



Dawson Aerospace Club Constitution

Ratified Thursday, August 13th 2026

Article I – Name

1. The full name of the club shall be the “Dawson Aerospace Club.”
2. The short form shall be the “DAC.”
3. The club’s members and leadership shall collectively be referred to as the “Voyagers.”

Article II – Definitions

1. “Club” shall, unless otherwise specified, refer to the Dawson Aerospace Club.
2. “DAC” shall refer to the Dawson Aerospace Club.
3. “Cabinet” shall refer to the Treasurer and the Secretary.
4. “Board of Executives” shall refer to all Club Executives collectively.
5. “Majority” shall refer to 50% + 1 of eligible voters.
6. “Supermajority” shall refer to 2/3 + 1 of eligible voters.
7. An “expected purchase” refers to a purchase accounted for within a budget approved for a Director.

Article III – Objectives

1. Act as a hub for aerospace and mechanical engineering related student-led projects.
2. Spread the passion for Aerospace Engineering and Aerospace Technology.
3. Define and build student-led initiatives and projects by the students, for the students.
4. Strengthen Dawson College’s student involvement in Quebec and Canada’s aerospace community and industry.
5. Participate in competitions at various levels, contingent on the Club’s capacity to do so.
6. Educate and teach Dawson College’s student body skills and competencies involving critical thinking, problem solving, and teamwork.
7. The Club must not be political, military, violent, or extremist in nature.

Article IV – Membership

1. Junior Membership

- a. Junior membership is open to all people, regardless of participation, skill level, Dawson College enrollment, or student status, without discrimination on any basis, including but not limited to ethnic or national origin, sex, religion or lack thereof, or sexual orientation.
- b. There is no payment, monetary or otherwise, required for Junior membership.
- c. All new members begin as Junior Members.
- d. Junior Members have the right to participate in club-related events.

2. Senior Membership

- a. By December 1st, and again no later than two weeks before any club election, the sitting President must compile a list of members who have demonstrated reliability and investment in the Club.
- b. The Board of Executives shall vote on whether to accept the list and may propose alterations prior to approval.

- c. The list carries over active members from the previous semester; a member who is inactive for a semester shall be removed from the list.
- d. Once approved, listed members become Senior Members until the next list is approved.
- e. In addition to all Junior Member rights, Senior Members shall have the right to:
 - i. Vote in club elections and referenda;
 - ii. Run for the position of President, subject to Article VII.1;
 - iii. Receive an official membership number.

3. General Member Rights and Obligations

- a. Members have the right to use Club space and services during opening hours, participate in Club events, join any competitions the Club participates in, and communicate with the Club in either official language.
- b. Members are obligated to share duties related to the planning and staging of Club events, behave with respect toward members, executives, and visitors, and keep Club spaces tidy in accordance with the Club's space regulations.

Article V – Termination of Membership

1. A member who is a Dawson College student ceases to be a Club member if they are no longer enrolled at Dawson College.
2. Membership may be suspended or revoked for behaviour deemed dangerous and/or inappropriate, in accordance with this Constitution and the DAC Code of Conduct.

Article VI – Club Executives

The Board of Executives shall be composed of the following Core Executive positions:

- President
- Vice-President
- Secretary
- Treasurer
- Director of Safety
- Director of Aviation
- Director of Rocketry
- Director of FSAE
- Director of Marketing
- Election Officer

A Club Executive must hold one position and may not hold two executive positions within the Club, unless an exception is granted by the Board of Executives. There shall be one member per executive position.

The President may create additional, non-voting roles as needed. Such roles carry no authority beyond what is expressly delegated by the President and do not constitute Executive positions under this Constitution.

President

- Holds full authority over Club decisions, except matters of budget, membership, and any matter reserved to the Board of Executives.

- Oversees all Club meetings, elections, and referenda.
- Approves and oversees all Club activities.
- Coordinates other executives' activities and manages the Club's day-to-day operations.
- May perform any duty reserved for any other officer.

Vice-President

- Holds the same powers as the President, but is answerable to the President.
- Oversees all Club meetings, elections, and referenda, alongside or in the absence of the President.
- Automatically assumes the role of President if the President is unable to fulfill their duties, until the President's return or the next presidential election.

Secretary

- Produces minutes for every meeting held during the semester and compiles them into a semester report.
- Releases meeting minutes to all members within one week of each meeting.
- Attendance at meetings is not mandatory, provided the Secretary arranges a replacement to record minutes in their absence.
- Responsible for the filing of all Club documentation.

Treasurer

- Responsible for all Club financial and budgetary matters, including producing a detailed budget and maintaining auditable financial records.
- Tracks every Club purchase and produces a spending report, including a list of all purchases, at the end of every semester.
- Ensures an adequate supply of funds for the Club's objectives and that spending does not exceed available funds.
- May veto any expenditure approved by the Club.
- Provides budget proposals as needed.

Director of Safety

- Oversees safety across all Club departments and activities.

Director of Aviation / Director of Rocketry / Director of FSAE

- Oversees all projects related to their respective department.
- Must table a departmental budget and obtain approval from the Board of Executives.
- Answers directly to the President.
- Produces a report each semester detailing the department's accomplishments.

Director of Marketing

- Oversees all social media accounts affiliated with the Club.
- Publishes posts, photos, highlights, and reports of the Club's activities, achievements, and news.
- Maintains a professional outlook of the Club across all digital mediums.
- Builds a respected reputation for the Club through social media activity.
- Acts in accordance with the DAC Constitution and Code of Conduct in all digital activity undertaken in this capacity.

Election Officer

- Oversees general elections.

- Determines the timeline of general elections, including a minimum two-day voting period.
- Must not hold any other position within the Club.
- Elected by the Club membership by simple majority vote in the Fall semester.

Article VII – Selection and Election of Executives

1. Presidential Election

- An election for the position of President shall be held annually between April 16th and May 1st.
- Only Senior Members are eligible to vote in this election.
- Only Senior Members who are full-time Dawson College students are eligible to run for President.
- The sitting President may nominate a preferred successor; however, any eligible Senior Member may register as a candidate.
- The candidate who receives the most votes becomes President-Elect. Results are subject to the dispute process in Article XVI.
- Within two weeks of being sworn in, the President must formally select their Cabinet.

2. Vice-President

The Vice-President is nominated by the President during the Fall semester.

3. Directors (Aviation, Rocketry, FSAE)

Outgoing Directors may nominate their own successors; such nominations must be approved by the outgoing Board of Executives. Where a Director position is not filled through succession, the President shall appoint a Director, subject to the unfilled-position procedure in Article VIII.1(c).

4. Elected Executives

The positions of Director of Marketing and Election Officer shall be filled by a relative majority vote of the general Club membership, following the Elections Procedure in Article VIII.2. The Election Officer's own election is held in the Fall semester per Article VI.

5. Other Executives

The Director of Safety, and any additional role created under Article VI (e.g., Fundraising Manager), shall be appointed by the President, subject to approval by the Board of Executives.

Article VIII – Elections Regulations and Procedure

1. Elections Regulations

- Any eligible Club member willing and able to commit the time and responsibilities of an executive role may run for that role.
- No Club member may hold more than one position in the Club.
- In the event of an unfilled position, the elected executives may choose, by simple majority, one from among themselves to assume the responsibilities of the position, or may share the burden by simple majority, until a replacement is selected.
- Slandering opponents in elections is forbidden.
- Bribery, blackmail, and/or any behaviour intended to influence election results shall not be tolerated.
- Failure to abide by these regulations may result in disqualification from the relevant executive position.

2. Elections Procedure

Applies to the Presidential election (per the fixed dates in Article VII.1) and to elections for Director of Marketing and Election Officer.

- a. The Election Officer determines the candidacy timeline.
- b. The Election Officer announces the open election(s) to Club members, including how to apply for candidacy.
- c. A Club member may declare candidacy by informing the Election Officer via email at the Club's official email account.
- d. Candidates have between 7 and 14 days to apply for candidacy following the announcement.
- e. Once candidacy closes, the Election Officer ensures all Club members are informed of the election date(s).
- f. Voting is conducted by secret ballot for each position, in the order that role appears in this Constitution, over a minimum two-day voting period.
- g. Votes for each position are counted immediately after the last ballot is submitted, and a winner declared before voting begins for the next position.
- h. In case of a tie, a run-off vote is conducted after all other positions are filled.

Article IX – Replacement and Impeachment Procedures

A Club member or executive wishing to impeach a Club executive must:

1. Submit a written explanation of the grounds for impeachment to the Board of Executives (or, if the President is the subject, to the Vice-President).
2. Inform the executive(s) in question of the complaint and its reasons.
3. Have the matter raised and discussed at the next scheduled executive meeting, unless extenuating circumstances require it sooner; either way, the meeting must be held within two weeks of the complaint being filed.
4. Participate in a detailed debate and discussion at that meeting; the impeachment vote need not occur in the same meeting.
5. Meet the threshold for impeachment: at least a simple majority vote of the Board of Executives, and a 50%+1 majority of general Club members present, gathered via referendum or Special Meeting.
6. Once an executive is impeached, the remaining executives shall decide, by simple majority, whether to call a by-election following the normal election procedure, or fill the vacancy following the unfilled-position procedure in Article VIII.1(c).

Article X – Meetings

1. General Meetings shall be held at least once every four weeks, on a date set by the Board of Executives. Members may raise comments, complaints, or suggestions, which the executives shall discuss and vote on, along with all other matters relating to the operation of the Club.
2. Special Meetings or referenda may be called at the discretion of the Board of Executives, or by a simple majority of Club members during a General Meeting, with the executives selecting a date and time within the following week.
 - a. Special Meetings must have a stated purpose. No subject other than the stated purpose may be discussed or voted on.
3. General Meetings require at least one executive to be present.

4. Special Meetings called by the executives require attendance of 2/3 of the Board of Executives. Special Meetings called by regular members require at least 2/3 of the Board of Executives and a minimum of 5 Club members present.
5. Passing a vote requires 3/4 (75%) approval.
6. Special Quorum, as described above, is used for Special Meetings concerning serious decisions affecting the Club's future (e.g., elections, impeachment).

Article XI – Warnings and Conduct

This procedure exists to ensure that Club spaces and activities remain respectful and cordial, and free of violence, harassment, discrimination, and abuse of power.

1. A warning may be issued by any Club executive.
 - a. The first warning for an offence shall be a verbal warning, given privately by a Club executive.
 - b. If further offences occur, the Club executive shall issue a written warning.
 - c. If the situation involves a Club executive, another executive (or the Board of Executives as a whole) shall issue the warning.
 - d. After three written warnings, the Board of Executives shall review the situation and determine whether suspension or termination of membership, per Article V, is warranted.
2. Warnings may be issued for reasons including, but not limited to, non-compliance with the latest versions of the DAC Constitution and DAC Code of Conduct.
3. This procedure may also apply to the Club as a whole in its dealings with other organizations, subject to a vote of the Board of Executives.

Article XII – Door Codes and Club Spaces

1. Only the three core executives – President, Treasurer, and Secretary – may hold the door code(s) to Club spaces, unless an exception is granted by the Board of Executives.
2. Door codes must be entered discreetly, ensuring no unauthorized person can observe them.
3. Club executives are forbidden from sharing door codes. Any executive found doing so must be reported to the rest of the Board of Executives, who shall determine what disciplinary action, if any, is warranted.
4. Any safety or security issue affecting Club spaces must be reported immediately to the Board of Executives.

Article XIII – Events

1. The Club shall hold at least one (1) major event per year, open to all Dawson students.
2. Requests for events and event space reservations must be submitted for approval to the appropriate Dawson College department at least two weeks prior to the event date.
3. All event posters must be submitted for approval prior to printing and must be stamped by Campus Life before being posted around the college.
4. A maximum of fifteen (15) posters may be printed to advertise an event, with printing costs drawn from the Club budget.
5. Last-minute event requests will not be accepted.

Article XIV – Finances

1. The Club shall designate two (2) signing officers from among the executive team: the Vice-President and the Treasurer.
2. Purchase approval thresholds:
 - a. Any Director may proceed with a purchase under \$50 CAD without prior approval, provided the Treasurer is informed afterward.
 - b. Any Director may proceed with an expected purchase (i.e., one accounted for in an approved budget) under \$300 CAD without prior approval, provided the Treasurer is informed afterward.
 - c. Any unexpected purchase totalling more than \$50 CAD must be approved in advance by the Treasurer or the President.
 - d. Any purchase totalling more than \$300 CAD must be approved in advance by both the Treasurer and the President.
 - e. The Treasurer must be informed of every purchase, regardless of amount.
3. Reimbursement requests shall be submitted to the Treasurer along with proof of purchase, following the Club's internal reimbursement procedure.
4. All Club expenditures shall adhere to the approved semester budget.
5. The Treasurer shall regularly update the Board of Executives and Club members on the status of the Club's budget.
6. The Club may pursue additional funding, through fundraising or special appeals to the Board of Executives, for expenditures beyond its allocated budget.
7. Equipment or material belonging to or borrowed by the Club that is lost or damaged shall be deducted from the Club's allocated budget.

Article XV – Amendments

1. This Constitution may be amended by a majority vote of the Board of Executives, followed by ratification by a Supermajority of Senior Members present and voting at a Special Meeting called for that purpose.
2. Notwithstanding Section 1, Article IV (Membership) and Article V (Termination of Membership) of this Constitution may not be amended.

Article XVI – Disputes and Appeals

1. Any dispute or appeal shall first be brought to the Board of Executives for resolution.
2. If unresolved at the Board of Executives level, the matter shall be brought to a Special Meeting of the general membership for resolution by vote.

Please note this document may be subject to change due to modifications needed over time.