

CONSTITUTION AND BY-LAWS
FOR THE
LAKEHEAD UNIVERSITY
ENGINEERING EQUIPMENT ENDOWMENT FUND
THUNDER BAY, ONTARIO

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1 PART I - THE CONSTITUTION

1.1 NAME

- 1.1.1 The name of the organization is the Engineering Equipment Endowment Fund, hereinafter referred to as the “E³F”.

1.2 PURPOSE OF OPERATION

- 1.2.1 The E³F must be used to purchase equipment for undergraduate/student laboratories.
- 1.2.2 The E³F shall establish an endowment fund which will become self-perpetuating.

1.3 MEMBERSHIP

- 1.3.1 Membership shall include all Lakehead University undergraduate engineering students and students from common year in applied science who have paid their annual fee.
- 1.3.2 Membership fees shall be outlined in the by-laws.
- 1.3.2.1 See section 2.6

1.4 COMMITTEES

- 1.4.1 The Board of Directors, hereinafter referred to as BOD, is responsible for administering the E³F.
- 1.4.2 The BOD shall consist of:
- 1.4.2.1 Chair;
- 1.4.2.2 One student representative entering 2nd year per department (Chemical, Civil, Electrical, Mechanical and Software);
- 1.4.2.3 One student representative entering 3rd or 4th year per department (Chemical, Civil, Electrical, Mechanical and Software);
- 1.4.2.4 ESS President; and
- 1.4.2.5 Dean, Faculty of Engineering (non-voting).
- 1.4.3 The Steering Committee, hereinafter referred to as SC, responsible to seek out and receive proposals for equipment purchases from engineering faculty, staff and students.
- 1.4.4 The SC shall consist of:
- 1.4.4.1 Dean, Faculty of Engineering;
- 1.4.4.2 Chairs of each department (Chemical, Civil, Electrical, Mechanical and Software);
- 1.4.4.3 One Technologist representative from each of the departments
- 1.4.4.4 Presidents of each student club (CSCHE, CSCE, IEEE, and CSME), hereinafter referred to as the clubs; and
- 1.4.4.5 Chair of the BOD.

1.5 ELECTIONS

- 1.5.1 Elections for the chair and the student members of the BOD shall coincide with ESS executive elections
- 1.5.2 Elections shall follow the ESS election regulations.
- 1.5.3 A student is eligible for BOD positions if they are entering their second, third or fourth year of studies in September of the follow academic year.
- 1.5.4 A student is eligible for BOD positions if they have completed at least one full academic year of engineering at Lakehead University.

1.6 MEETINGS

- 1.6.1 Meetings shall be held as follows:
 - 1.6.1.1 SC: At least once a year at the earliest possible date after the proposals have been collected
 - 1.6.1.2 BOD: Shall meet at least four times a year.
 - 1.6.1.2.1 Quorum shall be met if 2/3 of the BOD is in attendance.
 - 1.6.1.2.2 Final proposal voting shall be completed at an in person meeting of the BOD.
- 1.6.2 An Annual General Meeting, hereinafter referred to as the AGM, shall be held before elections.

1.7 AMENDMENTS

- 1.7.1 Proposals to amend the E³F constitution shall be made in writing directly to the Chair of the BOD before January 1st of each year. Proposals shall be considered by the BOD. Valid proposals shall be posted for a minimum of one month prior to the AGM in:
 - 1.7.1.1 The ESS office, and
 - 1.7.1.2 Each of the club rooms
- 1.7.2 Should the proposal be considered invalid by the BOD, they shall advise the originator of the reason for considering the proposal invalid.
- 1.7.3 Amendment entries shall make reference to the minutes and items of the AGM at which the amendment is authorized.

1.8 EQUIPMENT

- 1.8.1 Any equipment purchased through this fund shall be accessible to active membership by way of the engineering department.
- 1.8.2 The purchase history log below shall be added to after every purchase using the E³F. Additions to the purchase history table do not require constitution amendments and shall be inserted after the commitment and signature from the BOD Chair and the Dean of Engineering.

Academic Year	Item	Discipline	BOD Chair
2010-2011	Engine Dynamometer & Horizontal Bandsaw	Mechanical	Ryan Edwards-Crewe
2013-2014	Spectrum Analyzers	Electrical	Hammad Jadoon
2014-2015			Hammad Jadoon

2 PART II - THE BY-LAWS

2.1 PURPOSE

- 2.1.1 To provide detailed rules for the efficient operation of the E³F and to amplify the constitution.
- 2.1.2 Amendments of the by-laws will be carried out in the same manner as amendments to the Constitution.

2.2 BOARD OF DIRECTORS

- 2.2.1 The BOD shall be responsible for the efficient operation of the E³F in accordance with the constitution and by-laws.
- 2.2.2 The BOD shall meet at the call of the Chair to:
 - 2.2.2.1 Discuss and vote on proposals that have already been recommended by the SC;
 - 2.2.2.2 Discuss other matters deemed pertinent by the Chair of the BOD.
- 2.2.3 The following members of the BOD shall be nominated at or before an AGM for a term of one year commencing May 1st and terminating April 30th:
 - 2.2.3.1 Chair (any year and any department);
 - 2.2.3.2 One student representative per department elected from second year; and
 - 2.2.3.3 One student representative per department elected from third or fourth year.

2.3 STEERING COMMITTEE

- 2.3.1 The SC shall be responsible for reviewing all submitted proposals and shall rate them and provide reasons as to why the proposals not being recommended.
- 2.3.2 The SC shall meet at the call of the Chair of the BOD to do what has been outlined in article 2.3.1.
- 2.3.3 The following members of the SC shall be nominated and elected at the meeting:
 - 2.3.3.1 Chair; and
 - 2.3.3.2 Secretary.

2.4 PERSONAL INTEREST

- 2.4.1 Members of the BOD or SC will not have any personal interest in the purchase, sales or monies of the E³F or receive any remuneration or advantage by reason of their connection with the management of the E³F.
- 2.4.2 If a member of the BOD or SC stands to violate Article 2.4.1. the member shall declare conflict of interest and the BOD shall review the conflict and decide whether that member can vote on the offending proposal.

2.5 MEMBERSHIP

- 2.5.1 Lakehead University undergraduate engineering students shall retain membership in the E³F providing they paid the annual fee for that academic year.
- 2.5.2 Lakehead University common year applied science students shall retain membership in the E³F providing they have paid the annual fee for that academic year.

2.6 INCOME

- 2.6.1 Each Lakehead University undergraduate engineering student will pay an annual contribution of \$35. The amount of the contribution shall be reviewed a minimum of every 5 years.
- 2.6.2 Membership contributions shall be collected by the Lakehead University when tuition fees are paid.
- 2.6.3 Donations may be accepted from any persons/companies. These persons/companies shall not be considered members.

2.7 MEETINGS

- 2.7.1 An AGM shall be held before annual elections to consider:
 - 2.7.1.1 Financial matters;
 - 2.7.1.2 Nominations for elected positions;
 - 2.7.1.2.1 Nominations, so long as they are made at the AGM during the nomination period and are accepted by the individual shall be added to the ballot prior to elections.
 - 2.7.1.3 Proposed changes to the constitution and by-laws; and
 - 2.7.1.4 Any other business.
- 2.7.2 The BOD shall meet to discuss matters as outlined in Article 2.2.2.
- 2.7.3 The SC shall meet to discuss matters as outlined in Article 2.3.1.

2.8 NOTICES

- 2.8.1 All notices shall be posted in the:
 - 2.8.1.1 ESS office; and
 - 2.8.1.2 Each of the club rooms.
- 2.8.2 Minutes of the meetings shall be available upon request from the Chair of the BOD.
- 2.8.3 Notification of the AGM shall be posted at least two weeks prior to the AGM.

2.9 EXPENDITURES

- 2.9.1 A maximum of half the yearly funds collected is available to be spent on submitted proposals. Any funds donated by a non-member shall go directly into the fund.
- 2.9.2 Funds cannot be used for equipment upkeep or operating expenses.

- 2.9.3 Any available funds left over shall revert to the fund.
- 2.9.4 Once the fund has become self-perpetuating, only the interest shall be spent.
- 2.9.5 All purchases through E³F need to have the signature of the Chair of the BOD and the Dean of the Faculty of Engineering to be valid.
- 2.9.6 Labels shall be purchased to be placed on all purchased equipment in order that students know what has been donated by the E³F. These labels shall state: “This equipment was purchased through the E³F, on MONTH, DAY, and YEAR”.
 - 2.9.6.1 The label shall be purchased using the fund and shall be permanently adhered to the purchased equipment.

2.10 FINANCIAL STATEMENTS

- 2.10.1 A yearly statement shall be provided to the E³F Chair by Lakehead University’s Finance Department.
- 2.10.2 This statement shall be available for viewing upon request.

ANNEX A

BOARD OF DIRECTORS RESPONSIBILITIES CHAIR OF THE BOD

- 1) The Chair of the BOD is responsible for:
 - a) Running elections for members of the BOD for appointment by May 1st of each year;
 - b) Ensuring that a year-end statement is received from Lakehead University Finance Department;
 - c) The calling of BOD meetings and AGM and presiding at these meetings; and
 - d) Encouraging alumni to contribute to E³F.

ANNEX B

BOARD OF DIRECTORS RESPONSIBILITIES MEMBERS OF THE BOD

- 1) The members of the BOD are responsible for:
 - a) The final decision on the annual purchase(s); and
 - b) The use of the fund for laboratory enhancement that will not be provided by university funding.

ANNEX C

THE STEERING COMMITTEE RESPONSIBILITIES THE CHAIR OF THE STEERING COMMITTEE

- 1) The Chair of the Steering Committee is responsible for:
 - a) The calling of the Steering Committee meeting and presiding at that meeting.

ANNEX D

THE STEERING COMMITTEE RESPONSIBILITIES THE SECRETARY OF THE STEERING COMMITTEE

- 1) The Secretary of the Steering Committee is responsible for:
 - a) Recording the minutes of the Steering Committee Meetings.

ANNEX E

THE STEERING COMMITTEE RESPONSIBILITIES THE MEMBERS OF THE STEERING COMMITTEE

- 1) The members of the Steering Committee are responsible for:
 - a) Identifying laboratories and equipment need special funding;
 - b) Reviewing all submitted proposals;
 - c) Preparing proposals and recommendations for funding for the BOD by November 1st each year.

ANNEX F

CONDUCT OF MEETING

INTRODUCTION

- 1) Board of Director meetings are held in order that members can fully discuss, in a democratic manner, the proposals put forth from students, faculty and staff and arrive a decisions based on the will of the majority of the members.
- 2) Steering Committee meetings are held in order that members can fully discuss, in a democratic manner, the proposals put forth from students, faculty or staff and prepare proposals and recommendations for funding for the BOD by November 1st of each year.
- 3) AGM is held in order that BOD members and student members can fully discuss, in a democratic manner, the:
 - a) financial matters of the E³F;
 - b) nominations for elected positions;
 - c) proposed changes to the constitution and By-laws; and
 - d) any other business.

PURPOSE

- 4) This annex outlines the responsibilities of the Chairs of the BOD and SC meetings, procedure in so far as it applies to such meetings, and the types, and methods of dealing with motions.

CHAIRS (OF THE BODY AND THE SC) - RESPONSIBILITIES

- 5) The control of the BOD meetings, SC meetings or the AGM rests with the Chair (of the respective committee) and the success or failure of the meeting depends to a great extent on his/her preparation and planning on his/her leadership qualities and methods. To carry out his/her responsibilities at any BOD meeting, SC meeting or AGM, the Chair should:
 - a) be familiar with the constitution and by-laws of the E³F;
 - b) know, and follow, the order of business for the conduct of meetings;
 - c) be familiar with his/her duties as Chair in respect to validity of motions, or amendments

- thereto, and the control of debate;
- d) ensure that each remarks are addressed to the Chair, not directly discussed by two or more members; and
 - e) ensure that only one speaker has the floor at a time and that the speaker is not interrupted otherwise than permitted by the rules of order.

ORDER OF BUSINESS

- 6) The order of business may be established in the By-laws of the E3F or may be determined by the Chair (of the BOD or the SC). The following is an example of a normal order of business.
 - a) call to order;
 - b) roll call (if considered necessary);
 - c) reading of minutes (minutes of previous meetings may be distributed to all members, either BOD or SC, before the meeting and formal reading dispensed with);
 - d) approval of minutes;
 - e) reports of:
 - i) for AGM
 - (1) the Chair of BOD; and
 - (2) the financial statements.
 - ii) for BOD
 - (1) the SC.
 - f) old business (if any from last meeting);
 - g) new business (i.e. proposals); and
 - h) adjournment

- 7) If a subject of major importance, such as an amendment to the Constitution or By-laws or a proposal which requires study, is to be introduced as new business, it is normal to require prior notice to enable the BOD to prepare relevant information and for members to formulate opinions and prepare questions they might wish to ask.

MAKING A MOTION

- 8) A motion is a proposal that the BOD/SC take action, or that it expresses itself as holding certain opinions. A motion may be made by any member of the BOD and SC except by the Chair. To make a motion, a member first obtains recognition from the Chair by raising a hand and waiting until acknowledged by him/her. If two or more people raise their hands at approximately the same time, the Chair must use his/her discretion as to which is to be recognized first. Members must always address the Chair.

- 9) Prior to making a motion, the member should have formulated the correct wording of the proposals he/she wishes to bring to the attention of the meetings. He/She says, after being recognized or obtaining the floor, "I move that..." or "I move to ...". For the sake of absolute accuracy, a motion may be put in writing, read by the one who proposed it, and handed to the secretary. Whatever the practice, it is very important that the exact wording of the motion be understood by all. To make this clear, the Chair must report the motion, inquiring from the

proposer if the wording is correct.

SECONDING A MOTION

- 10) A motion must be seconded before it may be considered. In other words, the proposal must interest at least two members of the meeting. If a motion is not seconded, no notice whatever need be taken of it by the Chair. But, for the sake of fairness to all, the Chair must say, “It has been moved that so-and-so. Is the motion seconded?” If no seconding is forthcoming, the Chair says, “The motion cannot be considered”, and proceeds with business as before.
- 11) Seconding a motion is expressing approval and interest, at least for purpose of discussion, by one member other than the proposer.

LEGALITY OF A MOTION

- 12) No motion is in order which conflicts with the avowed object or purpose of the E³F has no jurisdiction.
- 13) When a motion has been made, the Chair must consider it to determine whether it is in order for presentation for discussion by the meeting. This he/she may do before, or after, it is seconded. If the Chair considers the motion in order, he/she will repeat it to the meeting and invite discussion therein. If the Chair considers a motion not in order, he/she will rule the motion out of order and advise the members of his/her reason(s) for doing so. Any member, other than a committee member, may challenge the Chair to prove that his/her ruling is in accordance with regulations, orders and rules. If there is still dissatisfaction with the ruling, or if a question or interpretation of rules and regulations arises, the validity of or the ruling may go to the vote of the meeting.

DEBATING A MOTION

- 14) Unless ruled out by the Chair, a motion made and seconded is stated to the meeting and becomes a subject for discussion and decision. Until that time, it will not be discussed or acted on. When moved, seconded, and stated by the Chair, a motion cannot be withdrawn or ignored, except where the original mover asks for permission from the meeting. No other member can ask to have a motion withdrawn although it can be disposed of in other ways.

VOTING

- 15) All motions re decided by a majority vote of the members (Proposals are only voted on by the BOD members but any changes to the Constitution or By-laws must be voted on by the undergraduate engineering student members. Equal votes defeat a motion. The system of voting is decided by local custom, eg. Use of ballot boxes, a show of hands. Members cannot be compelled to vote on a motion; however, they should be encouraged to do so.

- 16) The Chair may exercise his/her own vote as a member but as a general rule refrains from doing so. Except for his/her vote as a member (undergraduate engineering student), he/she does not have an extra or casting vote in the event of a tie.

TYPES OF MOTIONS

- 17) There are two types of motions: main and secondary. An understanding of this simple but sometimes confusing distinction is essential for good parliamentary procedure.

MAIN MOTIONS

- 18) A main motion is one which introduces a subject to the meeting. It is debatable and amendable, i.e. the opinions of those present may be expressed in regard to it, not only by their votes, but also by their words. Expression of opinion by members in orderly debate serves the purpose not only of clarifying the issues, but also influencing undecided members. It is quite proper for any member in favour of a motion to present all the arguments he/she can think of which seem to make the action advisable, and to present those arguments as persuasively as possible. The opponents have the same privilege. Only the Chair must remain absolutely impartial.

SECONDARY MOTIONS

- 19) In most instances, a main motion will be proposed and voted on without any further complications. But, this is not always the case. During discussion, various questions may arise which must be disposed of before the main motion is acted on, or other circumstances are referred to as secondary (subsidiary) motions and may take the form of:
- a) an amendment to the original motion, or an amendment to an amendment; or
 - i) a motion to:
 - (1) defer the subject or original motion temporarily or indefinitely.
 - (2) refer the subject of the original motion for further study, and
 - (3) limit time for debate of a motion.

Such motions must be considered and voted on before action can be taken on the main motion.

NOMINATIONS

- 20) Nominations at an AGM are normally made from the floor. No seconder is required. Before closing nominations, the Chair of the BOD should inquire if there are any further nominations, and if there is no response, he/she then declares nominations closed.

DOCUMENT SAVE LOCATION

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