
University of Manitoba Engineering Society

Constitution



By Students, For Students

est. MCMIX



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Article 1 - Definitions

These definitions hold true for all official documents of the University of Manitoba Engineering Society:

1. "Ad Hoc Committee" means a committee of Council enacted for a limited time and special purpose;
2. The "Association" refers to Engineers Geoscientists Manitoba formerly known as APEGM;
3. "BAE" means the Board of Association Executives;
4. "BOTS" means the Board of Technical Societies;
5. "Budget" means the budget of the Society as enacted by Council and any amendments thereto;
6. "By-election" means an election for a Council Member that is not held as part of a General Election;
7. "Bylaws" means the Bylaws of the Society;
8. "The By-law manual" means a document kept by Council of all Council By-Laws;
9. "Campus" means the Fort Garry Campus of the University of Manitoba;
10. "CDE" means the Conference on Diversity in Engineering;
11. "CEC" means the Canadian Engineering Competition;
12. "CELC" means the Canadian Engineering Leadership Conference;
13. "CFES" means the Canadian Federation of Engineering Students;
14. "CSE" means the Conference on Sustainability in Engineering;
15. "Chair" means the impartial chairperson of UMES Meetings.
16. "Changeover Period" means the time after the spring election period until the last day of regular session;
17. "Co-op/IIP" means The University of Manitoba Price Faculty of Engineering Co-operative Education and Industrial Internship Program;
18. "Committee" means a standing Committee of Council;
19. "Constitution" means the Constitution of the Society and any amendments thereto;
20. "Council" means the Council of the Society;
21. "Council Member" means any appointed or elected member of Council;
22. "CRO" means the Chief Returning Officer;
23. "Director" means any member of a Directorship;
24. "Directorship" means a subdivision of Council whose purpose is to accomplish specific tasks;
25. "DRO" means the Deputy Returning Officer;
26. "EASA" means Engineering Access Student Association, the official

- Student Council of the Engineering Access Program;
27. "EDI" means Equity, Diversity, and Inclusion;
 28. "EEF" means Engineering Endowment Fund;
 29. "EELA" means the Engineering Executives Leadership Assembly;
 30. "Engenda" refers to a personal agenda of the Society;
 31. "Eng Vision" means the TV-Computer system set-up in EITC;
 32. "EITC" means the Engineering and Information Technology Complex;
 33. "ENGAP" means Engineering Access Program;
 34. "Engineering Buildings" means EITC and SPEB;
 35. "Events" means a gathering of students, faculty members or professionals where an attendance can be taken if required;
 36. "Executive Committee" means a committee made up of the executive members;
 37. "Executive Member" means a member on the Executive Committee;
 38. "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;
 39. "Exploratory Committee" means a committee enacted by council for a limited time;
 40. "Faculty" means the University of Manitoba Price Faculty of Engineering;
 41. "Faculty Council" means Council of the University of Manitoba Price Faculty of Engineering;
 42. "FOAP" means the financial account the Society holds with the Faculty;
 43. "Friends of Engineering" means the group formed from members of industry and the Price Faculty of Engineering for the purpose of ensuring commitment to excellence in engineering education;
 44. "Frosh" means a First-Year student of the Faculty;
 45. "Frosh Intern" means a first year student that is a member of Council;
 46. "General Election" means an election for the elected Executive Officers held in accordance with the procedures prescribed in the Constitution;
 47. "The Election and Referendum Manual" means a document kept by Council of all rules pertaining to the elections and referendums of Council;
 48. "Governing Documents" means the official Constitution, Bylaws, and Policy Guide of the Society;
 49. "The Growl" means an e-Newsletter published by UMES;
 50. "Head Director" means the individual in charge of a Directorship;
 51. "H.I.R.E.D." means the Helping Industry Reach Engineering Students Directly weekly events coordinated by the Co-op/IIP office;
 52. "LEADS" means the Leadership in Engineering and Advocacy Development Summit;
 53. "Letter From Senior Stick" means a letter of endorsement from the Senior Stick;
 54. "Policy" means a policy enacted by Council in accordance with the Constitution;
 55. "Policy Manual" means a document kept by Council of all Council Policies;
 56. "Quorum" means the required number of votes present at a meeting for any decision to be binding;
 57. "The Red Lion" is the official logo of UMES, is used for Society branding and is named

- Phil. The "Red Lion" is also a magazine published by UMES;
58. "Regular Session" means the months of September through April inclusive;
59. "Robert's Rules of Order" means the most recent edition of Robert's Rules of Order;
60. "Senior Stick" means the President of the Society;
61. "Society" means the University of Manitoba Engineering Society;
62. "Society Members" means undergraduate engineering students at the University of Manitoba;
63. "Student Senator" means a student representing the Undergraduate Engineering student population on the University of Manitoba Senate;
64. "Summer Session" means the months of May through August inclusive;
65. "SPEB" means the Stanley Pauley Engineering Building;
66. "Technical Society" means a UMES recognized undergraduate student Technical Society of the University of Manitoba Price Faculty of Engineering;
67. "The Technical Society Governance Manual" means a document kept by council of all the responsibilities and rules pertaining to Technical Societies;
68. "Transfer Student": Student who enters the Price Faculty of Engineering from a different degree or program from a certified institution.
69. "Tutor Registry" means the list of tutors maintained by the VSA for the purpose of assisting students of the Faculty;
70. "UMEC" means the University of Manitoba Engineering Competition;
71. "UMSAFE" means the University of Manitoba Student Alcohol Function Education program;
72. "UMSU" means the University of Manitoba Students' Union;
73. "UMSU Council" means the Council of UMSU;
74. "University" means the University of Manitoba;
75. "VSA" means the Vice-Stick Academic;
76. "VSC" means the Vice-Stick Communications;
77. "VSE" means the Vice-Stick External;
78. "VSF" means the Vice-Stick Finance;
79. "VSI" means the Vice-Stick Internal;
80. "VSS" means the Vice-Stick Socials;
81. "VSCR" means the Vice-Stick Corporate Relations;
82. "WEC" means Western Engineering Competition;
83. "WESST" means Western Engineering Students' Society Team;
84. "Work Term" means a full time job that prevents students from being full time students.

Article 2 - General

Section 2.1 Name of the Society

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

Section 2.2 Purpose of the Society

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

Section 2.3 Official Logo of the Society

The official logo of UMES shall be the Red Lion named Phil. Phil is to be coloured #BA141A or as close to that colour as possible.

Section 2.4 Official Cheer of the Society

The official cheer of UMES shall be "Fear the Lion".

Section 2.5 Official Language of the Society

The official language of UMES shall be English. All formal documents, correspondence, and meetings will be held in English.

Article 3 - Governing Documents

Section 3.1 Hierarchy of the Governing Documents

1. The following documents comprise the Governing Documents of the Society in hierarchical order:
 - a. Constitution;
 - b. Bylaw Manual;
 - c. Policy Manual;
 - d. Election and Referendum Manual; and
 - e. Technical Society Governance Manual.
2. In the case that the content of Governing Documents conflicts, the Governing Document highest in the hierarchy will take precedence.

Section 3.2 Purview and Content of the Governing Documents

1. Constitution - this document sets out the general structure of the Society. This document also acts as a reference for all of the other Governing Documents;
2. Bylaw Manual - this document sets out the responsibilities and purview of each executive member, supporting member, directorship, representative and Society committee;

3. Policy Manual - this document sets out the official policy and procedure for the Society's day to day operations;
4. Election and Referendum Manual - this document sets out the procedure for holding elections and referendums as well as the rules that apply to them; and
5. Technical Society Governance Manual - this document sets out the details for recognition and the financing of Technical Societies.

Section 3.3 Enactment

1. The Constitution Committee has the authority to make grammatical and formatting corrections to any Governing Documents which do not change the spirit or content of the Constitution;
2. The latest version of the Governing Document shall immediately become valid provided a motion to accept it has received a two-thirds (2/3) majority vote of Council; and
3. Amendments to the Governing Documents shall be made available to all Society Members once adopted.

Article 4 - Membership

Section 4.1 Society Members

All Society Members shall have:

1. The right to vote in UMES elections;
2. The right to vote in UMES referenda;
3. The right to make presentations to UMES or any committee therein;
4. The right to be a Council Member, if qualified, and if properly elected or appointed; and
5. The right to attend and speak during Council meetings.

Section 4.2 Associate Members

1. Associate members are Faculty members and graduate students enrolled in the Price Faculty of Engineering;
2. Associate members are not entitled to a vote in UMES Elections, Referenda or UMES Council meetings;
3. Associate members cannot serve on Council.
 - a. With the exception of the UMES Faculty Advisor.
4. Associate members are otherwise entitled to all rights and privileges of Society Members.

Section 4.3 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, Referenda or UMES Council meetings;

3. Honorary members cannot serve on Council; and
4. Honorary members are otherwise entitled to all rights and privileges of Society Members.

Article 5 - Council

Section 5.1 Powers of Council

1. All decisions pertaining to matters of the Society shall be vested in Council unless indicated otherwise by the Governing Documents; and
2. All Council Members are expected to abide by all rules of the Governing Documents and perform the duties outlined in the Governing Documents to the best of their ability.

Section 5.2 Executive Council

The Executive Council, listed in order of authority, shall consist of:

1. The Senior Stick;
2. The VSI;
3. The VSE;
 - a. The VSE also serves on the WESST Admin Council and acts as the head delegate at all WESST and CFES events.
4. The VSA;
5. The VSC;
6. The VSS;
7. The VSCR;
8. The VSF; and
9. The Secretary.

Section 5.3 Directorships

Directorships shall include:

1. Academic Advocacy;
2. Community Involvement;
3. Corporate Relations;
4. Electronic Communications;
5. Frosh Integration;
6. Graduation;
7. Junior Outreach;
8. Merchandise;
9. Professional Development;
10. Promotions;
11. Publications;
12. Senior Outreach;

13. Socials;
14. Spirit;
15. Sports;
16. Sustainability; and
17. Yearbook.

Section 5.4 Supporting Members

Supporting Members shall include:

1. Two (2) Advocacy Representatives;
2. Chair;
3. Equity Officer;
4. Finance Director; and
5. International Student Representative;

Section 5.5 Technical Societies

The Technical Societies recognized by Council can be found in the Technical Society Governance Manual.

Section 5.6 First Year Committee

The First Year Committee is led by the Frosh Representatives. More information regarding the First Year Committee (FYC) can be found in the Bylaw Manual and the First Year Committee Constitution.

Section 5.7 Hierarchy

1. All of the Executive Officers must report the status of their positions to the Senior Stick;
2. The supporting members report to the Senior Stick, unless otherwise stated;
3. The following Directorships and Supporting Members must report the status of their positions to the VSI:
 - a. Equity Officer
 - b. Graduation;
 - c. Merchandise;
 - d. Sustainability.
4. The following Directorships must report the status of their positions to the VSE:
 - a. Community Involvement.
5. The following Directorships must report the status of their positions to the VSA:
 - a. Academic Advocacy;
 - b. Frosh Integration;
 - c. Junior Outreach; and
 - d. Senior Outreach.
6. The following Directorships must report the status of their positions to the VSC:
 - a. Electronic Communications;
 - b. Publications;

- c. Promotions;
 - d. Yearbook;
- 7. The following Directorships must report the status of their positions to the VSS:
 - a. Socials;
 - b. Spirit; and
 - c. Sports.
- 8. The following Directorships must report the status of their positions to the VSCR:
 - a. Corporate Relations; and
 - b. Professional Development.
- 9. The following Directorships must report the status of their positions to the VSF.
 - a. Finance Director
- 10. The following Directorships must report the status of their positions to the Secretary.
 - a. Frosh Representative(s)

Section 5.8 Frosh Interns

- 1. First-year, direct-entry engineering students can apply to be a Frosh Intern:
 - a. A non-direct entry student, or transfer student, may apply for the position of Frosh Intern provided they are a student intending on joining the Price Faculty of Engineering.
- 2. Frosh interns should be assigned based on Directorship, Exploratory Committee, or Ad-Hoc Committee requirements and the wants of the individual Frosh, at the discretion of the Executive;
- 3. Applications for these positions will be available for a minimum of one (1) week in September; and
- 4. The role of a Frosh Intern is to develop a knowledge of Council and to assist in the responsibilities of their assigned directorship, Exploratory Committee, or Ad-Hoc Committee.

Section 5.9 Frosh Representatives

- 1. Any individual that meets the requirements listed in Section 5.8.1 is eligible to be a Frosh representative
- 2. Two (2) Frosh Representatives will be chosen per regular session academic term.
 - a. An election organized by the Secretary, and overseen by the Senior Stick, will be conducted at the beginning of each regular session term.
 - b. The election process will be at the discretion of the Secretary and Senior Stick.
 - c. Eligible voters are those outlined in 5.8.1
- 3. The Frosh Representatives will represent first-year students on UMES Council.

Article 6 - Faculty Advisor

Section 6.1 Description

1. The Faculty Advisor is an instructional staff member in the Faculty;
2. The Faculty Advisor is meant to serve as a third party advisor to the Council;
3. The Faculty Advisor is entitled to speaking rights during all Society meetings;
4. The Faculty Advisor is an associate member of the Society

Section 6.2 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 a minimum of 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 a two-thirds ($2/3$) majority vote 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; and
 - b. The same advisor may again be appointed at the will of Council.

Section 6.3 Responsibilities

The duties of the Faculty Advisor are as follows:

1. To attend UMES meetings and offer a Faculty perspective, if solicited;
2. Attend the Conference Delegation Selection Committee meetings as a voting member;
3. Facilitate communication between Council and the Faculty; and
4. Provide support to Council.

Section 6.4 Removal

1. The Faculty Advisor can be removed with a two-thirds ($2/3$) majority vote of the Council.

Article 7 - Appointment of Non-Elected Positions

Section 7.1 Requirements for Directors and Supporting Members

1. All applicants for Directorship or Supporting Members 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; and
 - 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; and
 - b. All Directors of a single Directorship may not be on a Work Term at the same time during the Regular Session.

Section 7.2 Requirements for the VSCR

1. In addition to the requirements stipulated in Section 7.1, all applicants for the position of Vice Stick Corporate Relations shall:
 - a. Not be on a Work Term during the regular session for which they may be appointed; and
 - b. Have a minimum CGPA of 2.50 at the time of application.

Section 7.3 Requirements for the VSF

2. In addition to the requirements stipulated in Section 7.1, all applicants for the position of Vice Stick Finance shall:
 - a. Not be on a Work Term during the regular session for which they may be appointed; and
 - b. Have a minimum CGPA of 2.50 at the time of application.

Section 7.4 Requirements for Secretary

1. In addition to the requirements stipulated in Section 7.1, all applicants for the position of Secretary shall:
 - a. Be a first-year student at the time of application:
 - i. If there are no applications for Secretary this requirement can be waived and the Selection Committee may approach other students.
 - b. Not be on a Work Term during the regular session for which they may be appointed; and
 - c. Have a minimum CGPA of 2.50 at the time of application.

Section 7.5 Appointment Process

1. The non-elected and Supporting Member positions on Council shall be appointed by the Selections Committee:
 - a. The Selection Committee has the final decision on who is the Head Director of the Directorship but may leave this decision up to the members of the Directorship to decide.
2. Society Members shall be given a minimum of one (1) week's notice to submit their applications for non-elected positions;

3. Interviews for each position will be held by the Selections Committee during the Changeover Period;
4. During the Changeover Period, all applicants must be informed as to the results of the interviews no later than the last day of the Changeover Period; and
5. Outside of the Changeover Period, all applicants must be informed as to the results of the interviews within two (2) weeks of the interview.

Section 7.6 Resignations

1. Council shall be notified of the resignation with one (1) week notice; and
2. Society Members shall be given two (2) weeks after the resignation to submit their applications for the position.

Article 8 Annual General Meeting

1. The UMES Annual General Meeting will take place during the second term of the Regular Session, prior to the Executive Election;
2. All Executives will present an accountability report;
3. Notification of the Annual General Meeting date, time, and location must be made available to Society Members a minimum of one (1) week prior to the meeting; and
4. Minutes shall be taken and made available to all society members.