

University of Manitoba Engineering Society  
(UMES) Constitution

February 6, 2008

# Contents

Article I	Definitions . . . . .	2
Article II	Name of the Society . . . . .	5
Article III	Purpose of the Society . . . . .	5
Article IV	Enactment . . . . .	5
Article V	Membership . . . . .	5
Article VI	Council . . . . .	6
Article VII	Faculty Advisor . . . . .	9
Article VIII	Council Responsibilities . . . . .	10
Article IX	Elections . . . . .	12
Article X	Referenda . . . . .	16
Article XI	Appointment of Non-elected positions . . . . .	20
Article XII	Removal of Council Members . . . . .	22
Article XIII	Meetings . . . . .	22
Article XIV	Committees . . . . .	24
Article XV	Faculty & Department Councils . . . . .	29
Article XVI	Finances & Contracts . . . . .	29
Article XVII	Fees . . . . .	31
Article XVIII	Amendments . . . . .	31

## Article I Definitions

1. “24 hours” means any twenty-four hour time period excluding the days of Saturday, Sunday and holidays recognized by the University of Manitoba.
2. “Ad Hoc Committee” means a committee of Council enacted for a limited time and specific purpose.
3. “Ad Hoc Committee Meeting” means a meeting of an Ad Hoc Committee.
4. “Ad Hoc Committee Member” means a member of an Ad Hoc Committee.
5. “APEGM” means The Association of Professional Engineers and Geoscientists of Manitoba.
6. “Board of Governors” means the Board of Governors of the University of Manitoba.
7. “Budget” means the budget of the Society as enacted by Council and any amendments thereto.
8. “By-election” means an election for a Council Member that is not held as part of a General Election.
9. “Campus” means the Fort Garry Campus of the University of Manitoba.
10. “CASI” means Canadian Aeronautics and Space Institute.
11. “CFES” means the Canadian Federation of Engineering Students.
12. “Chair of Meetings” means the Chair of any Council or Committee Meeting.
13. “Changeover Period” means the time after the Spring election period until the last day of classes of the school year.
14. “Chief Returning Officer” means the person appointed the Chief Returning Officer in accordance with the procedure prescribed in this Constitution.
15. “Committee” means a Standing Committee of Council.
16. “Committee Meeting” means a meeting of a Committee of Council.
17. “Committee Member” means a member of a Committee of Council.
18. “Constitution” means the Constitution of the Society and any amendments thereto.
19. “Council” means the Council of the Society.
20. “Council Meeting” means a meeting of Council.

21. “Council Member” means any appointed or elected member of Council.
22. “CRO” means the Chief Returning Officer.
23. “CSAE” means Canadian Society of Agricultural Engineers.
24. “CSCE” means the Canadian Society of Civil Engineers.
25. “CSME” means the Canadian Society of Mechanical Engineers.
26. “CSIE” means the Canadian Society of Industrial Engineers.
27. “Director” means any member of a Directorship.
28. “Directorship” means a subdivision of Council whose purpose is to accomplish specified tasks.
29. “ENGAP” means Engineering Access Program.
30. “EWB” means Engineers Without Borders.
31. “Executive Officer” means a member of the Executive Committee.
32. “Ex-officio Member” means a member of a Committee who, by virtue of his or her office, has all of the rights and privileges of the other Committee Members except those rights removed by the Constitution.
33. “Faculty” means the University of Manitoba Faculty of Engineering.
34. “Faculty Council” means Council of the University of Manitoba Faculty of Engineering.
35. “General Election” means an election for the elected Executive Officers held in accordance with the procedures prescribed in the Constitution.
36. “Policy” means a policy enacted by Council in accordance with the Constitution.
37. “Policy Manual” means a document kept by Council of all Council Policies.
38. “Quorum” means the required number of votes present at a meeting for any decision to be binding.
39. “Referendum” means an informed democratic decision by the Society Members.
40. “Regular Session” means the months of September through April inclusive.
41. “Robert’s Rules of Order” means the most recent edition of Robert’s Rules of Order.
42. “Senior Stick” means the President of the Society.

43. "Society" means the University of Manitoba Engineering Students' Society.
44. "Standing Rules" means rules and forms regulating the procedures of Council not otherwise set out in the Constitution, Policy Manual or Robert's Rules of Order. Standing Rules shall expire upon the Changeover of Council unless adopted by the incoming Council.
45. "Summer Session" means the months of May through August inclusive.
46. "Technical Society" means a Student Technical Society of the University of Manitoba Faculty of Engineering.
47. "UMES" means the University of Manitoba Engineering Society
48. "UMSAE" means the University of Manitoba Society of Automotive Engineers.
49. "UMIEEE" means the University of Manitoba Chapter of the Institute of Electrical and Electronic Engineers
50. "UMSU" means the University of Manitoba Students' Union.
51. "UMSU Council" means the Council of UMSU.
52. "University" means the University of Manitoba.
53. "WECC" means Western Engineering Conference and Competition.
54. "WESST" means Western Engineering Students' Society Team.

## **Article II Name of the Society**

The name of the society shall be the University of Manitoba Engineering Society, hereafter known as UMES.

## **Article III Purpose of the Society**

The purpose of UMES shall be to support the academic and social needs of undergraduate students enrolled in the Faculty of Engineering, and maintain communication between departments, student groups, the Faculty, and the professional community in an effort to meet these needs.

## **Article IV Enactment**

This constitution shall immediately become valid provided a motion to accept it has received a two thirds (2/3) vote.

## **Article V Membership**

### **Section 1 Society Members**

1. Society Members shall be all undergraduate students enrolled in the Faculty of Engineering at the University of Manitoba.
2. All Society members shall have:
  - (a) The right to vote in UMES elections.
  - (b) The right to vote in UMES referenda.
  - (c) The right to make representations to UMES or any committee therein.
  - (d) The right to be a Council member, if qualified, and if properly elected or nominated.
3. Nothing in Article III, Section 1 shall be taken to limit or revoke any recognized UMES privileges not specifically mentioned therein.

### **Section 2 Associate Members**

1. Associate Members are instructional staff of and graduate students enrolled in the Faculty of Engineering.
2. Associate Members are not entitled to a vote in UMES Elections or referenda.
3. Associate Members cannot serve on Council.
4. Associate Members are not entitled to a vote in meetings.

5. Associate Members are otherwise entitled to all rights and privileges of Society members.

### **Section 3 Honorary Members**

1. Honorary Members are appointed and removed by motion of Council.
2. Honorary Members are not entitled to a vote in UMES Elections or referenda.
3. Honorary Members cannot serve on Council.
4. Honorary Members are not entitled to a vote in meetings.
5. Honorary Members are otherwise entitled to all rights and privileges of Society members.

## **Article VI Council**

### **Section 1 Powers of Council**

1. All decisions pertaining to matters of the Society shall be vested in Council.
2. All Council Members are expected to abide by all rules of the UMES Policy Manual and perform the duties outlined in the Policy Manual and this Constitution to the best of their ability.

### **Section 2 Executive Council**

1. Senior Stick
2. Vice Stick Internal
3. Vice Stick External
4. Vice Stick Academic
  - (a) The Vice Stick Academic also serves as the Student Senator.
5. Vice Stick Communications
  - (a) The Vice Stick Communications also serves as UMSU Representative.
6. Vice Stick Social
  - (a) The Vice Stick Social also serves as UMSU Representative.
7. Vice Stick Finance
8. Secretary

### **Section 3 Directorships**

1. Electronic Communications
2. Graduation
3. Merchandise
4. Outreach
5. Professional Relations
6. Promotions
7. Publications
8. Socials
9. Spirit
10. Sports
11. Yearbook

### **Section 4 Representatives**

1. First Year
2. University One
3. Technical Societies
  - (a) CASI
  - (b) CSCE
  - (c) CSME
  - (d) CSIE
  - (e) CSAE
  - (f) EWB
  - (g) UMIEEE
  - (h) UMSAE
4. Special Interest Groups
  - (a) ENGAP

## **Section 5 Event Chair**

1. Engenda Chair
2. Engineering Week Chair
3. Orientation Week Chair
4. Pi-Throw Chair

## **Section 6 Hierarchy**

1. The following Executive Officers and Representatives, listed in order of authority, must report the status of their positions to the Senior Stick.
  - (a) Vice Stick Internal
  - (b) Vice Stick External
  - (c) Vice Stick Academic, Vice Stick Communications, Vice Stick Social, and Vice Stick Finance
  - (d) Secretary
2. The following Directorships and Event Chairs must report the status of their positions to the Vice Stick Internal.
  - (a) Graduation
  - (b) Merchandise
  - (c) Yearbook
3. The following Directorships and Event Chairs must report the status of their positions to the Vice Stick External.
  - (a) Outreach
  - (b) Professional Relations
  - (c) Engenda Chair
4. The following Event Chairs must report the status of their positions to the Vice Stick Academic.
  - (a) Pi-Throw Chair
  - (b) EngO Chair
5. The following Directorships must report the status of their positions to the Vice Stick Communications.
  - (a) Electronic Communications
  - (b) Publications

- (c) Promotions
- 6. The following Directorships and Event Chairs must report the status of their positions to the Vice Stick Social.
  - (a) Socials
  - (b) Spirit
  - (c) Sports
  - (d) EngWeek

## **Article VII Faculty Advisor**

### **Section 1 Appointment**

1. The Faculty Advisor shall be an appointed member of the Faculty.
2. The position of Faculty Advisor must be advertised to all interested parties for two weeks prior to a motion of council to appoint an advisor.
3. All candidates for the post of Faculty Advisor must communicate their interest in holding the position to the Senior Stick prior to their appointment.
4. A Faculty Advisor will be appointed based on a vote of UMES Council.
  - (a) A candidate must receive two-thirds of possible votes from the members of Council to be considered successful.
5. The length of the term for the Faculty Advisor is three years.
  - (a) After three years, the position must be again advertised.
  - (b) The same advisor may again be appointed at the will of Council.

### **Section 2 Responsibilities**

The duties of the Faculty Advisor are as follows:

1. To attend UMES meetings and offer a Faculty perspective, if solicited.
2. Act as an neutral party during elections if an appeal is brought against the CRO.
3. Facilitate communication between UMES Council and the Faculty.
4. Provide support to UMES Council, if requested.

### **Section 3 Removal**

The Faculty Advisor can be removed with a two-thirds majority vote of the Council.

## **Article VIII Council Responsibilities**

### **Section 1 Senior Stick**

1. Assume responsibility for adherence to the Constitution by Council.
2. Work closely with the Vice Stick Finance to ensure Council's adherence to the Budget.
3. Together with the UMSU Representatives represent the Society in negotiations with UMSU Council.

### **Section 2 Vice Stick Internal**

1. Assume the duties of the Senior Stick in their absence.
2. Be responsible for student building control including
  - (a) General allocation of space for Council Members,
  - (b) Allocation of recreational space for Society Members, and
  - (c) Distribution and registration of keys for Council Space.
3. Act as a team leader for all directorships and/or event chairs in his or her purview.
4. Execute the duties of all directorships and/or event chairs in his or her purview in the event that the positions are unoccupied.

### **Section 3 Vice Stick External**

1. Assume the duties of the Senior Stick in their absence should the Vice Stick Internal be unable to do so.
2. Coordinate events with other Engineering Faculties.
3. Assume responsibility for contact with any regional or national Engineering undergraduate student organizations.
4. Assume responsibility for contact with any professional Engineering association.
5. Act as a team leader for all directorships and/or event chairs in his or her purview.
6. Execute the duties of all directorships and/or event chairs in his or her purview in the event that the positions are unoccupied.

#### **Section 4 Vice Stick Academic**

1. Act as the engineering students' academic advocate.
2. Act as a team leader for all directorships and/or event chairs in his or her purview.
3. Execute the duties of all directorships and/or event chairs in his or her purview in the event that the positions are unoccupied.
4. Act as the official representative of UMES to the University of Manitoba Senate.
5. Report to UMES on any pertinent Senate business.

#### **Section 5 Vice Stick Communication**

1. Produce regular contributions to the Red Lion and ProMag.
2. Act as a team leader for all directorships and/or event chairs in his or her purview.
3. Execute the duties of all directorships and/or event chairs in his or her purview in the event that the positions are unoccupied.
4. Act as an official representative of UMES to UMSU Council.
5. Report to UMES on any pertinent UMSU business.
6. Apply for at least one UMSU Committee.
7. Together with the Senior Stick represent the Society in negotiations with UMSU Council.

#### **Section 6 Vice Stick Social**

1. Act as a team leader for all directorships in his or her purview.
2. Execute the duties of all directorships and/or event chairs in his or her purview in the event that the positions are unoccupied.
3. Act as an official representative of UMES to UMSU Council.
4. Report to UMES on any pertinent UMSU business.
5. Apply for at least one UMSU Committees.
6. Together with the Senior Stick represent the Society in negotiations with UMSU Council.

## **Section 7 Vice Stick Finance**

1. Maintain accurate records of all financial activities of Council in accordance with UMSU and University Bylaws and regulations.
2. Keep the Executive Committee apprized of the financial status of UMES.
3. The Vice Stick Finance shall retain signing authority until the annual financial audit has been submitted to the University Board of Governors.

## **Section 8 Secretary**

1. Prepare notice of meetings and post the upcoming agenda.
2. Record meeting minutes of all Council meetings and distribute them in a timely fashion.
3. Maintain an up-to-date list of names of present and absent members at Council meetings.
4. Keep a permanent continuous official copy of the UMES Constitution with all amendments properly documented.

## **Section 9 Directorships, Representatives, & Event Chairs**

1. All UMES Directors, Representatives & Event Chairs are responsible for:
  - (a) Executing the duties of their portfolio to the best of their ability as outlined in the Policy Manual.
  - (b) All activities or events under their control.
  - (c) Executing the duties of their portfolio to the best of their ability within the financial guidelines as detailed in Finances & Contract Article.

# **Article IX Elections**

## **Section 1 Elected Positions**

1. The following Council positions shall be elected by Society Members:
  - (a) Senior Stick
  - (b) Vice Stick Internal
  - (c) Vice Stick External
  - (d) Vice Stick Academic
  - (e) Vice Stick Communications
  - (f) Vice Stick Social

2. All candidates for election shall be subject to the following requirements:
  - (a) A minimum CGPA of 2.50 at time of nomination
  - (b) May not be on work term during the regular session of their term of office
  - (c) Must believe himself or herself able of completing all duties as required by the position.
3. Candidates for the position of Senior Stick must be designated as a third year student, or higher, at their time of nomination.
4. Candidates for all other elected positions must be designated as second year students, or higher, at their time of nomination.

## **Section 2 Chief Returning Officer**

1. The position of Chief Returning Officer (CRO) falls to the Outgoing Senior Stick or an appointed Society Member of his or her choosing.
2. The CRO must become familiar with, and abide by, election procedures for Student Senator and UMSU representatives as specified by the Senate and UMSU.
3. The responsibilities of the CRO are as follows:
  - (a) Assemble all candidates and explain election procedures.
  - (b) Regulate printed campaign material.
  - (c) Arrange the time and place of campaign speeches.
  - (d) Produce the election ballots.
  - (e) Obtain the name of any scrutineers representing election candidates during the election.
  - (f) Allow the scrutineer to examine the ballot boxes before they are sealed on the election day.
  - (g) Assume responsibility for the integrity of the polls and counting of ballots.

## **Section 3 Campaigns**

1. There shall be a week of campaigning held immediately prior to the first day of voting, as regulated by the CRO.
2. All campaign material must be approved (stamped) by the CRO prior to use.
3. All campaigning must take place within the Engineering Buildings.

- (a) All printed campaign material will comply with building poster regulations
  - (b) In the event that the Engineering Buildings are deemed unsuitable for campaigning, alternative campaign arrangements will be designated by the CRO.
4. There shall be a candidates' forum for all election candidates arranged by the CRO.
- (a) The location of the forum shall be non-biased.
5. Each candidate seeking election to Council will be eligible for a \$20.00 reimbursement for campaign materials provided that:
- (a) Receipts for all expenses are provided following the election.
  - (b) The candidate attains a minimum of 5% of the total vote.
6. No candidate shall spend more than \$100.00 on campaign materials.
- (a) Any candidate who exceeds this limit shall be disqualified from the election proceedings by the CRO.
  - (b) All receipts for election expenses must be provided to the CRO prior to the opening of the polls, for verification.
  - (c) In the event of gifts in kind or the usage of readily available materials, the CRO may assess the fair market value of all election materials at their discretion.

#### **Section 4 Voting**

1. A General Election shall be held each year, one week after nominations have been declared closed, over two days during the Spring months of the Regular Session.
2. The poll shall be open from 0830 until 1630 on the two days of elections.
3. The ballot boxes shall not be opened before the close of the poll.
4. Members are to cast votes expressing their preference by making a mark in the appropriate location on the ballot.
  - (a) Any ballot contrary to this specification shall not be considered in the final tally.
  - (b) If only one candidate has been nominated for a position, ballots for the position shall be a yes/no/decline vote.
  - (c) Candidates' names will be placed on the ballots in a random, rotating order.

5. Each Society Member is entitled to one vote for each position.
6. A candidate shall be declared elected having attained a simple majority of the votes casts.
  - (a) The determination shall be made by the CRO, after the votes have been counted to his or her satisfaction.
  - (b) Ballot counting shall be conducted in accordance with UMSU Bylaws.
7. In the event of a tie for a position, the CRO shall cast the deciding vote.

### **Section 5 By-Elections**

1. In the event that an elected position becomes vacant at any time in the first term of the Regular Session a By-Election must be held.
2. In the event that an elected position becomes vacant at any time in the second term of the Regular Session the position may be appointed to a Society Member at the discretion of Council.
3. The responsibility of Chief Returning Officer falls to the Executive Committee Member with the greatest authority or an appointed Society Member of their choosing.
4. All by-elections must follow the rules and guidelines outlined in this Article that are not otherwise specified herein.
5. All election regulations as otherwise specified in Article VIII must be followed.

### **Section 6 Appeals**

1. Any Society Member may allege a breach of the rules of elections as outlined in this Article, or any enacted decision related to UMES elections.
2. In the event that a complaint is cast against the CRO, the duties of the CRO fall to the Faculty Advisor of UMES, or a designate of their choosing.
3. The CRO shall prepare and provide a complaint form which requires complainants to indicate:
  - (a) Their legibly printed full name and signature
  - (b) The specific Article, Section and Subsection that was breached, if any.
  - (c) The specific campaign or individual, including the CRO.
  - (d) The specific facts that constitute the complaint.
  - (e) Evidence of these facts.

4. No complaint shall be considered by the CRO unless it is in writing and is received within 24 hours of the offending incident.
5. If a complaint involving pre-campaigning is brought to the attention of the CRO within 24 hours of the discovery of an alleged breach, then it shall be considered.
6. In the event that the CRO cannot be contacted within the 24 hours, time can be extended at the discretion of the CRO.
7. The original complaint form shall be provided to the CRO. The complainant must also submit a copy of the form to any individual(s) named in the complaint.
8. Where a complaint is received and found to be complete, the CRO shall investigate the facts, and shall rule on the complaint in writing within 24 hours thereof.
9. Any ruling of the CRO will be posted for all Society Members and shall contain:
  - (a) A summary of the allegation.
  - (b) The ruling of the CRO.
  - (c) The penalty assigned, if any.
  - (d) The deadline for any appeal.
10. Penalties available to the CRO include, but are not limited to:
  - (a) A reduction of permitted campaign expenses.
  - (b) The confiscation and/or destruction of campaign materials.
  - (c) Limits, restrictions, and prohibitions on any type of campaigning, for any period of time.
  - (d) Disqualification.

## **Section 7 Ratification**

An election shall be considered ratified once the time for appeals has elapsed.

## **Article X Referenda**

### **Section 1 Petition**

1. Any Society Member may petition for a referendum to be held.
2. The petition shall contain the legibly printed full name and signature of each Society Member signing the petition.

3. The wording of the petition shall have a clear intent; such clarity to be determined by the CRO.
4. Petition forms shall be provided to any Society Member upon request within a 24 hour period, which contains the following items:
  - (a) Description of the procedures and guidelines of the petition.
  - (b) Allocated space for the petitioner's legibly printed full name and signature.
  - (c) Allocated space for the wording of the question.
  - (d) Allocated space for the legibly printed full names and signatures of required amount of Society Members.
5. Petitions must be accepted, and a referendum called, provided the following conditions are met:
6. The petition is received by the CRO with all required information given as listed herein.
7. The petition contains legibly printed full names and signatures of one-hundred and fifty (150) Society Members.
8. Upon acceptance of a valid petition, the CRO shall draft the appropriate wording for the question.
9. The CRO shall inform the petitioners of the wording of the question.
10. The wording of the question may be appealed to Council on a motion by the petitioner who shall be deemed, for the purpose of Council Meeting where the motion is to be considered by Council, able to make a motion and to call a vote on the motion relating to the petition.
11. Petition for referenda is not required upon direction of Council in the form of a motion.
12. Such motion shall specify the precise wording to appear on the ballot, and the dates upon which the referendum shall be held.

## **Section 2 Chief Returning Officer**

1. In the event a petition request is brought forward to Council, or a referendum is called, the responsibility of Chief Returning Officer falls to the current Senior Stick or an appointed Society Member of their choosing.
2. Shall be responsible for ensuring all referenda are conducted according to the guidelines contained herein.
3. Must produce the referendum ballots.
4. Assumes the responsibility for the integrity of the polls and counting of ballots.

### **Section 3 Campaigns**

1. There shall be a week of campaigning held immediately prior to the first day of voting as regulated by the CRO.
2. All campaign material must be approved by the CRO prior to use.
3. All campaigning must take place within the Engineering Buildings.
  - (a) All printed campaign material will comply with building poster regulations
  - (b) In the event that the Engineering Buildings are deemed unsuitable for campaigning, alternative campaign arrangements will be designated by the CRO.

### **Section 4 Voting**

1. The poll shall be open from 0830 until 1630 on the two days of the referendum.
2. The ballot boxes shall not be opened before the close of the poll.
3. All ballots shall be marked in the appropriate box or boxes.
  - (a) Ballots marked in any other way shall be considered spoiled.
4. All ballots shall carry equal weight.
5. Society Members can vote only once on any referendum.
6. The referendum shall be declared passed if it receives the greatest number of votes after the ballots have been counted to the satisfaction of the CRO.
  - (a) All ballots and counting shall be subject to Elections Canada Guidelines.
7. In the event of a tie for a position, the CRO shall cast the deciding vote.

### **Section 5 Appeals**

1. Any Society Member may allege a breach of the rules of referenda as outlined in this Article, or any enactment related to UMES referenda.
2. The CRO shall prepare and provide a complaint form which requires complainants to indicate:
  - (a) Their legibly printed full name and signature.
  - (b) The specific Article, Section and Subsection that was breached, if any.

- (c) The specific campaign or individual, including the CRO.
  - (d) The specific facts that constitute the complaint.
  - (e) Evidence of these facts.
3. No complaint shall be considered by the CRO unless it is in writing and is received within 24 hours of the offending incident.
  4. If a complaint involving pre-campaigning is brought to the attention of the CRO within 24 hours of the discovery of an alleged breach, then it shall be considered.
  5. In the event that the CRO cannot be contacted within the 24 hours, time can be extended at the discretion of the CRO.
  6. The original complaint form shall be provided to the CRO. The complainant must also provide a copy of the form to any individual(s) named in the complaint.
  7. Where a complaint is received and found to be complete, the CRO shall investigate the facts, and shall rule on the complaint in writing within 24 hours thereof.
  8. In the event that a complaint is cast against the CRO, judgment on the complaint falls to the Associate Dean in charge of Undergraduate Students. 1.
  9. Any ruling of the CRO will be posted for all Society Members and shall contain:
    - (a) A summary of the allegation.
    - (b) The ruling of the CRO.
    - (c) The penalty assigned.
    - (d) A deadline for any appeal.
  10. Penalties available to the CRO include, but are not limited to:
    - (a) The confiscation and destruction of campaign materials.
    - (b) Limits, restrictions, and prohibitions on any type of campaigning, for any period of time.
    - (c) Cancellation of the referendum.

## **Section 6 Ratification**

A referendum shall be considered ratified once the time for appeals has elapsed.

## **Article XI Appointment of Non-elected positions**

### **Section 1 Requirements for Directorships and Event Chairs**

1. All applicants for Directorship and Event Chair positions on UMES Council shall:
  - (a) Be Society members at the time of their appointment and throughout their term in office.
    - i. Applicants who are not currently Society members must provide proof that they shall be Society members by the beginning of the Regular Session for the term in which they may be appointed.
  - (b) Have a minimum CGPA of 2.20 at the time of application.
  - (c) Be able to complete all required duties during their term of office.
2. Each directorship shall consist of a team of Society members.
  - (a) The size of the directorships will be at the discretion of the Selections Committee.
  - (b) All Directors of a single directorship may not be on a work term at the same time during the Regular Session.

### **Section 2 Requirements for Vice Stick Finance**

1. In addition to the requirements stipulated in Section 1, all applicants for the position of Vice Stick Finance shall:
  - (a) Serve a minimum period of 8 months on Council prior to application.
  - (b) Not be on a work term during the regular session for which they may be appointed.
  - (c) Have a minimum CGPA of 2.50 at the time of application.

### **Section 3 Requirements for Secretary**

1. In addition to the requirements stipulated in Section 1, all applicants for the position of Secretary shall:
  - (a) Be a first-year student at the time of application.
  - (b) Not be on a work term during the regular session for which they may be appointed.
  - (c) Have a minimum CGPA of 2.50 at the time of application.

## **Section 4 Appointment Process**

1. The non-elected, non-representative positions on Council shall be appointed by the Selections Committee.
2. Society Members shall be given two (2) weeks notice to submit their applications for non-elected, non-representative positions.
3. Interviews for each position will be held by the Selections Committee during the Changeover Period.
4. The outgoing members for a particular position may participate in the interviews for that position.
  - (a) Participating outgoing members do not have voting power in the selection process.
  - (b) A member may not participate in the interviews if he or she is reapplying for the position.
5. During the changeover period, all applicants must be informed as to the result of the interviews no later than the last day of the changeover period.
6. Outside of the changeover period, all applicants must be informed within two (2) weeks after their interview.

## **Section 5 Technical Society Representatives**

Each Technical Society shall be responsible for appointing their representatives.

## **Section 6 Special Interest Group Representatives**

Each Special Interest Group shall be responsible for appointing their representatives.

## **Section 7 Resignations**

1. The Society shall be notified of the resignation with one weeks notice.
2. Society Members shall be given two (2) weeks after the resignation to submit their applications for the position.
3. All applicants must give a brief presentation on their merits for being chosen for the position.

## **Article XII Removal of Council Members**

### **Section 1 Elected Members**

1. An elected Council Member may be removed from office by one of the following methods:
  - (a) A two-thirds (2/3) majority vote of Council.
  - (b) A petition signed by one-hundred and fifty (150) Society Members listing the following information:
    - (c) Legibly printed full name
    - (d) Signature
2. An elected Council Member must resign their position if at any time their CGPA falls below 2.0.

### **Section 2 Non-Elected, Non-Representative Members**

1. A non-elected, non-representative member may be removed from office by a two-thirds (2/3) majority vote of Council.
2. A non-elected, non-representative member must resign their position if at any time their CGPA falls below 2.0.

## **Article XIII Meetings**

### **Section 1 Chair of Meetings**

1. The Senior Stick shall be the Chair of Meetings.
2. The Senior Stick may appoint another Society Member to be Chair of Meetings at his or her discretion.
3. In absence of the Senior Stick, the title of Chair of Meetings shall be appointed to either:
  - (a) A Society Member appointed by the Senior Stick.
  - (b) The next Executive Officer with greatest authority present.
4. The Senior Stick may use the power of veto if he or she is the Chair of Meetings.
5. a. A veto may be overturned by a two-thirds (2/3) majority vote of Council at the next Council Meeting.
6. In the event of a tie vote on a motion before Council, the Chair of Meetings shall cast a vote to break the tie.

## **Section 2 Notifications and Scheduling**

1. An agenda shall be distributed to all Society Members, prior to the meeting.
2. Council Meetings must be held at least two (2) times per month during the Regular Session.
3. Council Meetings must be held at least one (1) time per month during the Summer Session.
4. The Senior Stick may at his or her own discretion call a Council Meeting.
  - (a) Council shall be provided with at least 48 hours notice.
  - (b) The date, time and purpose shall be provided upon notice.
5. The Senior Stick shall call a special meeting of Council upon receiving written request from any five (5) members of Council.
  - (a) Council shall be provided with at least 48 hours notice.
  - (b) The date, time and purpose shall be provided upon notice.

## **Section 3 Attendance**

1. Quorum shall be fifty-percent plus one of the bona fide votes of Council.
2. Council Members are expected to attend all Council Meetings to the best of their ability.
3. Any member missing a meeting must send written regrets, explaining their absence, to the Secretary.
  - (a) Members who do not send regrets shall be deemed absent.
4. Any member absent for 3 consecutive meetings or 5 meetings in total may be asked to relinquish their position and shall not receive credit on their transcript, at the discretion of the Executive Committee.

## **Section 4 Voting**

1. Each Executive Officer shall be entitled to one (1) vote.
2. Each Directorship shall be entitled to one (1) vote.
3. The Technical Society Representatives shall share three (3) votes.
4. Special Interest Groups shall share one (1) vote.
5. Event Chairs and the University One Representative are not entitled to vote.

6. Voting at Council Meetings shall be by a show of hands, except where the Constitution or Robert's Rules of Order require a secret ballot vote.
7. The Chair of Meetings shall conduct a vote by secret ballot at the request of any Council Member.

## **Article XIV Committees**

### **Section 1 Executive Committee**

1. The Executive Committee shall consist of the following:
  - (a) Senior Stick
  - (b) Vice Stick Internal
  - (c) Vice Stick External
  - (d) Vice Stick Academic
  - (e) Vice Stick Communications
  - (f) Vice Stick Social
  - (g) Vice Stick Finance
  - (h) Secretary
2. The Senior Stick shall be the Chair of the Executive Committee Meetings.
3. The Secretary shall record the minutes of Executive Committee Meetings.
4. The Executive Committee shall consider any matter within the jurisdiction of Council, which any Executive Committee Member believes would be useful to be considered.
5. The Executive Committee must meet at least four times during the Regular Session.

### **Section 2 Constitution Committee**

1. The Constitution Committee shall consist of the following:
  - (a) Senior Stick
  - (b) Two Vice Sticks
  - (c) Two non-executive members of the Council
  - (d) Secretary (non-voting)
2. The Senior Stick shall be the Chair of the Constitution Committee Meetings.

3. The Secretary shall record the minutes of Constitution Committee Meetings.
4. The Constitution Committee shall make recommendations to Council on proposed constitutional amendments if necessary.
5. The Constitution Committee must meet at least once during their term in office.

### **Section 3 Finance Committee**

1. The Finance Committee shall consist of the following:
  - (a) Senior Stick
  - (b) One Vice Stick other than the Vice Stick Finance
  - (c) Vice Stick Finance
  - (d) Two members of the Council
  - (e) Secretary (non-voting)
2. The Vice Stick Finance shall be the Chair of the Finance Committee Meetings.
3. The Secretary shall record the minutes of Finance Committee Meetings.
4. The Finance Committee must meet at least twice during the Regular Session.
5. The Finance Committee shall report to Council regarding the progress of the Committee.

### **Section 4 Conference Delegation Selection Committee**

1. The Conference Delegation Selection Committee shall consist of the following:
  - (a) Vice Stick External
  - (b) Faculty Advisor
  - (c) Two (2) faculty or staff representatives chosen by the Dean or Faculty Advisor.
  - (d) Three (3) graduate students within the Faculty.
    - i. The area of studies of the graduate students must encompass at least two departments of the Faculty.
    - ii. Graduate Students must be approved by the Faculty Advisor.
    - iii. In the event that Graduate students are unavailable, the remaining positions on the Committee shall be comprised of faculty or staff representatives chosen by the Dean or Faculty Advisor.

2. The Vice Stick External shall be the Chair of the Conference Delegation Selection Committee Meetings.
  - (a) The Vice Stick External shall have a vote and all other privileges of any other committee member.
3. The Vice Stick External shall delegate one member of the Committee to record the minutes of the Conference Delegation Selection Committee Meetings.
4. The Conference Delegation Selection Committee must meet at any time in which a Conference Delegation must be chosen.

## **Section 5 Selections Committee**

1. During the changeover period, the Selections Committee shall consist of the following:
  - (a) Incoming Senior Stick
  - (b) Incoming Vice Stick Internal
  - (c) Incoming Vice Stick External
  - (d) Incoming Vice Stick Academic
  - (e) Incoming Vice Stick Communications
  - (f) Incoming Vice Stick Social
  - (g) Outgoing Senior Stick
  - (h) One (1) non-returning, outgoing Council Member
    - i. The selection of this member shall be at the discretion of the Outgoing Senior Stick.
    - ii. The member must give his or her consent to be a member of the Selections Committee.
    - iii. In the event that the outgoing Senior Stick is unable to find a person who fits the above criteria, the Senior Stick will be obligated to choose a Member who is considering reapplying for the Council.
2. During any time other than the Changeover Period, the Selections Committee shall consist of the following
  - (a) Senior Stick
  - (b) Vice Stick Internal
  - (c) Vice Stick External
  - (d) Vice Stick Academic
  - (e) Vice Stick Communications

- (f) Vice Stick Social
- (g) Two (2) members of Council chosen at random.
  - i. Each member must give his or her consent to be a member of the Selections Committee.

## **Section 6 Orientation Week Committee**

1. The Orientation Week Committee shall consist of the following:
  - (a) Orientation Week Chair
  - (b) Four to six Society members selected by the Orientation Week Chair with the approval of UMES Council.
2. The Orientation Week Chair shall be the Chair of the Orientation Week Committee.
3. The Orientation Week Chair shall delegate one member of the Committee to record the minutes of the Orientation Week Committee meetings.
4. The Orientation Week Committee shall report to Council regarding the progress of the Committee.
5. The Orientation Week Committee must meet no less than twice during the Summer Session.

## **Section 7 Pi-Throw Committee**

1. The Pi-Throw Committee shall consist of the following:
  - (a) Pi-Throw Chair
  - (b) Two to four Society members selected by the Pi-Throw Chair with the approval of UMES Council.
2. The Pi-Throw Chair shall be the Chair of the Pi-Throw Committee.
3. The Pi-Throw Chair shall direct one member of the Committee to record the minutes of the Pi-Throw Committee meetings.
4. The Pi-Throw Committee shall report to Council regarding the progress of the Committee.
5. The Pi-Throw Committee must meet no less than twice during the months of September through March.

## **Section 8 Engineering week Committee**

1. The Engineering Week Committee shall consist of the following:
  - (a) Engineering Week Chair
  - (b) Three to five Society members selected by the Engineering Week Chair with the approval of UMES Council.
2. The Engineering Week Chair shall be the Chair of the Engineering Week Committee.
3. The Engineering Week Committee shall direct one member of the Committee to record the minutes of the Engineering Week Committee meetings.
4. The Engineering Week Committee shall report to Council regarding the progress of the Committee.
5. The Engineering Week Committee must meet no less than twice during the months of September through April.

## **Section 9 Engenda Committee**

1. The Engenda Committee shall consist of the following:
  - (a) The Engenda Chair
  - (b) Three to five Society members selected by the Engenda Chair with the approval of the UMES Council.
2. The Engenda Chair shall be the Chair of the Engenda Committee.
3. The Engenda Committee shall direct one member of the Committee to record the minutes of the Engenda Committee meetings.
4. The Engenda Committee must meet no less than twice during the Summer Session.

## **Section 10 Ad Hoc Committees**

1. An enactment of an Ad Hoc Committee shall include:
  - (a) The mandate of the Ad Hoc Committee.
  - (b) The name of the Ad Hoc Committee.
  - (c) The date the Ad Hoc Committee shall be enacted.
  - (d) The date the Ad Hoc Committee shall be dissolved.
  - (e) The Chair of the Ad Hoc Committee.
  - (f) The members of the Ad Hoc Committee.

2. The Ad Hoc Committee shall declare one of its members to record the minutes of all meetings of the Ad Hoc Committee.
3. The Ad Hoc Committee shall report to Council regarding the progress of the Ad Hoc Committee.

## **Article XV Faculty & Department Councils**

### **Section 1 Representatives**

1. The following Council Members shall be representatives to the Faculty Council:
  - (a) Senior Stick
  - (b) Vice Stick Internal
  - (c) Vice Stick External
  - (d) Vice Stick Academic
  - (e) Vice Stick Communications
  - (f) Vice Stick Social
  - (g) Vice Stick Finance
  - (h) Secretary
  - (i) Two (2) Council members chosen at the discretion of the Vice Stick Academic.
2. Undergraduate Representatives for the Departmental Councils shall be chosen in accordance with the Departmental Council By-Laws at the discretion of the Vice Stick Academic.

### **Section 2 Duties**

1. All representatives are expected to attend all meetings of their respective Councils and Committees, to the best of their ability.
2. All representatives shall abide by the rules of their respective Council.

## **Article XVI Finances & Contracts**

### **Section 1 Signing Authority**

1. The following Council Members shall have signing authority.
  - (a) Senior Stick
  - (b) Vice Stick Internal

- (c) Vice Stick External
  - (d) Vice Stick Finance
2. All expenditures relating to UMES activities shall be paid with a UMES cheque.
    - (a) All Cheques must be signed jointly by the Vice Stick Finance, and one other Member with Signing Authority.
    - (b) Expenditures paid by third-party cheques may only be reimbursed at the approval of Council.
  3. Contracts may only be signed after being viewed and approved by the Senior Stick and Vice Stick Finance.

## **Section 2 Financial Records**

1. The financial records shall contain the details of all transactions, incomes and expenses of the Society incurred during the fiscal year.
2. The financial records of the Society shall be audited annually as directed by the Board of Governors of The University of Manitoba.
3. Any member of Council or the Society may inspect the financial records of the Society provided that one (1) week prior written notice be given to the Vice Stick Finance.

## **Section 3 Budget**

1. Each Council Position is responsible for submitting a preliminary budget to the Vice Stick Finance two weeks prior to the Annual Budget Meeting.
2. The compiled proposed budget shall be posted for all Society Members at least one week prior to the Annual Budget Meeting.
3. The general budget shall be duly itemized to the satisfaction of Council.
4. The Budget Committee shall budget for a surplus of at least 20% of the total income from student fees.
5. The approval of, or amendment to, the budget requires a two-thirds (2/3) majority vote.
6. A definite sum of money must be specified in any amendment to the budget.

## **Article XVII Fees**

### **Section 1 Membership Fees**

1. The membership fees shall be set by Council and ratified by the Board of Governors.
2. Any change to the membership fees must first be put to a referendum.

### **Section 2 Endowment Fund Fees**

1. The Endowment Fund fees shall be set by Council and ratified by the Board of Governors.
2. Any change to the Endowment Fund fees must first be put to a referendum.

## **Article XVIII Amendments**

1. The Constitution shall only be amended by a two-thirds (2/3) vote of Council.
2. All amendments must be submitted in writing in order to be voted on in a Council Meeting.
3. Upon successful amendment of this Constitution, it must be made available for all Society Members.