

CONSTITUTION OF THE
ENGINEERING STUDENT SOCIETY (ESS)
OF
SIMON FRASER UNIVERSITY

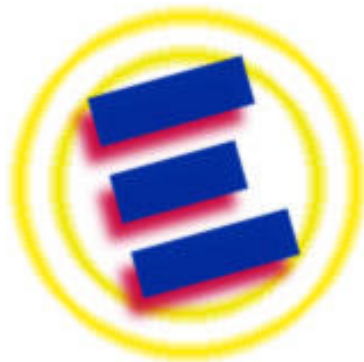


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Terms of Reference

This section details the terms of reference used in the document.

Term	Description
ESS	Engineering Student Society
Executive Council	The elected body responsible for the actions of the ESS
Executive Member	A member of the ESS that sits on the executive council
Regular Member	Any member of the ESS
SFSS	Simon Fraser Student Society
CDSU	Committee for Departmental Student Unions

Title I: The Constitution

Article 1 *Name*

- 1.1 The official name of the Society shall be the “Engineering Student Society”, hereinafter referred to as the ESS.

Article 2 *Purpose*

- 2.1 The purpose of the ESS shall be:
- i) To promote school spirit.
 - ii) To improve the quality of education through dialog with the Engineering Science faculty at Simon Fraser University.
 - iii) To develop ESS members’ interests in areas outside of studying.
 - iv) To take an active role in promoting Engineering as a profession.
 - v) To maintain communications with other Engineering groups and professional Engineering associations.
 - vi) To give ESS members a vehicle to develop organizational and leadership skills.
 - vii) To represent the interests and, to resolve the issues of the members of the ESS as relating to Engineering Science at Simon Fraser University, to all groups outside of the ESS including the SFSS, Engineering Science Administration and, University Administration as required.

Article 3 *Membership*

- 3.1 Automatic membership in the ESS shall be extended to all students within the Engineering Science faculty and shall include:
- i) Declared Majors.
 - ii) Declared Minors.
 - iii) Honors Students.
 - iv) Graduate Students.
 - v) Any students currently enrolled in courses offered by the Engineering Science department.
- 3.2 The executive members of the ESS shall be students currently registered at Simon Fraser University in an undergraduate engineering program in the Faculty of Applied Sciences and be either appointed by the executive council or elected by the regular members. These appointed or elected members are hereinafter referred to as executive members.

Article 4 *Quorum*

- 4.1 Quorum for all meetings shall be equal to nine members, regular or otherwise.

Article 5 *Meetings*

- 5.1 There shall be at least one general meeting per month, and a minimum of four general meetings per semester.
- 5.2 Notice of general meetings shall consist of at least one announcement via the e-mail list “ensc-student@sfu.ca”, no later than 5 school days prior to the meeting.

- 5.3 A meeting shall be called by the executive council, or by any member of the executive council, upon receipt of a petition containing the names of members of the ESS equivalent in number to the meeting quorum number.
- 5.4 If, at any time, no member of the executive council is able or willing to call a general meeting at the request of the membership, any member may do so providing proper notice is given.
- 5.5 At the request of any regular member and without debate, meetings shall be held after 6:00PM to allow members working on coop to attend.
- 5.6 For formal business to commence at a meeting, a number of executive members equal to $\frac{1}{4}$ (25%) of filled executive positions must be present.

Article 6 Rules of Order

- 6.1 At the request of any regular member, and without debate, the Chair shall adopt Robert's Rules of Order for the conduct of meetings.

Article 7 Decision-making and Voting Procedures

- 7.1 Proxy votes are not allowed.
- 7.2 Voting on any motion must be done at a meeting called for that purpose by either a show of hands, or by secret ballot on the request of any member.
- 7.3 A motion shall pass if the majority of voting members at a meeting vote to accept the motion.

Article 8 Elections

- 8.1 Executive council member's and Forum Representative's terms of office shall be one year, beginning May 1st through April 30th of the following year.
- 8.2 Elections shall take place in the spring semester.
- 8.3 Nominations shall remain open until the beginning of the election period.
- 8.4 Nominations shall be accepted in writing with the signatures of not fewer than 5 regular members.
- 8.5 Voting shall be by secret ballot, with the person receiving the largest number of "yes" votes being elected.
- 8.6 In the event that all positions are not filled during the annual election, or a representative resigns their seat before the full term is served, including that of a forum representative, an election shall take place at the next scheduled general meeting. Notice of this meeting shall include notice of election and a call for nominations.

Article 9 Executive Council

- 9.1 The ESS shall have the following executive members
 - i) the President;
 - ii) the Vice-President Internal;
 - iii) the Vice-President Professional Relations;
 - iv) the Vice-President Interuniversity Relations;
 - v) the Vice-President Finance;
 - vi) the Vice-President Academic;
 - vii) the Vice-President University Affairs;
 - viii) the Vice-President Events;

- ix) the Vice-President Social;
 - x) the Vice-President Publications;
 - xi) the Vice-President Merchandise;
 - xii) the Vice-President Electronic Communications;
 - xiii) the Graduate Student Representative;
 - xiv) four First Year Representatives.
- 9.2 Executive members of the ESS must attend all regular meetings of the ESS. Failure to attend two consecutive meetings without due cause or report to the executive council may result in the executive council asking for the executive member's resignation.

Article 10 Amendment of the Constitution

- 10.1 This Constitution may be amended by the ESS Membership by a 2/3 majority vote at a general meeting. Quorum for this meeting shall be 10% of the membership of the ESS.
- 10.2 No amendment shall be valid until ratified by the Committee for Departmental Student Unions.
- 10.3 A notice of amendment must be posted at least two weeks in advance to the "ensc-student@sfu.ca" e-mail list, and in the Engineering Lounge for all members to see. Copies of the proposed amended constitution must be made available to all members upon request.

Article 11 Dissolution

- 11.1 In the event that the ESS becomes inactive, all assets of the ESS shall revert to the Simon Fraser Student Society, to be held in trust for a minimum period of two years. For the purpose of this article, the ESS shall be determined inactive if the membership does not hold the minimum number of quorate meetings as required by this constitution for two consecutive months.
- 11.2 If the ESS is regenerated to fulfill the mandate of this constitution during the aforementioned time period, the trust shall be dissolved and all assets shall be at the direct disposal of the ESS.

Article 12 Signing Authority

- 12.1 Signing officers for the ESS shall be:
 - The President
 - Up to four other executive members as appointed by the council
 - The SFSS Student Union Field Worker and SFSS Treasurer

Article 13 Recall of Executive Council Members and Representatives

- 13.1 The membership may recall any person elected to represent them by a 2/3 majority vote of the members present at a quorate meeting called for the purpose.
- 13.2 Notice of motion to recall must be stated on the notice for the meeting.
- 13.3 Recall of the Forum Representatives shall be handled in accordance with bylaws 13.1-13.4 of the SFSS constitution.

Article 14 Standing Orders, Policies and Procedures

- 14.1 Standing orders, policies, and procedures designed to regularize the business of the ESS, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate meeting called for the purpose.
- 14.2 Standing orders, policies and procedures shall not violate SFSS policy.
- 14.3 Proposals for changes must be made readily available prior to the meeting for a period equivalent to regular meeting notice requirements.

Article 15 Notice Periods

- 15.1 Notice of 15.2 to 15.4 shall consist of an email to the “ensc-student@sfu.ca” email list, and posting pertinent information in the common area for all members to see.
- 15.2 The notice period to elect or appoint a representative to a committee, delegation, the council, or otherwise shall be five (5) school days, and shall include a call for nominations.
- 15.3 The notice period to allocate funds in excess of \$300 shall be five (5) school days and shall include a description of how the funds are to be spent.
- 15.4 The notice period to recall an executive member from council or a member from a committee shall be five (5) school days and shall include reasons for proposing the recall.
- 15.5 The notice period to amend the constitution shall be ten (10) school days and shall include a copy of the proposed changes to the constitution.

Article 16 Enabling Clause

- 16.1 The membership may choose to pass an enabling motion at the end of a semester’s active meeting period that allows the ESS executive council to conduct the regular business of the ESS during the semester break.
- 16.2 The aforementioned enabling motion in 16.1 must include a specified time frame not in excess of four (4) weeks.
- 16.3 All decisions made under the terms of the aforementioned enabling motion in 16.1 must be reviewed and ratified at the next quorate meeting of the membership.

Title II: Amendment History

February, 2003

In order to balance executive workload and to account for an increased first year class, the position of VP External was abolished and replaced by VP Professional Relations and VP Interuniversity Relations and the number of First Year Reps was increased from two to four.

January, 2000

The document from 1994 was restructured and extensive changes made to ensure compliance with SFSS policies as dictated by the CDSU.

May, 1994

An initial draft of the constitution was created and implemented within the ESS (EUSS at the time). The document was never ratified by the CDSU.

Amendments were made at various times as follows:

- Allow dual positions
- Two First Year Reps
- Presidents report filed at end of term not every semester
- Election of first year reps in 2nd or 3rd week of classes
- Appendix A removed and replaced by separate policy and procedures manual