

The Engineering Students Society of Lakehead University Constitution

Edited and revised in the Winter Semester of 2015.

1. Name

- 1.1. The name of the organization shall be “The Engineering Students Society of Lakehead University” and here in after shall be referred to as the ESS.
- 1.2. This current ESS Constitution (here-in-after referred to as the Constitution) precedes all others.

2. Purpose

- 2.1. The ESS and its members shall abide by the constitution and polices of the Lakehead University Student Union (LUSU) in all areas, unless different from below in principle, wording or interest. The ESS constitution and Policies shall always precede the LUSU constitution and Policies.
- 2.2. To maintain and uphold the objectives of the ESS and to constantly encourage membership participation in ESS endeavors.
- 2.3. To promote and support educational, social, and athletic events,
- 2.4. To provide information to the membership regarding all professional engineering organizations.
- 2.5. To promote the history and traditions of the profession of engineering.
- 2.6. To hold and attend conferences, meetings and exhibitions for the discussion of engineering problems and the exchange of views in matters related to engineering.
- 2.7. To purchase, acquire or receive by donation, any gratuities for the objectives of the ESS and the furtherance of its objectives, but not for any other objectives.
- 2.8. To publicly promote the science of engineering and the knowledge of its membership in connection with all facets of engineering.

3. Membership and Organization

- 3.1. There shall be two classes of membership in the ESS, namely:
 - 3.1.1. Active membership- shall include all undergraduate engineering students of Lakehead University who have paid membership dues. These include the annual fee of \$35 to the ESS and \$35 to the Engineering Equipment Endowment Fund (E³F hereafter). These fess shall be re-evaluate every three years.
 - 3.1.1.1. These fees were last re-evaluated in the Winter Semester of 2015.
 - 3.1.2. Honorary membership – shall be conferred at the discretion of the ESS Executives. Honorary members have no voting privileges and cannot be Executive members.
- 3.2. The Executive of the ESS consists of the Executive Officers.
- 3.3. The Council of the ESS consists of the Executive Officers and all Commissioners.
 - 3.3.1. Commissioners are appointed at the discretion of an Executive Officer. Commissioners will assume the roles and responsibilities as delegated by the Executive Officer who appointed said Commissioner.
- 3.4. The Board of Directors for the ESS shall consist of the presidents of the discipline specific societies and the E³F Chair.

- 3.5. The Dean of the Faculty of Engineering at Lakehead University is recognized as a non-voting faculty advisor for ESS.

4. Amendments to the Constitution

- 4.1. The constitution of the ESS may be amended by a resolution of the Executive at an executive meeting.
 - 4.1.1. Upon the unanimous agreement of the amendments by the Executive Officers, the proposed constitution must be signed by all of the Executive Officers and submitted to the Board of Directors.
 - 4.1.1.1. Upon the unanimous agreement of and signing by the Board of Directors the constitution is ratified.
 - 4.1.1.2. Otherwise the procedure shall follow **Article 4.1.2.**
 - 4.1.2. Upon at least a super majority agreement of the amendments by the Executive Officers, the proposed constitution must be signed by all supporting Executive Officers and accompanied by a list of one-tenth (1/10) of the active membership of the ESS complete with name and signature. If these conditions are met, the amendments shall be ratified at the next general meeting (AGM hereafter).
- 4.2. A copy of the approved constitution shall be submitted to LUSU, posted on the server, posted on the ESS website and kept in the ESS Office.
- 4.3. The constitution and shall be re-evaluated at least every three years.
 - 4.3.1. The constitution was last re-evaluated in the Winter Semester of 2015.

5. Executive Officers

- 5.1. The ESS Executive Officers consist of the:
 - President
 - V.P. External
 - V.P. Internal
 - V.P. Sponsorship
 - V.P. Finance
 - V.P. Publications
 - V.P. Social
- 5.2. The duties of the **President** shall include:
 - 5.2.1. Presiding and chairing over any and all ESS executive meetings.
 - 5.2.2. Supervising and directing the duties of the Executive Officers.
 - 5.2.3. Preparing the agenda for meetings in conjunction with input from the ESS Executive and the Engineering student body.
 - 5.2.4. Acting as the liaison with professional and public organizations (non-student), as well as with the media.
 - 5.2.5. Acting as the liaison with the Dean of Engineering to maintain the lines of communication.
 - 5.2.6. Monitoring all incoming physical mail (at LUSU Office and at Dean's Office).

- 5.2.7. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.2.8. Performing additional duties of the ESS President as outlined in the E³F constitution.
- 5.3. The duties of the **V.P. External** shall include:
 - 5.3.1. Acting as the liaison with all student organizations (outside of the university).
 - 5.3.2. Keeping the President and the other Executive Officers informed for all non-Lakehead University engineering student initiatives.
 - 5.3.3. Assuming the duties of the President if he/she is unable to fulfill the duties for which he/she was elected.
 - 5.3.4. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.4. The duties of the **V.P. Internal** shall include:
 - 5.4.1. Work on developing student development programs and events.
 - 5.4.2. Acting as the liaison between the student body and the Faculty of Engineering concerning, but not limited to, disputes between students and professors.
 - 5.4.3. Attend engineering faculty meetings as set by the Dean's office.
 - 5.4.3.1. If the V.P. Internal cannot attend the President must attend in his/her place.
 - 5.4.4. Maintain and monitor an organized filing system in conjunction with all Executive Officers.
 - 5.4.5. Recording and typing the minutes of any and all ESS meetings.
 - 5.4.6. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.5. The duties of the **V.P. Sponsorship** shall include:
 - 5.5.1. Procurement of loans, donations, sponsorships, and external financing.
 - 5.5.2. Develop and maintain any and all relationships between ESS and sponsors.
 - 5.5.3. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.6. The duties of **V.P. Finance** shall include:
 - 5.6.1. Preparing a monthly record of finances to be presented to the Executive Officers.
 - 5.6.2. Once elected preparing a fiscal budget in conjunction with all Executive Officers for the upcoming year.
 - 5.6.3. Ensuring the proper and timely settlement of all ESS financial transactions.
 - 5.6.4. Handling all monies associated with the ESS.
 - 5.6.5. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.7. The duties of the **V.P. Publications** shall include:
 - 5.7.1. Ensuring the proper and timely publication of any Engineering Agenda (Handbook).
 - 5.7.2. Ensuring the proper and timely publication of the RACK.

- 5.7.3. Ensuring the timely maintenance of the ESS website and other social media outlets including but not limited to the ESS Facebook page.
- 5.7.4. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.8. The duties of the **V.P. Social** shall include:
 - 5.8.1. Plan and directing all social, charity, and athletic functions.
 - 5.8.2. Coordinate with other societies to plan social functions.
 - 5.8.3. Performing all duties and responsibilities outlined in ESS Policy and Standard Operating Procedures.
- 5.9. The Executive or the President, as required, can assign additional duties to any Officer. Each year the distribution of the duty list can be changed as required without ratification of a new constitution.
- 5.10. In no way shall an Executive Member personally benefit either directly or financially or otherwise from their position on the executive. In the instance that an executive member should benefit they shall disclose any conflict of interested preceding the discussion and shall abstain from any vote.
- 5.11. Any Executive member may resign from office because he/she are unable to fulfill the duties they were elected to perform because of some unforeseen reason, via a written statement addressed to the Executives and the Engineering Student body. The reason given by this shall be accepted or rejected by the Executive. If the reason is rejected the person in question will be deemed unreliable and cannot run for any Executive positions in the future.

6. Election Procedures and Rules

- 6.1. All questions concerning the validity of the nominations shall be decided by the Executive. All invalid nominations must be declared as soon as possible in order that the candidate may correct his/her form.
 - 6.1.1. Nominations for Executive positions shall be accepted by the Chief Returning Officer (hereafter called the CRO) for a period of one week before campaigning is to begin.
 - 6.1.2. The CRO shall be appointed at an Executive meeting by the Executive Officers.
- 6.2. Each nomination must be signed by at least ten (10) active members of the ESS.
- 6.3. No one person can run or hold two positions at the same time on the Executive by means of election or acclamation.
- 6.4. To avoid any possible conflicts of interest any Executive member cannot also hold the positions of the E³F Chair, the Editor-in-Chief of the RACK, or the Board of Directors.
- 6.5. Candidates for election must be undergraduate students in the Faculty of Engineering at Lakehead University.
 - 6.5.1. Any current or past Executive Officers deemed unreliable as per **Article 5.11** above cannot run for any Executive positions.
 - 6.5.2. To be eligible to run for an elected ESS executive position, a nominee must have attained at least a 60% average in his/her previous academic term.
- 6.6. Election of the ESS Executive Officers, the E³F Chair and E³F Student Representatives shall be held by online vote at the earliest five (5) days after the close of nominations. The exact date is to be decided by the Executive.

- 6.7. Elections shall take place no later than the end of February.
- 6.8. At least one voting station must be set up in a high traffic area on campus and in operation at least from 9:00am to 4:00pm. Stations must be manned at all times.
- 6.9. Voting shall be held for two days.
- 6.10. Only undergraduate students of the Faculty of Engineering may vote. The CRO is not allowed to vote in the election except in the case of a tie, in which the case the CRO will cast the deciding vote.
- 6.11. The ESS will not allow voting by proxy in any manner.
- 6.12. Campaigning shall abide by the following rules and procedures.
 - 6.12.1. Each candidate may spend up to \$20 on his or her campaign. Receipts for the cost of their campaign must be submitted to the CRO no later than 4:30pm on the last day of campaigning.
 - 6.12.2. The ESS Executive must approve all campaigns.
 - 6.12.3. No campaign material is allowed on ESS bulletin boards or in the ESS Office.
 - 6.12.4. Permission must be obtained from professors before campaign speeches may be delivered in classes.
 - 6.12.5. All campaign materials be it printed, online, or otherwise must be removed by no later than 8:30am on the first day of the election.
- 6.13. The candidates shall at no lime loiter near or around the voting station.
- 6.14. Any violation of these campaigning and election rules and procedures may be grounds for disqualification from the election. This will be determined on the discretion of the CRO.
- 6.15. The CRO is responsible for summarizing and providing the election results.
- 6.16. The CRO shall announce the results of the elections to the active membership, and oversee the Terms of Office procedures as stated in **Article 10.0**.

7. Meeting Procedures

7.1. General Meetings

- 7.1.1. General Meetings of the ESS must be held in accordance with the following by-laws:
 - 7.1.1.1. May be called by the order of the Executive giving at least three (3) days notice to the active membership.
 - 7.1.1.2. Must be called by the President upon receipt of a petition signed by not less than 25% of the active membership, requesting such a meeting. The meeting must be held not less than three (3) days after the receipt of said petition and not more than fifteen (15) days.
- 7.1.2. A general meeting must be called at least once a semester.
- 7.1.3. At any general meeting, one-twentieth (1/20) of the active membership shall constitute a quorum.

7.2. Executive Meetings

- 7.2.1. Executive meetings shall be called by the President or as determined by resolution of the Executive.
- 7.2.2. At any Executive meeting the majority of the Executive shall constitute a quorum.

- 7.2.2.1. Should the President not be in attendance the Executive meeting responsibilities shall fall on the V.P. External. Should neither the President nor the V.P. External be in attendance the Executive meeting responsibilities shall fall on the V.P. Finance.
- 7.2.3. All Executive Officers have a vote in an Executive Meeting. In the event of a tie vote, the President's vote will decide the issue.
- 7.2.4. Attendance of all executive meetings by the Executive is mandatory, unless deemed reasonable by the Executives.
 - 7.2.4.1. Absences must be accepted by majority of the Executives. In the event an Executive Officer is absent from a scheduled Executive Meeting, the regret shall be provided within a week from that scheduled meeting.
 - 7.2.4.2. In the event that an Executive Officer accumulates three (3) un-excused absences an impeachment hearing shall be scheduled.
- 7.2.5. Attendance by Commissioners of Executive Meetings is mandatory only when requested by Executives.
- 7.3. Council Meetings
 - 7.3.1. Council meetings shall be called by the President or as determined by resolution of the Executive.
 - 7.3.2. At any Council Meeting, a majority of the Council shall constitute quorum.
 - 7.3.3. All Council members have the right to put forth motions and seconding motions in a Council Meeting. Only Executive Officers may vote. In the event of a tie vote, the President's vote will decided the issue.
 - 7.3.4. Attendance of all Council and General Meetings by the Executive and Commissioners is mandatory, unless deemed reasonably by the Executive.
- 7.4. Executive, Council, Board of Directors and General Meetings shall be chaired by the President.
- 7.5. The President shall be responsible for the agenda of all meetings.
- 7.6. The Executive-elect must attend all meetings prior to their term of office. All incoming Executive shall have voting privileges at Executive Meetings. Returning Executive may only cast one vote each.
- 7.7. The outgoing Executive shall call an Executive Transition Meeting with the incoming Executive before the end of the Winter Semester of classes.

8. Rules on Policy

- 8.1. Executive not performing their duties may be removed from office following an impeachment hearing that includes the other ESS Executives and Board of Directors.
 - 8.1.1. An Executive member in question shall be given written notice of their impeachment hearing. If they do not respond within 72 hours of written notification, they shall be treated under **Article 5.11**, as if their resignation had been rejected.
 - 8.1.1.1. The written notification must be a hardcopy letter.
 - 8.1.2. The Executive member in question may propose an alternate date and time for the impeachment hearing that falls within one week of the originally scheduled meeting.

8.1.3. The Executive members in question shall be given an opportunity to speak, answer questions and to represent themselves. After this period the remaining executives and the Board of Director representative shall have the opportunity to hold a closed-door meeting. After which any decision is final.

8.1.4. Should the executive in question be impeached, they shall immediately relinquish any ESS property, the office key and shall provide their ESS email password to the remaining executives.

8.1.4.1. Notification of the removed Executive shall be provided to LUSU.

8.2. Commissioners not performing their duties may be removed from their positions by consensus of the Executive.

9. Financial Policy

9.1. The ESS is financially responsible for its actions in previous years.

9.2. It is recognized that during the summer there exists a unique situation where some Executive members are out of town. During the summer two Executive members will have signing authority on a "summer account". This account will be set up such that it is a single signature account and funded appropriately by the V.P. Finance for summer purchases. The selection of these Executive members shall be based on a matter of convenience depending upon who is in town, by consensus of the Executive.

9.3. The ESS shall maintain up to date financial records.

9.4. The three signing authorities for ESS shall be V.P. Finance, V.P. External and President.

10. Terms of Office

10.1. A change of power is to take place, which is to include financial and administrative status. It is imperative that all parties involved understand his/her duties.

10.2. The outgoing President shall submit a list of the new executive, with their positions, contact information, and student numbers to LUSU and to the Engineering Dean's secretary.

10.3. ESS office keys, e-mails, website information, and social media website information is to be passed on by the outgoing executives to the incoming executives.

10.3.1. The current President and V.P. Publications shall also ensure the transfer of email account credentials to the successor LEC Chairperson and the RACK Editor-in-Chief.

10.4. The key and code to the safe shall be given to the new V.P. Finance, along with an inventory of all current merchandise, textbooks, cash, bank account balances including amounts waiting to be received or outgoing cheques yet to be cashed. This information is to be signed and dated by the outgoing and incoming V.P. Finance and President.

10.5. Newly elected Executives are responsible to attend all meetings after the elections are over and the results announced. The term of office for the incoming Executive commences two (2) weeks following election proceedings. The newly elected Executive shall hold an Annual General Meeting to exhibit the change of executive and to ratify the constitution.