Responsible for all room bookings associated with the CEC, i.e. general meetings, executive meetings, workshops, events, zoom, etc.
- m) Coordinate with the President/Vice-President in developing new policy and procedures for the association.

- n) Write/Prepare monthly newsletters via MailChimp featuring upcoming events/workshops and trending business articles with the Director of Marketing.
- o) Assist the Director of Events in proper execution of all workshops hosted by the association.
- p) Assume the President's responsibilities, in the absence of both the President and the Vice President.
- q) Attend all Executive meetings and attend all CEC events.
- r) Additional duties as they arise.

Bylaw (9) Removal from Office

- 9.1 Members of the Executive who cease to be active members in good standing shall be considered to have delivered their resignation.
- 9.2 A member of the Executive may be removed from office by members voting at a general meeting. Such a vote must be conducted at a duly called general meeting and notice for that general meeting must include notice of impeachment proceedings. A resolution to impeach a member of the Executive must be passed with not less than $\frac{3}{4}$ of voting members voting in favour of the resolution of impeachment.

An impeachment proceeding may be instigated by

- a) a $\frac{2}{3}$ vote of the Executive, or
- b) a vote of a general meeting.

Bylaw (10) Executive Meetings

- 10.1 Executive meetings shall take place no less than **4** times per semester.
- 10.2 An agenda for each meeting shall be set by the **President**, and provided to the other members not less than 48 hours prior to the meeting.
- 10.3 The quorum required for Executive meetings shall be 51 percent of Executive members.
- 10.4 Subject to resolution of a general meeting, the most recent edition of Robert's Rules of Order shall govern the conduct of Executive meetings.

Bylaw (11) Finances

- 11.1 The budget priorities of the Club will be set by the club membership and executive at the first club meeting of the year.
- 11.2 The financial transactions of the Club shall be authorized by signing officers. Signing officers shall be:
 - a) The **President**, the **Vice-President** and the **Club Treasurer** as per their position, or;
 - b) Up to three members of the Executive elected at a general meeting of the club, or;
 - c) Up to three members of the Executive as determined by resolution of the Executive.
- 11.3 The **Club Treasurer**, or a substitute appointed by the Executive, shall keep a record of all revenues and expenditures, reconcile the revenues and expenditures with the current account balance, and shall present a financial update at each general meeting.

Bylaw (12) Records

- 12.1 The **Club Treasurer**, or a substitute appointed by the Executive, shall take minutes of all Executive and general meetings, and shall present these minutes at the following Executive or general meeting.
- 12.2 The minutes, financial documents and other records of the Club may be inspected by any active member in good-standing at a mutually convenient time within one week of providing a written request to the Executive.
- 12.3 Following an Executive's term of office, all minutes, financial reports and books of the club shall either be passed on to the incoming Executive or stored in the office of the Students' Union.

Bylaw (13) Amendments

- 13.1 Amendments to the bylaws of the club must be adopted by members voting at a general meeting and must pass with not less than 2/3 of voting members voting in favour. When a general meeting is held to consider amendments to the bylaws, notice of the meeting must include the draft amendments being considered.