

CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY

Article 1

Clause 1 This association shall be called "The University of Guelph Engineering Society", hereinafter called the "Society".

Clause 2 The official colour of the Society shall be blue.

Article 2 Objectives of the Society

Clause 1 The objectives of the Society are to develop and maintain effective lines of communication between the Society and the School of Engineering, the University of Guelph as a whole, the community of the City of Guelph, and all other engineering or student related organizations that share the goals of the Society of membership, for the benefit of the membership.

Clause 2 The objectives shall include the promotion and initiation of programs/events centred around engineering education and engineering student social life.

Clause 3 A further objective is the promotion of the School of Engineering (and Engineering in general) both at the University of Guelph campus and the City of Guelph through a number of charity fundraisers and community service.

Article 3 Membership

Clause 1 The Society shall be comprised of all registered undergraduate engineering students at the University of Guelph.

Clause 2 The Society shall obtain a compulsory fee from each full-time member each semester through the student fees collected by the Bursar and through the College of Physical and Engineering Science Student Council.

Clause 3 No member can borrow funds from the society for conferences, activities, or other endeavours.

Article 4 Officers of the Society

Clause 1 The officers of the Society, hereinafter called the "Council", shall consist of the following positions:

Chairperson
President
Vice-President External
Vice-President Internal
Vice-President Academic

Vice-President Finance
Vice-President Social
Athletics Coordinator
Special Events Coordinator
Publications and Promotions Coordinators
Operations Manager
Social Coordinator
Secretary
Technical Coordinator
Class Representatives (2 per Year 1 through 4), (1 for 5th Year)

Clause 2 The Council Executive includes the following positions: President, Vice-President External, Vice-President Internal, Vice-President Finance, Vice-President Academic and Vice-President Social

Clause 3 The 5th Year Representative position will only be invoked, if starting in September there are more than 25 returning 5th Year students. At least 13 of these students must meet to decide upon the class representative.

Clause 4 Descriptions of the responsibilities for each position shall be included in the policy manual section.

Clause 5 Each class representative will be assigned to assist one of the officers for the year.

Clause 6 Additional class representatives may be added with a 2/3 majority vote of Council in the event that over two hundred students exist in a particular year.

Article 5 Elections

Clause 1 President, Vice-President External, Vice-President Internal, and VP Social nominees must have been previously elected in to a position on council in any position listed above, prior to running for office.

Clause 2 Election of Officers

Section 1 - Nominees for these positions can be from any year.

Section 2 - Nominations for these officers must be accompanied by one nominator and one seconder.

Section 3 - Any nominee who is running uncontested for a position must first be acclaimed by a majority vote on a yes/no ballot.

Section 4 - Nominees for the positions of President, Vice-President External, Vice-President Internal, Vice-President Academic, Vice-President Finance, VP Social, Publications and Promotions Coordinator must have attendance in the fall and winter semesters of the following academic year.

- Clause 3 Procedures
- Section 1 - Elections for all officers (except class representatives) must be done by a secret ballot vote.
 - Section 2 - A "general" election for all officers must be held annually, during the month of February with the specific date to be determined by Council.
 - Section 3 - Nominations will be open two weeks prior and close on week prior to election day. Campaigning will begin only after nominations close and will run for one week (until the election).
 - Section 4 - Nominations will be submitted to a closed box to be opened by the VP Internal after the nomination period closes.
 - Section 5 - A list of nominees shall be posted less than 24 hours after nominations close.
 - Section 6 - All undergraduate students currently enrolled in the School of Engineering are eligible to vote.
 - Section 7 - Voting shall take place over a two day period.
 - Section 8 - Any by-election which may be called by Council to replace a departed officer must also follow the election procedure rules.
- Clause 4 Class Representative Elections
- Section 1 - Election for class representatives shall take place at the end of the winter semester with the representative maintaining the position through the following year.
 - Section 2 - Class representatives from first year shall be done in the fall semester, during the first week of classes.
- Clause 5 Removal From Office
- Section 1 - An officer, except for the President and Vice-Presidents who is judged to be incapable of performing his/her duties or is judged to be derelict in his/her duties, may be relieved of duty by a 2/3 majority vote of Council.
 - Section 2 - The President or Vice President who is judged to be incapable of performing his/her duties or is judged to be derelict in performing his/her duties may be relieved of duty by a majority of votes from a general meeting. No proxy voting allowed.
 - Section 3 - In the event that the President resigns or is removed from office, the VP External shall oversee the Presidents duties until an election can be arranged.
- Clause 6 By-Elections
- Section 1 - The Society will hold a by-election in the event the President or Vice President positions become vacant.

Section 2 - Council may decide to postpone the By-Election if the resignation of President or Vice-President occurs in the winter semester, prior to the general elections. The election of a new President or Vice-President will take place during the general election.

Article 6 Meetings

Clause 1 All members shall follow “Robert’s Rules of Order” unless otherwise specified in this Constitution.

Clause 2 Regular meetings of the Council
Section 1 - Shall be held weekly.
Section 2 - Require two thirds of Council members for quorum.
Section 3 - Can only be held if quorum is present.
Section 4 - May be cancelled by a majority vote.

Clause 3 Special meetings shall be called by at least three members of Council.

Clause 4 General meetings shall be called by a majority vote of Council and notice posted not less than four days prior to the meeting.

Clause 5 Meetings are considered open unless otherwise stated by Council.

Clause 6 Proceedings within a meeting shall be considered confidential if a two-thirds majority of council deem it so.

Clause 7 Turnover of Council shall take place during three weeks prior to the conclusion of classes in the winter semester.

Clause 8 Rulings made by the Council may be vetoed by the student body as follows: if a petition bearing the names of 10% of the total undergraduate enrolment in Engineering is presented to Council then the matter must be brought before the students at a general meeting at which two-thirds of those present may veto the rulings of Council. No proxy voting allowed.

Article 7 Amendments to the Constitution

Clause 1 The constitution of the Society may be amended by a two-thirds (2/3) majority vote of those present at a general meeting. Within two weeks of the posting of the amendment, if a petition bearing the signatures of 10% of the undergraduate engineering enrolment is brought to Council, then the matter must be brought before the students at a general meeting at which the order of the meeting shall follow Article 6, Clause 4.

- Clause 2 Proposed amendments should be brought before council by the constitution/policy committee described below.
- Clause 3 A standing committee of Council shall annually review the Constitution and Policy manuals to ensure they are up to date. This committee shall be comprised of the President and all five Vice-Presidents.

Article 8 Graduation Fund

- Clause 1 The enrolment at the beginning of each semester for each year shall be used in calculating the graduation fund contribution for each year.
- Clause 2 Four dollars per student in the fall semester will be deposited into the fund based on Article 8, Clause 1.
- Clause 3 The following definitions will be used.
- | | | |
|-------------------|---|--------|
| Semesters 1 and 2 | = | year 1 |
| Semesters 3 and 4 | = | year 2 |
| Semesters 5 and 6 | = | year 3 |
| Semesters 7 and 8 | = | year 4 |
- Clause 4 Funds may only be allocated by Council for an organized class event comprising at least fifty percent of the graduating class population following submission of a budget to Council.

Article 9 Conferences

- Clause 1 A budget will be submitted by the VP-External before funding will be allocated for any *Society endorsed conference*
The conferences officially supported by the Society include:
- Canadian Federation of Engineering Students Congress
 - Canadian Federation of Engineering Students Presidents' Meeting
 - Engineering Student Societies' Council of Ontario AGM
 - Engineering Student Societies' Council Presidents' Meeting
 - First Year Integration Conference
 - National Conference on Women in Engineering
 - Ontario Engineering Competition, Canadian Engineering Competition
 - PEO Student Conference
- Clause 2 A report must be submitted by each delegate within 2 weeks after the conference.
- Clause 3 The moneys within the conference fund shall be used only for conference and/or academic competition events. In the event that a selected delegate does not attend the selected conference, the fees incurred by the Society will be reimbursed in full by the

non-attending delegate. Consideration will be given from the Society for compassionate circumstances.

Clause 4 A special committee comprised of Council members shall decide on the number of delegates to attend CFES Congress and shall choose those delegates from among those interested in attending the conference.

Clause 5: All delegates selected to attend conferences on behalf of the Society shall adhere to the Conference Code of Conduct, Appendix K.

Clause 6: Travel costs to and from conferences will be split equally between the Society and each delegate, with the maximum possible delegate contribution being \$100. In addition if transportation costs are below \$30, each delegate will cover the full travel cost. Furthermore if the split cost of the delegate fee is less than \$30, the delegate will pay \$30 and the Society will cover the remainder.

Clause 7: Delegates will pay a fee of \$10 per conference day for delegate fees, and the remainder will be paid by the Society. In addition the delegate will pay \$20 as a deposit to be reimbursed by the Society, once a conference report is submitted.

Clause 8: The Vice President External or a head delegate attending a conference will have both their conference fees, as well as travel fees paid for by the Engineering Society.

Clause 9: The Vice President External will put forth a conference a budget of travel expenses and delegate fees based on location of the conferences and previous year delegate fees. This budget will solely be for the Vice President External or head delegate attending conferences. This shall be done by August 1st and submitted to the Vice President Finance. After creating the budget, the Vice President External will meet with the Dean of the College of Physical and Engineering Sciences to request money for conference fees.

Article 10 Grievance Committee

Clause 1 A grievance Committee shall be set up by the Council with the Chairperson of the Council to Chair the Committee.

Clause 2 All grievances received by the Chair must be brought to Council's attention.

Clause 3 The grievance committee shall consist of the Chairperson, one officer of the Council and three non-Council representatives.

Clause 4 The non-Council reps shall be randomly picked from a list of volunteers submitted to

Council each September. These people will be picked as the need to form a grievance committee arises. The reps can not serve on a second grievance committee unless all reps have been previously selected.

Clause 5 No person(s) mentioned in the grievance or issuing the grievance shall be allowed to serve on the grievance committee.

Article 11 Newspaper

Clause 1 A student run newspaper, hereinafter called OSNAP, will be supported by the Engineering Society both financially and ethically.

Clause 2 The Publications Coordinators will be the editors of OSNAP.

Clause 3 The newspaper editorial staff will be chosen by Council members.

Clause 4 The newspaper editorial staff must follow the guidelines as set forth in the Editorial Policy Manual.

Clause 5 The Publications Coordinators shall be responsible to produce at least four issues per semester.

Article 12 Policy Manuals

Clause 1 A series of Policy Manuals are attached to the Constitution to give guidelines for the operation of the Society.

Clause 2 These Policy Manuals include: Officer's Job Descriptions and Policy Manual for Running Events Sanctioned by the Society.

Clause 3 The Policy Manual must be followed at all times.

Clause 4 The Policy Manual can be changed by a two-thirds majority vote by Council.

Article 13 Engineering Clubs

Clause 1 An Engineering Club shall be defined as one that is specific to the interests of students enrolled in the School of Engineering and follows the objectives of the Engineering Society, as outlined in Article 2, Clause 2 and 3.

Clause 2 Each Engineering Club must follow Student Risk Management procedures at all

times. They must have a representative on their executive who is SRM trained. Their SRM forms must be proposed to 2 weeks prior to the event date, and the Society will then submit these forms to the CPESSC VP Social.

- Clause 3 Funding may be provided to Engineering Clubs based on a budget submitted to the Engineering Society at the beginning of each semester, based on approval by a majority vote by Council up to a maximum of 5% of the previous academic semester's student fees returned to the Society.
- Clause 4 The objects and purposes of Engineering Clubs shall be defined in the individual club constitutions but shall include:
a. promoting the interests of their members; and
b. providing a means of communication between their members and the Engineering Society.
- Clause 5 One member of each club's executive who does not already hold a position in the Society shall be responsible for representing that club to the Engineering Society Council. Provision for the delegating of this responsibility should be included in each club's constitution. Members of the Society who hold an executive position on a Club cannot vote on club matters.
- Clause 6 The composition of the executive of each club shall be determined by the respective constitution, but shall include a President and either a Treasurer or a Secretary/Treasurer as follows:
a. The President shall have overall responsibility for the activities of the club.
b. The Treasurer or Secretary/Treasurer shall be responsible for maintaining accurate financial records of the club, which are available to the Society.
- Clause 7 The following clubs are recognized by the Engineering Society.

a) The Biological Engineering Club
b) The Water and Environment Resources Society
- Clause 8 The club must submit an Student Organization Policy (SOP) form to the Society at their first meeting and present at the Club constitution, semester budget, and the previous year's budget at this time.
- Clause 9 Each Club must have at least 15 active members to operate. An active member participates in at least one event per semester.

Article 14 Finances

Clause 1 No member incur dept to the Engineering Society

Article 15 Society Directors

Clause 1 Directors shall be appointed by council as need arises. These positions shall include, but are not limited to: Director of High School Conference (2)

Clause 2 Directors shall be required to attend Society meetings, but will not have a vote

Appendix K

Conference Code of Conduct

This Code of Conduct applies to all delegates selected to represent the Society at all Society-endorsed conferences.

Each delegate is expected to:

- A- Behave in a manner that positively reflects the University of Guelph and the Society.
- B- Dress appropriately for the conference, as specified by the conference organizers.
- C- Attend, and be fully able to actively participate in, all sessions assigned to them by the Head Delegate. This includes, but is not limited to, all workshops and discussions.
- D- Be fully financially responsible to the Society to cover all damage fines incurred as a result of their actions.
- E - Delegates that fail to adhere to the said code will be dealt with by the Society on case by case basis.
- F - Delegates are responsible for creating and submitting a Conference Summary Report to the Vice-President External within 2 weeks following the Conference attended.