



# University of Windsor Engineering Students' Society Constitution

Updated October 7<sup>th</sup>, 2024

## Table of Contents

<b>Article 1: The Society</b>	<b>3</b>
<b>Article 2: Objectives</b>	<b>3</b>
<b>Article 3: Membership</b>	<b>3</b>
<b>Article 4: The Executive Committee</b>	<b>4</b>
<b>Article 5: The Board of Directors</b>	<b>5</b>
<b>Article 6: The Internal Council</b>	<b>6</b>
<b>Article 7: The Advisory Board</b>	<b>6</b>
<b>Article 8: Elections</b>	<b>7</b>
<b>Article 9: The Annual General Meeting</b>	<b>11</b>
<b>Article 10: General Meetings of the Society</b>	<b>11</b>
<b>Article 11: Fiscal Year of the Society</b>	<b>11</b>
<b>Article 12: Amendments to the Constitution</b>	<b>12</b>

## Article 1: The Society

1. The Society shall be called "The University of Windsor Engineering Students' Society" or "U of W EngSoc" and will be referred to hereafter as the "Society"
2. The head office of the Society shall be in the City of Windsor, in the Province of Ontario, in the Country of Canada
3. The Society cannot endorse nor condone any political stance

## Article 2: Objectives

1. To cultivate the spirit of mutual assistance among the members of the Society in the practice of the engineering profession, and education
2. To promote interest and to foster high standards in the engineering profession and education
3. To supervise and aid all committees, sub-committees, clubs, and societies which are associated with the Society
4. To serve as a medium of communication between members of the Society and the governing bodies of the University, the University of Windsor Student Alliance (UWSA), and/or any other recognized society
5. To promote inclusivity, mental health and diversity, and improve student experience within the Faculty of Engineering
6. To promote general interest in the University and the Faculty of Engineering

## Article 3: Membership

1. Members of the Society
  - a. Membership to the Society consists of the following students enrolled in the undergraduate engineering program at the University of Windsor:
    - i. Full time students
    - ii. Part time students
    - iii. Students in between semesters for a period no longer than eight (8) months, that coincides to the academic calendar established by the Faculty of Engineering
  - b. Membership can be given to persons other than those specified in Article 3 Section 1.a who pay the associate membership fee to the Society
    - i. Associate membership fee to the Society is to be refunded \$10 be it that the semester is conducted fully online
2. Rights and Privileges of Members
  - a. All members have the right and privilege to:
    - i. Make or second any nomination, motion, or amendment at any General Meeting

- ii. Raise questions, privileges of appeal, points of order or any other points of parliamentary procedure at any General Meeting or at the Annual General Meeting of the Society
  - iii. Vote during any election of the Society
  - iv. Hold any office within the Society subject to Articles 5, 6, 7, or 8
  - v. Gain access to public Society records and files in the presence of an Executive Officer
  - vi. Have preference in the purchase of tickets to social functions pertaining to the Society
- b. Section 2.a. of Article 3 does not apply to an associate member, with the exception of Article 3, Section 2.a.vi

## Article 4: The Executive Committee

1. There shall be a body known as the Executive Committee which shall exercise powers as authorized by the Board of Directors. The Executive Committee is at all times accountable to the members of the Society
2. The Society's Executive Committee shall consist of the following members:
  - a. Elected Executive Officers of the Society with voting rights:
    - i. The President
    - ii. Vice-President Internal
    - iii. Vice-President External
    - iv. Vice-President Social
    - v. Vice-President Academic
    - vi. Vice-President Finance and Administration
  - b. Appointed Executive Officers without voting rights:
    - i. Chief Administrative Officer (CAO)
    - ii. Chief Returning Officer (CRO)
    - iii. Chief Marketing Officer (CMO)
3. All duties and responsibilities of the Executive Officers are outlined in Article 2, Sections 1-7 of the Policy Manual
4. There shall be at least one (1) Executive Meeting per week, while classes are scheduled
  - a. All business and the format of the Executive Committee meetings shall be described in Article 5, Section 1 of the Policy Manual
5. The term of office for the Executive Officers shall commence April 1st and continue for the duration of one (1) year, culminating on March 31st of the following calendar year.
6. Appointed Executive Officers shall be appointed by the elected Executive Officers corresponding to said Officers' term
  - a. Notice must be given to the appointed Executive Officers by March 1st preceding the newly elected Executive Officers' term
7. Any elected Officer of the Executive Committee may be dismissed by resolution of the Board of Directors adopted by a two-thirds (2/3) majority vote of all of the Board of Directors' voting members

8. Any Appointed Executive Officer may be dismissed by a resolution of the Executive Committee adopted by a two-thirds (2/3) majority vote of all of the Executive Committee's voting members

## Article 5: The Board of Directors

1. The property and business of the Society shall be managed by a Board of Directors of which two-thirds (2/3) of voting members shall constitute a quorum
2. The members of the Society's Board of Directors shall consist of the following:
  - a. Board of Directors members with voting rights elected by the group that the position represents unless otherwise specified:
    - i. The elected Executive Officers of the Society in office
    - ii. One (1) representative enrolled in each of the following engineering disciplines to be elected at the Annual General Meeting
      1. Mechanical
      2. Electrical
      3. Civil/Environmental
      4. Industrial
    - iii. One (1) student representative from each of the second, third and fourth (2nd, 3rd and 4th) academic year classes to be elected at the Annual General Meeting
    - iv. One (1) student representative from each subsequent first (1st) academic year engineering class section to be appointed at the first (1<sup>st</sup>) General Meeting of the fall semester by the Executive Officers
    - v. One (1) representative who is an international student that is paying international student tuition to be elected at the Annual General Meeting
  - b. The term of office for all voting Board of Directors members shall commence September 1st and continue for a duration of one (1) year, culminating August 31st of the following year, with the exception of Article 6, Section 2.a.i. and the following:
    - i. If any representative is a 4<sup>th</sup> year student and their term will end March 31<sup>st</sup>, then the following elected representative's term will begin April 1<sup>st</sup>
  - c. Non-Voting members of the Board of Directors:
    - i. The past President(s) of the Society
    - ii. The Dean of the Faculty of Engineering
      1. In the event that the Dean of the Faculty of Engineering cannot fulfill this responsibility, the Associate Dean - Student Affairs of the Faculty of Engineering shall be invited to assume this position
      2. In the event that the Associate Dean cannot assume this responsibility, the position shall be open to any faculty member in any department of Engineering
    - iii. The Vice President Finance of the UWSA

1. In the event that the UWSA Vice President Finance is unable to assume such a post, the UWSA may select any member of its executive to represent the wishes of the UWSA on the Board of Directors
  - iv. The elected UWSA engineering representatives
  - v. The Faculty appointed student representatives that sit on their respective Departmental Council
  - vi. The President of the Women in Engineering student group
3. All duties and responsibilities of the Board of Directors are outlined in Article 3, Section 1 of the Policy Manual
4. There shall be at least three (3) Board of Directors meetings per academic semester
  - a. All business and the format of the Board of Directors Meetings shall be described in Article 5, Section 2 of the Policy Manual
5. Any member of the Board of Directors may be dismissed by resolution of the Board of Directors adopted by a two-thirds (2/3) majority vote by all Board of Directors' voting members

## Article 6: The Internal Council

1. Senior Commissioners must be chosen by June 1st at the latest and Junior Commissioners must be chosen at the latest by November 1st
2. The term for Commissioners sitting on the Internal Council will begin as soon as they are chosen, and end the following March 31st
3. In order to aid the Executive Committee in their mandates and tasks, additional Commissioners may be appointed and created at any time by the Executive Officers in order to better serve the Society
4. The assembled body of these volunteers shall be known as the Engineering Students' Society Internal Council
5. All Commissioner positions and responsibilities are outlined in Article 4, Section 1-6 of the Policy Manual
6. Any appointed Commissioner may be dismissed by resolution of the Executive Committee adopted by two-thirds (2/3) majority vote of the Executive Committee's voting members
7. The term of the Engineering Students' Society Internal Council shall coincide with the term of the Executive Committee as outlined in Article 5, Section 5 of the Constitution

## Article 7: The Advisory Board

1. The Advisory Board shall advise the Board of Directors on any and all issues the Board of Directors finds appropriate
  - a. Existing for the purpose of recognizing the wealth of knowledge of former members of the Board of Directors and the Society's Executive Committee and the need to maintain continuity throughout the years

2. The structure of the Advisory Board shall be as follows:
  - a. The membership shall consist of no more than ten (10) members
  - b. Advisors shall be nominated and ratified at the Annual General Meeting of the Society
  - c. Each advisor must have at least one (1) year of prior involvement within the Society's Board of Directors or Executive Committee
  - d. The term of office for an advisor shall last one (1) year commencing April 1st and culminating March 31st of the following year
  - e. A member of the Advisory Board may be dismissed by resolution of the Board of Directors adopted by two-thirds (2/3) majority vote of all Board of Directors' voting members

## Article 8: Elections

1. The Chief Returning Officer of the Society shall oversee all elections. In the event the Chief Returning Officer cannot oversee the election, the Board of Directors will appoint a member to act in their stead
2. All elections for executive positions shall be carried out as follows:
  - a. Elected positions shall be decided by a majority vote of the members of the Society who exercise their voting power, consisting of no less than five percent (5%) of all full members of the Society
    - i. In the event that a five percent (5%) representation is not achieved, or a position achieves a vote of non-confidence or vacancy, a re-vote shall take place on the day of the next month's General Meeting or, a By-Election may be proposed at a date and time at the decided by the Executive Committee
      1. Said by-election must be carried out in the same manner as the General Election
  - b. By virtual secret ballot
    - i. A voting booth is to be set up outside of the Engineering Society Office on the day of an election. In the case of classes being held fully online, a voting booth is not mandatory
    - ii. This booth shall only have the official Engineering Society device used for voting
      1. It shall be administered by a non-running Engineering Society Executive member
  - c. Notice of elections shall not be posted less than twenty-one (21) days before an election
  - d. Polls shall close 24 hours prior to the next subsequent General Meeting and the election results be announced at said General Meeting
  - e. Nominations shall open fourteen (14) days prior to the voting date and close seven (7) days prior to the voting date
  - f. The CRO will hold a candidate's meeting immediately following the closing of the nomination period to ensure election rules are clear and any questions are addressed
    - i. To qualify as an eligible candidate of the Society Executive Committee, the candidate
      1. Must meet the requirements of said position as outlined in Article

- 2, Sections 1-7 of the Policy Manual
2. Hold a minimum cumulative average of 65%
- ii. Any and all nominations must be in writing and include proof of academic status of the nominee. The nomination must be submitted to the Chief Returning Officer during the nomination process
  1. All nominations must be supported by signatures, written or virtual, from a minimum of twenty (20) members of the constituency in question
  2. In the event a student has not completed a full academic semester, proof of academic standing will be provided to CRO at earliest available date
- g. Campaigning for elections may not begin until nominations have closed seven (7) days before the election with the last day of campaigning being the day before the election
  - i. Campaigning consists of any action that promotes, persuades, or otherwise alters the voting preference of any Society member
  - ii. The total cost of a campaign may not exceed \$50 CAD, with receipts being provided to the Chief Returning Officer for review
  - iii. The Engineering Society Office and all other Society in-person and online platforms and properties are campaign free zones during the entirety of the election process
  - iv. Any contravention of these rules shall result in immediate disqualification of the candidate in question from the elections of the Society as decided by the Chief Returning Officer
- h. Campaign rules are as follows:
  - i. Campaigning is not permitted before the Campaign Period. However, a prospective Candidate may meet with individuals for the purposes of assembling a Campaign Team during the Nomination Period
  - ii. The Engineering Society Office and all other Society in-person and online platforms and properties are campaign free zones during the entirety of the election process
  - iii. Each Candidate is responsible for the actions and violations of their Campaign Team. The CRO reserves the right to disqualify the candidate for any violation of this Elections Policy
  - iv. Every Candidate must campaign according to the rules of Fair Play. Violating the rules of Fair Play include, but are not limited to, the following:
    1. Breaching generally accepted community standards;
    2. Libel;
    3. Slander;
    4. Coercion of voters;
    5. Harassment;
    6. General sabotage of another Candidate's campaign;
    7. Malicious or intentional breach of Elections Policy;
    8. Persistent attempts to undermine the ability of the Election Officials or Supporting Staff to carry out their responsibilities; and
    9. Any attempt to undermine the electoral process
    10. Not respect the rights, dignity, and worth of all participants and refrain from any form of discrimination against others, including but not limited to:

- a. Age
  - b. Gender
  - c. Ability
  - d. Race
  - e. Cultural background
  - f. Religious beliefs
  - g. Sexual identity
- 11. Stating gross misrepresentation of facts;
- 12. Use of drugs or alcohol as campaign materials or campaign where drugs or alcohol are being used or served;
- 13. Aggressive campaigning towards any member;
- v. Campaigning during Voting Period:
  - 1. Electronic or online campaigning is permitted during the Voting Period
  - 2. Posted or hung campaigning materials are permitted to remain during Voting Period, however they must be taken down within 48 hours after the election is completed
  - 3. In-person or “physical” campaigning is prohibited
  - 4. Engaging in any targeted campaigning towards eligible voters during the Voting Period is prohibited
  - 5. “Physical” campaigning does not include private conversations between friends
  - 6. Incentives are not to be provided to voters for personal gain in forms that are not present in the candidate’s platform campaign
- vi. Candidates are not permitted to provide a device to a voter for the purpose of online voting, or when it may be reasonably expected that the voter would use the device to vote online
- vii. Allowable campaign spending is as follows:
  - 1. Each candidate can spend no more than \$50 CAD of their own personal funds for campaign purposes during the campaigning period
  - 2. All relevant receipts must be submitted to the CRO by the conclusion of the campaigning period
- viii. Failure to follow the campaigning rules
  - 1. If any Candidate fails to follow the Campaigning Rules, they are subject to disqualification from the election

2. The interpretation of the Campaigning Rules is at the discretion of the CRO in power during the time of the election
3. Any decision made by the CRO must be respected and upheld
3. There shall be a General Election for the Society held once per fiscal year, in November
  - a. During this election all Executive positions of the Society shall be elected
4. Elections for Board of Directors positions shall be held at Annual General Meetings of the society as described in Article 6, section 2.a.v
  - a. In the event of a by-election, it must be held at the next scheduled General Meeting
5. In the event that an elected Executive Officer or Board of Director position becomes vacant during the course of the term an appropriate by-election shall be held (as described in Article 9, Section 2.a.ii.1. and Article 9, Section 4.a.)
  - a. Notice of said by-election must be given before the Society's next General Meeting
  - b. The member so elected shall serve the balance of the term of office originally granted to the representative who has vacated the position.
  - c. If said vacancy of this section is not filled at the conclusion of said by-election, the Executive Committee of the Society shall appoint a member of the Society to the said office
    - i. This appointment must subsequently be ratified by the Board of Directors by a two-thirds (2/3) majority vote of all Board of Directors' voting members within two weeks of the conclusion of said by-election
    - ii. The member so appointed shall serve the balance of the term of office originally granted to the representative who has vacated the position
    - iii. In the event that the election should take place during a reading week, the CRO is given 7 days leniency with the electoral process
  - d. In the event that an elected Executive Position will be left vacant for a period deemed excessively short by the Board of Directors, the Board of Directors may appoint an interim executive, or the position may be left vacant until the end of the term
6. In the event that the CRO wishes to run for an available executive position in an election, the election shall be run by a member of the executive or Board of Directors as appointed by the Executive Committee
7. A member can only hold one position at a time
  - a. In the event that a member of the Board of Directors is elected into an Executive Officer position, their position must be vacated upon the commencement of their term. Refer to Article 9, Section 5
  - b. Should a Board of Director vacate their role due to commencing a new role after the change in fiscal year (refer to Article 8, Section 7), the individual elected or selected to assume the original role for the following term shall commence it in their place. This process shall continue automatically until all positions affected are filled.
    - i. In the case of year representatives, an interim member will be voted in at the AGM
8. In the event that an Executive-Elect wishes to resign before the start of their term, the position will be granted to their runner-up, given that there was no more than a 20% difference between their number of votes

## Article 9: The Annual General Meeting

1. The Annual General Meeting of the Society shall occur in the month of March, at least seven (7) days prior to the end of the Fiscal year with a date and place to be chosen by the Executive Officers of the Society
2. Notice of the Annual General Meeting must be given by the Executive Committee of the Society at least fourteen (14) days prior to the date of such meeting, stating the place, time, and objective thereof
3. The presence of at least five percent (5%) of the members of the Society, exclusive of the Executive Committee, shall be necessary to constitute a quorum at the Annual General Meeting. If quorum is not reached half an hour from the scheduled start time of the AGM, the quorum required shall be reduced to 50 members of the society
4. All business and the format of the Annual General Meeting shall be described in Article 5, Section 5 of the Policy Manual
5. All members shall have one (1) vote at the Annual General Meeting on all issues that pertain to the operation of the Society as a whole, but only those members of their corresponding year or discipline (e.g., Second year, or civil students, etc.) may vote on issues that pertain solely to them

## Article 10: General Meetings of the Society

1. General Meetings shall be held at least three (3) times a semester during the academic year and shall be held not less than seven (7) days after notice of the meeting has been posted
  - a. The Annual General Meeting may be considered a General Meeting as it meets the requirements for a General Meeting
  - b. All business and the format of the General Meetings shall be described in Article 5, Section 4 of the Policy Manual
  - c. The Executive Committee can forego up to two (2) General Meetings a semester in lieu of an alternative method of connecting with the student body (email updates, livestreaming, etc.) if approved by a (2/3) majority vote by the Board of Directors
2. The presence of at least two percent (2%) of all the members, exclusive of the Executive Committee of the Society shall be necessary to constitute a quorum at the General Meeting
  - a. Quorum is only necessary for matters that require a vote.
3. Any member of the Society can demand the calling of a General Meeting on presentation of a petition stating the purpose of said meeting and carrying no less than twenty (20) signatures of full Society members to the Executive Committee or the Board of Directors

## Article 11: Fiscal Year of the Society

1. The fiscal year of the Society shall commence April 1st and end March 31st of the following year
2. Signing authority shall be assigned to the President, Vice-President Finance and Administration, and Vice-President Internal of the Society

- a. In the vacancy of one of the above named, signing authority shall be granted to a Vice-President as chosen by the Board of Directors

## Article 12: Amendments to the Constitution

1. This Constitution shall only be amended by a two-thirds (2/3) majority vote of those present at the Annual General Meeting
2. All such amendments shall take effect immediately and be posted on the website of the Society within two (2) weeks of the Annual General Meeting