

Engineering Science Club Constitution

Last Updated: August 21, 2016

[I. Definitions](#)

[II. Purpose](#)

[III. Membership](#)

[IV. Officers](#)

[Positions and Responsibilities](#)

[General Responsibilities](#)

[Chair](#)

[Vice-Chair](#)

[Communications Director](#)

[Finance Director](#)

[Student Life Director](#)

[Regulations](#)

[Recall](#)

[V. Class Representatives](#)

[Positions](#)

[Responsibilities](#)

[Class Representatives](#)

[Recall](#)

[VI. Subcommittees](#)

[Positions](#)

[Dinner Dance Director](#)

[Nocturne Director](#)

[Webmaster](#)

[VII. Meetings](#)

[Executive Meetings](#)

[Council Meetings](#)

[Town Halls](#)

[Engineering Society Board of Directors Meetings](#)

[Divisional Meetings](#)

[VIII. Finances](#)

[IX. Elections](#)

[Voter Eligibility](#)

[Officer Elections](#)

[Class Representative Elections](#)

[By-Elections](#)

[Referenda](#)

[X. Amendments](#)

[XI. Revision History](#)

I. Definitions

1. All references to “the Club” hereafter shall be taken to refer to the Engineering Science Club.

II. Purpose

The purposes of the Club are:

1. To protect, maintain and advance the interests of its members.
2. To generate a good spirit in the student body of the Division of Engineering Science.
3. To promote technical, social and recreational activities within the Division and other parts of the University and elsewhere.
4. To maximize the utility of the Engineering Science Common Room for its members.
5. To promote the activities of the Engineering Society.

III. Membership

All registered undergraduate students in the Division of Engineering Science shall be members of the Club, and collectively form the constituency of the club.

IV. Officers

Positions and Responsibilities

General Responsibilities

The following are responsibilities not limited to one particular officer, but are general responsibilities for the executive committee, formed of the officers of the Club.

The executive team members shall:

1. Promote all activities of the Club.
2. Maintain the Club’s vending machine.
3. Provide suggestions and critiques to decisions for the interest of the Club and its members.
4. Provide debriefs to all events and activities after they have occurred.

Chair

The Chair shall:

1. In consultation with the Executive Committee, set the goals of the club for the year.
2. Be responsible for representing the Club to the Engineering Society.
3. Work with Engineering Society’s Engineering Science Board of Directors

Representative to optimise representation of the Club .

4. Act as the speaking representative of the Engineering Science Club at formal occasions hosted by the Division of Engineering Science and the Club.
5. Call all Club meetings, including Executive meetings, Council meetings and Town Halls.
6. Ensure the Club's fulfillment of its goals as agreed upon by the Executive Committee.
7. Organize an Iron Ring Celebration for the graduating class of the constituency.
8. Be responsible for the election of Club Officers.
9. Work with the Engineering Society Chief Returning Officer to organize Class Representative elections.

Vice-Chair

The Vice-Chair shall:

1. Take responsibility for the duties of the Chair when the Chair is unavailable to fulfil their duties.
2. Act as an advisor to the Chair in motions.
3. Be responsible for all subcommittees of the Club.
4. Oversee all Class Representatives.
5. Work with relevant parties external to the Club with relevant tasks related to the Club.
6. Take meeting minutes, or elect another officer to do so when the Communications Director is unavailable to do so.
7. Work iteratively with the Engineering Science Division on academic issues of the students including but not limited to:
 - a. Temporary Levy Fund Proposals.
 - b. Student Feedback.
 - c. Changes to curriculum

Communications Director

The Communications Director shall:

1. Promote all events and elections of the Club.
2. Be responsible for all email, Facebook, Twitter, posters and other communications between the Club and its constituency.
3. Maintain or oversee the maintenance of the Club website, ensuring that vital information and updates are provided in a timely fashion including but not limited to:
 - a. Club Events
 - b. Divisional Updates.
 - c. Engineering Society Updates.
4. Be responsible for providing timely responses to the Club's email.

5. Maintain minutes from all meetings relevant to the Club.
6. Give notice by email of all Town Hall and Council meetings.

Finance Director

The Finance Director shall:

1. Be responsible for the maintenance and administration of all Club financial activity.
2. Provide timely financial planning support for all Club activities.
3. Set aside budget for subsidizing class activities.
4. Keep accurate records of all expenditures.
5. Supervise the financial expenditures of the Dinner Dance Coordinator.
6. Order and sell Club paraphernalia including, but not limited to, a patch and t-shirt.

Student Life Director

The Student Life Director shall:

1. Organize and implement athletic events throughout the academic year.
2. Work under the supervision of other executives to accomplish non-athletic goals of the Club.
3. Improve the academic aspect of the students through public course calendars and communicating with class representatives to upload documents to course.skule.ca.
4. Appoint individuals for subcommittee positions to run social events for the Club.
5. Help organize and create events and socials at least once a month.
6. Communicate with class representatives to organize events within their respective classes.
7. Organize at least one event for the academic year that fundraises money for the Club.

Regulations

1. The term of office for each officer shall last one calendar year, to the end of the examination period of the second semester of academic year.
2. Should any of the officer positions become vacant, whether by resignation, ineligibility, infirmity, or death, a by-election must be immediately held in accordance with Article XI.
3. In the case of a officer position vacancy other than the Chair, the Chair shall assume the responsibilities of the vacant position until a candidate is elected to fill the position.
4. In the case that the position of Chair becomes vacant, the Vice Chair shall assume the responsibilities of the Chair until a candidate is elected to fill the position.
5. All officers must attend all Town Hall and Council meetings, as well as meetings of the Executive Committee.
6. All officers must be members of the Club.
7. The Chair must be a student with the intent of graduating in their term of office.
8. All officers shall prepare a transition report to produce to their successor, detailing their

activities throughout their term of office.

Recall

An Officer of the Club shall be recalled:

1. Upon receipt of a petition requesting recall signed by half of the constituency; or
2. Automatically if they cease to meet the eligibility requirements for their position.

V. Class Representatives

Positions

Each class shall be represented by the following representatives:

1. First Year - two (2) Class Representatives
2. Second Year - one (1) Class Representative
3. Third Year - one (1) Class Representative
 - The class representative may select one (1) representative per each option to assist them in their responsibilities
4. Fourth Year - one (1) Class Representative
 - The class representative may select one (1) representative per each option to assist them in their responsibilities

Responsibilities

Class Representatives

Class Representatives shall:

1. Attend Council meetings and Town Halls.
2. Attend Faculty Council meetings of the Engineering Society.
3. Report back to their classes on the activities of the Club and the Engineering Society and present feedback to the Executive Committee.
4. Engage in discussion with faculty and teaching staff concerning specific issues and concerns of their class.
5. Appoint Option representatives on a best-effort basis.
6. Where possible, preserve a copy of all tests, quizzes and examinations.
7. Assist the officers in running Club events.
8. Serve under Chapter 4 of the Engineering Society Constitution.

Option Representatives

Option Representatives shall:

1. Assist the class representative whenever possible

Recall

A class representative of the Club shall be recalled:

1. Upon receipt of a petition requesting recall signed by half of the constituency; or
2. By a two-thirds (2/3) vote of any Town Hall Meeting; or
3. By a complete (5/5) vote of all officers of the Club.
4. Automatically if they cease to meet the eligibility requirements for their position.
5. Automatically if they are impeached by Engineering Society Council.

VI. Subcommittees

Positions

The following, but not limited to, subcommittees may be formed under the Club to assist in activities of the Club:

1. Dinner Dance Director(s) - up to two (2) Dinner Dance Directors may be selected to assist in the planning of the Engineering Science Dinner Dance.
2. Nocturne Director - up to two (2) Nocturne Directors may be selected to assist in the planning of the Engineering Science Nocturne Coffee House.

Dinner Dance Director

1. The Executive Committee will select up to two (2) Dinner Dance Director(s) before the start of the academic Year.
2. The Dinner Dance Director(s) shall confer with the Finance Director regarding the budgetary limitations of the dinner dance.
 - a. The Dinner Dance Director(s) will prepare financial reports of all expected expenditures to produce to the Finance Director.
 - b. The Dinner Dance Director(s) shall produce final, detailed financial reports outlining all expenditures incurred.
3. The Dinner Dance Director(s) shall call meetings relevant to the event with the members of the Executive Committee to provide updates on the event throughout the process.
4. The Dinner Dance Director(s) shall keep detailed records of meetings, research, and decisions that shall be passed on to the next director by means of a transition report.

Dinner Dance Movie Director

1. The Executive Committee will select up to two (2) Dinner Dance Director(s) before the start of the academic Year.
2. The Dinner Dance Movie director shall confer with the Student Life director for create a dinner dance movie to be presented at the Dinner Dance

Nocturne Director

1. The Executive Committee will select up to two (2) Nocturne Director(s) before the

- start of the second academic semester.
2. The Nocturne Director(s) shall confer with the Finance Director regarding budgetary limitations of the coffee house.
 - a. The Nocturne Director(s) will prepare financial reports of all expected expenditures to produce to the Finance Director.
 - b. The Nocturne Director(s) shall produce final, detailed financial reports outlining all expenditures incurred.
 3. The Nocturne Director(s) shall call meetings relevant to the event with the members of the Executive Committee to provide updates on the event throughout the process.
 4. The Nocturne Director(s) shall keep detailed records of meetings, research, and decisions that shall be passed on to the next director by means of a transition report.

Webmaster

1. Manage and maintain the Club website to meet the needs of all Club activities including but not limited to: Engineering Science Dinner Dance and Nocturne
2. Post regular newsletter and meeting minutes updates
3. communicate and coordinate with executive members of Club and the Council

VII. Meetings

Executive Meetings

1. Official executive meetings shall be called at the discretion of the Chair.
2. Official executive meetings shall be held at least once every fourteen (14) days
3. Quorum for a meeting of the Executive Committee shall be no fewer than three officers.
4. Official executive meetings must follow an agenda prepared in advance.

Council Meetings

1. The Council of the Club shall consist of the Executive Committee and the Class Representatives.
2. Council Meetings shall be called at the discretion of the Chair.
3. All members of the Club shall have speaking rights at a Council Meeting, however, only members of Council shall vote.
4. Quorum of a Council Meeting shall consist of at least three (3) members of the Executive Committee, at least one (1) Class Representative from each year.
5. At any Council Meeting, policies or bylaws to govern the operations of the Club may be established by a simple majority vote.

6. The Chair shall preside over any Council Meetings.

Town Halls

1. A Town Hall meeting shall be called:
 - a. Once per semester.
 - b. Within one week of receipt of a written request to the Chair by at least two (2) class representatives.
 - c. Within one week of receipt of a petition signed by at least one-fifth (1/5) of the membership.
2. A Town Hall called under item 1(b) or 1(c) shall stipulate the reason for the meeting.
3. At least seven (7) days notice must be given to the constituency of the Club of any Town Hall.
4. All members of the constituency present at a Town Hall shall have voting rights.
5. Quorum for a Town Hall shall be ten (10) voting members.

Engineering Society Board of Directors Meetings

1. Board of Director Meetings called by the Engineering Society shall have at least one Engineering Science Club Representative present.
2. Any items pertaining to the club and its constituency shall be brought to the attention of the Club at least seven (7) days prior to the meeting by the representative.
3. The representative will be invited to the Executive Meeting following the Board of Directors meeting or upon request of the representative.

Divisional Meetings

1. Divisional meetings shall be called at the discretion of the Chair attended by but not limited to the Chair, Vice-Chair, Engineering Science Division Chair and Engineering Science Division Director.
2. Divisional meetings shall be held at least once every thirty (30) days.
3. Quorum for a meeting of the Divisional Committee shall be no fewer than three of the four listed in item 1.
4. Official divisional meetings must follow an agenda prepared in advance.

VIII. Finances

1. The Executive Committee shall be responsible for all finances of the Club.
2. Detailed financial records shall be available to all constituents upon request.
3. Signing authority for any Club bank accounts shall reside with the Chair and the Finance Director.
4. A minimum of \$500 should be present at all times in the Club's bank account, with

the exception of expenditures for a legally binding audit.

IX. Elections

Voter Eligibility

1. All members of the Club are eligible to vote in elections for Club officers.
2. All members of the Club enrolled in a certain year are eligible to vote in elections for class representative of that year.

Chief Returning Officer

1. Any member of the Engineering Society, who is not a candidate for a position within the club may act as the Chief Returning Officer (CRO) for all elections.

Officer Elections

1. Officer elections shall be run in accordance with the Engineering Society's Bylaw 3.
2. The candidates for Chair shall be nominated in writing by at least twenty (20) members of the constituency. Candidates for all other officer positions shall be nominated in writing by at least two (2) members.
3. Elections shall be administered using a preferential, single transferable vote system, through Engineering Society's online voting system (vote.skule.ca).
 - a. Each voter shall rank the candidates in order of preference.
 - b. Voters may rank as many or as few candidates as they wish, as long as they rank at least one candidate.
 - c. After the votes have been tallied, any candidate that has achieved a simple majority of first-choice votes will be declared winner.
 - d. If no candidate achieves a clear majority, the candidate with the fewest number of first-choice votes shall be eliminated, and those votes assigned to the second-choice candidate of the respective voters.
 - e. This process will repeat until a candidate has achieved a clear majority.

Class Representative Elections

Class Representative Elections and all related matters shall be the responsibility of the Chief Returning Officer.

By-Elections

1. By-elections must be held:
 - a. within two (2) weeks of a vacancy of a position, within the academic year; or

- b. as soon as possible, otherwise.
2. By-elections shall, whenever possible, be handled by the Chief Returning Officer on the Engineering Society online voting system. Should the use of online voting resources not be possible, by-elections shall be conducted in the following manner:
 - a. A general meeting of the members of the club shall be called with one (1) week notice with the primary agenda item(s) as the election of candidates for vacant positions.
 - b. The CRO shall produce the election rules to be issued with the notice for a general meeting.
 - c. Voting shall be administered using any secret ballot system deemed appropriate by the CRO, provided the system is clearly identified and sufficiently explained prior to the voting period.

Referenda

1. A Referendum shall be called:
 - a. Upon receipt of a written request to the Chair by at least two (2) class representatives.
 - b. Upon receipt of a petition signed by at least one-third (1/3) of the membership.
 - c. With a simple majority of votes by the Engineering Science executive.
2. Referenda shall be submitted in the format of a yes/no question, whose wording shall be impartial and unbiased.
3. Campaigns may be run supporting either the “yes” and the “no” option.
4. The Executive shall inform the constituents of any upcoming Referenda and disseminate information about campaigns for both sides of the referendum.
5. The Executive shall administer the election in cooperation with the Engineering Society Chief Returning Officer.
6. Referenda must pass with a simple majority.

X. Amendments

1. Amendments to this Constitution may be passed at any Town Hall meeting, with the approval of two-thirds (2/3) of present voting members; or
 - a. With the approval of all executive members; or
 - b. Through a Referendum

XI. Revision History

Version	Date Ratified	Changes Made
4 (tentative)	2016	1) Added dinner dance movie director
3	2015	<ul style="list-style-type: none"> 1) Elections: Nomination requirement for Chair changed to twenty (20) signatures from five (5) 2) Elections: Officer election process changed from “using any secret ballot system deemed appropriate by the CRO” to vote.skule.ca 3) Elections: Election rules specifically point to Engineering Society’s Bylaw 3 4) Elections: Cleared up ambiguities 5) Class reps: Two (2) for first year instead of one (1) 6) Created a “Revision History” section
2	2013*	
1	2010*	Original publication

*These entries were filled in retroactively, and may not reflect the exact date and changes made at the time